

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
January 26, 2017

Members/Alternate Members Seated:

Deborah Stinson, City of PT
David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn
Larry Karp, Quilcene Fire
Art Frank, JCSO

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
Brad Martin, Fire Chief, FD #3

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Mike Evans, City of PT/Alternate
Philip Morley, Jefferson County/Alternate
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Handouts

Regular Agenda
JeffCom Admin Board Minutes, December 15, 2016
Resolution 2017-001
Accountability Audit Report materials
Capitalization of Assets policy
Warrant/Check Register – December 2016 & January 2017

I Call to Order

Vice Chair, Deborah Stinson called the meeting to order at 9:04 a.m.

II Changes to the Agenda

No changes.

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 December 2016 minutes; Larry Karp seconded and the minutes were unanimously approved.

V Unfinished Business

A Regionalization

Karl said that Pencom is moving forward with regionalization. Their ILA has gone out to all agencies and he is expecting comments and discussion at their next meeting. Ultimately, only about 4 to 6 of the 17 agencies will sign the ILA due to issues working with agencies on tribal and federal land. Karl said he is exploring the BIAS cloud-based accounting/payroll software which will mirror what JeffCom uses and allow for depth of service between Pencom and JeffCom.

B 2017 Election of Chair & Vice Chair

Art Frank is now replacing Joe Nole on the JeffCom Board representing JCSO. **Art Frank made a motion to elect Deborah Stinson as the 2017 Chair and David Sullivan as Vice Chair; Larry Karp seconded and the motion was unanimously approved.**

VI New Business

A Resolution 2017-001 City-County 2016 Hazard Mitigation Plan

Karl said that the City-County Hazard Mitigation Plan has been going through revision and this new version includes a few pages devoted to JeffCom that outlines the critical facilities we own, and coverage area. This resolution will adopt our portion of the plan. **David Sullivan made a motion to approve Resolution 2017-001 City-County 2016 Hazard Mitigation Plan; Larry Karp seconded and the motion was unanimously approved.** The full version is available on the JPREP website.

B State Auditor's Recommendations

Karl said our Accountability Audit exit interview was yesterday. One of the issues they had was over the donation fund which should have been reported on our annual report. They learned of the donation fund when reading the minutes when JeffCom changed banks. The auditors performed a thorough records search and determined that there was no mal intent on our part. Their recommendation is to close the bank account and move the balance into the general fund to a devoted line item. **Robert Pontius made a motion to close the donation fund account held at 1st Security Bank in Port Hadlock and move the money into a newly created line item in JeffCom's general fund held by the County Treasurer; Art Frank seconded and the motion was unanimously approved.** The current use of the fund will end and all future purchases will come to the Board for approval. Karl said he will now be including this money in our annual report and notes.

C Policy Manual Update

The Auditor recommended that our policy on surplus be expanded to 3 separate policies. In doing that Karl created one for capitalization, one for small and attractive items, and one for disposal of assets. We will now have cradle-to-grave coverage and can build our internal assets list to account for small and attractive items. The rest of the policy manual is under review and will come back to the Board for final approval.

D ILA Discussion of Allocated Costs

The Sheriff's office approached Karl to discuss the call for service charge and the way the calls are tallied. They have specifically questioned follow-ups and civil processing which can result in double or triple billing for the same initial incident. Unfortunately, Art Frank was unable stay for this discussion so Karl said he will have an internal discussion with him and then this conversation can be continued when all parties are at the table. Karl said there are many ways to calculate fees and he presented a spreadsheet, by overhead projector, with just a few of the examples of methodology

used by other agencies. He said he will send the spreadsheet out to everyone electronically.

VII Director's Report

Staffing - new employee Katy Dressler has been hired and is doing well. One employee has left, and another will be joining the military next month. Karl said he has talked to the Sheriff about hiring Brandon while he is on light-duty which could ease our overtime.

CBD – Karl said he will be teaching CBD in Mason County in February. This class has been opened up for regional participation. With Mason County hosting, they will be paying for his hotel and expenses.

Meeting change – Karl said the March forum has been moved to the 3rd week in March and he requested that the March board meeting be changed to March 16th. There was no opposition to this request.

Additional Stancil License – Karl said the fire chiefs approached him about accessing our recordings directly instead of waiting for tapes to be made. After some research, he said this is doable as long as they pay a one-time fee plus 9% annual SSMA, and realize there is a license/log-in limit. It will be used by them for operational reasons, training, and will save time for JeffCom.

VIII Approval of Payments – December 2016 & January 2017

Robert Pontius made a motion to approve the December 2016 and January 2017 payments; David Sullivan seconded and the motion was unanimously approved.

IX Executive Session – RCW 42.30.110 for planning strategy during collective bargaining

The Board went into Executive Session at 10:40 a.m. to discuss planning strategy during collective bargaining per RCW 42.30.110. The Executive Session ended at 11:40. No decisions were made during the session.

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 11:42 a.m.

Next meeting: February 23, 2017 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member
Member


JEFFCOM Administrative Board

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
February 23, 2017

Members/Alternate Members Seated:

Deborah Stinson, Chair, City of PT
David Sullivan, Jefferson County Commissioner
Larry Karp, Quilcene Fire
Art Frank, JCSO

Other Attendees:

Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

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

Handouts

Regular Agenda
JeffCom Admin Board Minutes, January 26, 2017
Warrant/Check Register – February 2017

I Call to Order

Deborah Stinson called the meeting to order at 9:04 a.m.

II Changes to the Agenda

Tyler Technology contract for jail module was added to new business.

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 January 2017 minutes; Art Frank seconded and the minutes were unanimously approved.

V Unfinished Business

A Regionalization

Karl said that Pencom will be creating their own ILA instead of using JeffCom's ILA as their template because they determined that there are missing pieces that need to be included, such as: insurance requirements and stronger language surrounding liabilities and public disclosure. Karl will assemble interested parties in a work session to establish a framework for their ILA and once established he will bring it back to the JeffCom Board for discussion. Karl has sent out an RFI to replace Pencom's outdated consoles with a VOIP solution and he also included JeffCom in the proposal.

B Discussion of Allocated Costs

Cost allocation discussion continued with Karl presenting the spreadsheet data again which showed examples of methodology used by other agencies. After discussion, Karl said he would send out the spreadsheet again and asked everyone to go back and calculate their CFS numbers for the last 2-3 years and bring them back to the next meeting.

VI New Business

A Tyler Technology Jail Module Contract

Karl said the Sheriff and County are working on purchasing the jail module. JeffCom will need to sign and hold the master contract but will pass through all costs, including the annual SSMA. **Larry Karp made a motion asking Karl to sign the Tyler Technology Jail Module Contract after the Sheriff approves it. David Sullivan seconded the motion and it was unanimously approved.**

VII Director's Report

Staffing – there are currently 3 openings, and April 1st we will be down a 4th position. Karl is doing some checking to see if a Pencom dispatcher can be cross-trained to temporarily fill in the gap.

CBD – Karl said he taught CBD class in Mason County which went very well. Nine dispatchers have been certified, including one of our own. He plans on charging for the student manuals which will help recoup some of our costs.

Meeting change – Karl reminded that the March meeting has been moved to the 16th.

Voucher approval – During his vacation absence, Karl asked if someone would be available to review the March and April vouchers. Art Frank volunteered.

Telecom Week – Karl said the 2nd week of April is set aside for Telecommunication Week. He asked if everyone would pass the word and find a way to honor our dispatchers. Donna Stamper will be coordinating the event.

Olympia – Karl said it appears that our State 911 funds will not be raided this biennium. Many were involved in getting the word out and the message may have gotten through to the Governor's office that they are putting federal dollars at risk. The State 911 committee will continue to monitor the situation.

VIII Approval of Payments – February 2017

David Sullivan made a motion to approve the February 2017 payments; Art Frank seconded and the motion was unanimously approved.

IX Executive Session – RCW 42.30.110 for planning strategy during collective bargaining.

The Board went into Executive Session at 10:26 a.m. to discuss planning strategy during collective bargaining per RCW 42.30.110. The Executive Session ended at 10:56. No decisions were made during the session.

After returning to the regular session and some discussion, **Art Frank made a motion asking Karl to sign the Teamsters Agreement noting one minor change in the tuition section, replacing the words Department Head with the word Director. With that change and a unanimous approval of the Agreement by union members, Karl will sign the Agreement. Larry Karp seconded and the motion was unanimously approved.**

- 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 11:04 a.m.

Next meeting: March 16, 2017 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
March 16, 2017

Members/Alternate Members Seated:

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

Other Attendees:

Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Mike Evans, City of PT/Alternate

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
Larry Karp, Quilcene Fire
Ron Garrison, Fire Comm. Assn/Alternate
Philip Morley, Jefferson County/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, February 23, 2017
Warrant/Check Register – March 2017

I Call to Order

Deborah Stinson called the meeting to order at 9:02 a.m.

II Changes to the Agenda

Meeting Date Change was added to new business

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 February 2017 minutes; Deborah Stinson seconded and the minutes were unanimously approved.

V Unfinished Business

A Regionalization

Karl attended a meeting with political entities and other groups in Clallam County, including attorneys and the insurance carrier, for the purpose of working out the details of the new interlocal agreement. The next step will be for them to go back and work with their agencies to determine what needs to be added or changed. Karl will be attending a BOCC workshop on April 3rd to present the regionalization plan to the City Commissioners.

B Discussion of Allocated Costs

Karl said he has received agency data from Port Townsend PD, Brinnon, and East Jefferson and is waiting for the others before he compiles the information. With 3 years

of data he will update his spreadsheet and bring this back for discussion in order for everyone to reach an agreement on which call types will be charged. From there, he would like to formulate a percentage that each agency would pay to replace the current call for service formula.

VI New Business

A Meeting Date Change

Karl made a request to move the May 25th meeting date up to May 18th, which was then approved by the Board. Kathy will get the change posted to the website and notify the paper.

VII Director's Report

Staffing – there are currently 3 openings, and on April 1st there will be 4 openings. We will have 2 part time dispatchers helping out and Karl is looking at bringing a Pencom dispatcher in for approximately 2 months. Karl will work on an agreement between both centers which will also address reimbursement costs.

Telecom Week – Karl said the 2nd week of April is set aside for Telecommunicator Week. He asked if everyone would pass the word and find a way to honor our dispatchers. Donna Stamper will be coordinating the event.

Director absence – Karl said he will be gone from April 10-May 5 in Europe and would like to purchase an AT&T plan to keep in touch with JeffCom. He said they offer a daily rate of \$10.00, only when the phone is turned on, and he would be willing to split the cost. **Brad Martin made a motion for JeffCom to split the cost of whichever plan Karl chooses to use to keep in touch with JeffCom; David Sullivan seconded and the motion was unanimously approved.**

Northwest Leadership Seminar – Karl said he took all supervisors from both centers to Portland for the Northwest Leadership Seminar. He said it was good to get everyone together for socializing and bonding.

Warrant Clerk – Karl said he received an email from the Sheriff directing him to move Jenny from the space by the end of the month. He has a meeting with him this afternoon to discuss this issue.

Union Agreement – Karl said the union agreement was unanimously approved by the staff and he is prepared to sign the contract. Kathy has updated the BIAS wage tables and calculated retro costs.

VIII Approval of Payments – March 2017

Robert Pontius made a motion to approve the March 2017 payments; David Sullivan seconded and the motion was unanimously approved.

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

Karl said he will have a final budget report from last year and would like to discuss moving money into the capital fund.

It was agreed that “Introductions and Announcements” will be added as an ongoing item on the agenda.

Discussion of annual invitation to Chief’s and Elected Officials will be added.

X Good of the Order

XI Public Comments regarding New Business only

No public comments were made.

XII Adjourn

The meeting adjourned at 10:21 a.m.

Next meeting: May 18, 2017 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
SCHEDULED FOR

_____April 2017 _____

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JEFFCOM ADMIN BOARD

THERE WAS NO BOARD MEETING

_____May 2017 _____

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
June 22, 2017

Members/Alternate Members Seated:

David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn
Art Frank, JCSO
Larry Karp, Quilcene Fire

Other Attendees:

David Timmons, City of Port Townsend
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Brad Martin, Fire Chief, FD #3
Deborah Stinson, Chair, City of PT
Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Philip Morley, Jefferson County/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, March 2017
Warrant/Check Register – April, May, June 2017

- I Call to Order**
David Sullivan called the meeting to order at 9:02 a.m.
- II Introductions and Announcements**
With the absence of both Deborah Stinson and Mike Evans, David Timmons said he was here representing the City of Port Townsend, but doesn't have a vote for this meeting.
- III Changes to the Agenda**
There were no changes to the agenda.
- IV Comments from the Public**
 - A Public Comments:** None made.
 - B Board Response:** N/A
- V Approval of Minutes**
Robert Pontius made a motion to approve the March 2017 minutes; Art Frank seconded and the minutes were unanimously approved.
- VI Unfinished Business**
 - A Regionalization**
Karl said the draft ILA to separate Pencom from the City of Port Angeles should be finalized this week and will be sent out for comments and is hoping by the end of next month it will be signed. Looking forward, the goal of mirroring consoles, equipment and software between the two agencies looks promising.

B ILA Discussion of Allocated Costs

Continuing the discussion from last month, Karl said that the Sheriff's Office has requested that follow-up calls be deleted from their annual CFS call count and in fairness fire groups have requested mutual aid calls be removed from their counts. After an overhead presentation and further discussion it was agreed that Karl will calculate the CFS in the same way as before, July 1-June 30, removing all types that were agreed upon. After gathering all the numbers, Karl said he will come up with the budget amounts for each agency.

VII New Business

A Capital Equipment Fund & Pension Reserve Fund – possible motions

Karl said that he is seeking 2 motions to move money from the general fund as discussed in previous meetings. Savings have been realized with the additional revenue from the City of Port Angeles for administrative services so he would like to move \$100,000 to the capital fund. The other request would be to move \$10,000 into the Pension Reserve Fund for a PERS 1 employee. **Robert Pontius made a motion to move \$100,000 from the General Fund to the Capital Fund, Art Frank seconded and the motion was unanimously approved. A second motion was made by Robert Pontius to move \$10,000 from the General Fund to the Pension Reserve Fund, Art Frank seconded and the motion was unanimously approved.**

B State 911 Contract – FY18

The State 911 contract for FY18 will begin July 1, provided the State passes their budget on June 30th. This contract represents \$330,326.57 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. **Larry Karp made a motion to approve the signing of State 911 FY18 contract and move it forward to the BOCC; Robert Pontius seconded and the motion was unanimously approved.**

C Annual Invitation to Chief's and Elected Officials

Karl said that our ILA states we need to annually invite Chief's and Elected Officials to at least one meeting a year. He said that a good time to do that would be during budget presentation in July or August and is asking user agencies to pass along the invitation to their Chiefs and Electeds.

VIII Director's Report

Staffing – we lost a trainee who self-identified the job was not for her. One trainee has been released to full duty, and one is in training. There have been no further applicants so ads will be placed in the paper. Karl said he is very sad to report that Kathy Young has announced her retirement and her last day will be August 31st. He said that 4 applicants have applied, with

good backgrounds and that he will be putting a panel together for interviews. He would like to have the new person job shadow for a month, and Kathy has offered to be available for consultation in the future.

Telecom Week – Karl expressed thanks to the agencies for their support during telecommunicator week. He said the dispatchers appreciated it very much.

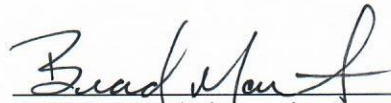
The Sheriff requested that the warrant clerk be moved from the space she occupied in the jail, so she has moved into the office with Kathy. Lynn Sterbenz generously provided a space for Karl to move into EOC.

Next week is APCO Summer Conference in Kennewick, so Karl will be out of the office attending that, but available by phone.

- IX Approval of Payments – April, May, June 2017**
Robert Pontius made a motion to approve the April, May and June 2017 payments; Larry Karp seconded and the motion was unanimously approved.
- X Suggestions for next or future agenda, regular meeting and/or executive session**
Karl said he will begin working on the 2018 budget and bring a proposal for July.
- XI Good of the Order**
- XII Public Comments regarding New Business only**
No public comments were made.
- XIII Adjourn**
The meeting adjourned at 10:16 a.m.

Next meeting: July 27, 2017 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 27, 2017

Members/Alternate Members Seated:

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

Other Attendees:

Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Mike Evans, PTPD
Lisa Johnson

Members/Alternate Members Absent:

Robert Pontius, Fire Comm. Assn
Larry Karp, Quilcene Fire
Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Philip Morley, Jefferson County/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, June 2017
Warrant/Check Register – July 2017

I Call to Order

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

II Introductions and Announcements

Karl introduced Lisa Johnson, the incoming Office Manager. Everyone around the room introduced themselves and welcomed Lisa to JeffCom.

III Changes to the Agenda

There were no changes to the agenda.

IV Comments from the Public

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

V Approval of Minutes

David Sullivan made a motion to approve the June 2017 minutes; Art Frank seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

Karl said that after another round of discussions and comments regarding the ILA; the City of Port Angeles attorney will prepare the next draft. Karl said he is hoping to have the group agree to a final version of the ILA by the end of August. After the final has been signed the next step will be to prepare agency agreements.

VII New Business

A TERT Agreement Renewal

Karl said the contract renewal for TERT provides a way for us to get reimbursed when our employees are deployed to another agency during emergency situations. This agreement needs to be signed each year in order to receive reimbursement from the State and he requested the Board approve and sign the renewal. **Brad Martin made a motion to approve signing the TERT Agreement; David Sullivan seconded and the motion was unanimously approved.** Karl said there will be an exercise in September and we are sending 1 person from JeffCom and 1 from Pencom.

B Administrative Change – Welcome Lisa Johnson

Karl announced that Lisa Johnson has been hired as the new Office Manager and comes to us with excellent background and references. Kathy Young will be training her during the month of August, and offered to be available for a few months beyond that to answer questions. **David Sullivan made a motion to have Lisa Johnson replace Kathy Young as signing authority for First Federal Bank, 1st Security Bank, on the JeffCom credit card held by First National Bank, and all other places, as needed. Art Frank seconded the motion and it was unanimously approved.**

C 2018 Budget Discussion

In preparation for the 2018 budget Karl calculated the call for service for each agency for the period of July 1, 2016 to June 30, 2017 and then removed the agreed upon call types. If the Board agrees to these numbers then he will create a percentage based formula for future calculations, getting away from the assigned dollar amount for each CFS. He asked that each agency review their call types and get back to him before the next meeting. As a reminder, the Sheriff's Office 1 year special adjustment will end December 31. Karl said he is about 70% done with preparing the 2018 budget and sent Anne Sears an email asking for her projections for the sales tax revenue.

VIII Director's Report

Staffing – one trainee is released to be on her own and doing well, another is on fast track, and we have one in background. There are no other applicants for the dispatch openings.

Karl thanked Port Ludlow and East Jefferson for providing people to help interview the Office Manager applicants.

First Net – has been gaining momentum and will be made available for agencies to sign on, for a fee, but not a requirement yet. The bulk of the benefit will be to large cities, or places with full coverage, not rural areas such as ours. At this point they seem to be promising more than can be delivered, so we will remain part of the discussion for the time being. Questions were raised about the ability to

still send in comments during the comment period. Karl stated that he would extend a comment on behalf of the fire districts in regard to cell coverage issues that exist in our area.

Karl said he will be gone to the APCO International Conference in Denver August 10-20.

IX Approval of Payments – July 2017

Art Frank made a motion to approve the July 2017 payments; David Sullivan seconded and the motion was unanimously approved.

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 10:12 a.m.

Next meeting: August 24, 2017 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 24, 2017

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Philip Morley, Jefferson County/Alternate

Other Attendees:

Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Lisa Johnson, JeffCom Office Manager
Gene Carmody, Fire Comm. Assn
Mike Evans, PTPD/Alternate
Larry Karp, Quilcene Fire/Alternate
Robert Pontius, Fire Comm. Assn

Handouts

Regular Agenda
JeffCom Admin Board Minutes, July 2017
Warrant/Check Register – August 2017

I Call to Order

Deborah Stinson called the meeting to order at 9:04 a.m.

II Introductions and Announcements

Karl mentioned that this is Kathy's last board meeting and thanked her for all her expertise and help over the years. She will be greatly missed

III Changes to the Agenda

Karl requested that online credit card access be added to new business.

IV Comments from the Public

A Public Comments: None made.

B Board Response: N/A

V Approval of Minutes

David Sullivan made a motion to approve the July 27, 2017 minutes.

Brad Martin seconded and the minutes were unanimously approved.

VI Unfinished Business
A Regionalization

In Port Angeles, the final draft of the ILA is out to all user agencies, and Karl will meet with the attorney next week. He is working on the separate contracts for the smaller agencies, and is feeling confident on a January 1, 2018 projected date for separation. PenCom & JeffCom are working on Asset tagging in preparation for merger.

The first steps are being taken for a combined JeffCom/PenCom budget. Initially combining both agencies budgets, with modifications needed. We will be looking at funding formulas for the actual combining of the two agencies. We're hopeful for August as the Final for the interlocal Agreement.

We're looking into using BIAS software at PenCom as well.

B. 2018 Budget Discussion

Karl gave overview of 1st draft of the budget. He is being aggressive, to put into Capital, and have a leaner first budget. Per Anne Sears, projecting a 3% increase on Tax Revenue. Total income projected is up \$40K.

E911 expenses are reimbursable, thus directly offsetting revenue, so it's "a wash".

Our State Grant is biennial, fixed at \$333,607/yr, currently at 291K, and we will "rollover" the remaining \$42K into next year's revenue.

Discussion proceeded on the Call Funding formulas: Comment was made on the Dispatch fees for the City of PT, and the JCSO with changes of \$30,820 and -\$63,773, respectively. The city had 1,100 more calls, so that increase alone is \$30,800.

Deborah asked for feedback on the budget. She is accepts the City budget projections. Brad is very concerned about Capital reserves being set up to plan for the merger, and the potential cost of a new facility.

Karl summarized discussion by saying that agreement was made in principle to use the following methods in calculating our call numbers:

- Law – Remove all TEST, error, BROD and follow ups. We will also remove all County calls for service into the City of PT under contract as their primary LE agency
- Fire – remove all TEST and error call types – and remove all SENT Mutual Aid calls (as reported by each district)

He will send out an excel spreadsheet with the ability to do "what if" scenarios to help

show budget reserve calculations, in order to set aside a reserve for future capital expenditures. This will be an effective tool to bring to the respective legislative bodies for review, so that we may approve the budget at our next meeting in September.

Deborah wrapped up the budget discussion, stating that in summary, there are no changes to the rest of the budget as presented, and that the funding formula is the only topic up for discussion.

VII New Business

A. Request change of September Board Meeting from the 28th to the 22nd.

David Sullivan made a motion to approve the change of date.

Brad Martin seconded and the change was unanimously approved.

Lisa will send out new invite to the board; please forward it to the commissioners and legislative bodies.

B. Request authorization and signature for Online Credit Card Access

A request was made to the Board asking Deborah Stinson, Chair, to sign the authorization form to allow Lisa online access to our Credit Card Statements

Brad Martin made a motion to approve.

David Sullivan seconded it, and it was unanimously Deborah Stinson, Chair,

VIII Director's Report

Staffing –

Karl will be out of town one week in Sept and will be available by cell and email. Sunny Fortino will be in charge in his absence. Lisa will be in the office.

The Trainee who was released to full duty has resigned. We currently have one applicant whom has passed the background check, and is going on to the Polygraph. There are no other applicants for the dispatch openings at this moment.

JeffCom is down 4 dispatch personnel; PenCom is down 1. They may push their applicants toward us.

The APCO conference in Denver went very well.

IX Approval of Payments – July 2017

Art Frank made a motion to approve the August 2017 payments;

Bob Pontius seconded and the motion was unanimously approved.

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

XI Good of the Order

Deborah said that she would like it reflected in the records the appreciation for the work and significant contribution made by Kathy Young. She said we are still here today and a big part of that goes to Kathy. There was a critical time there if she hadn't been here to hold that thread and keep the pieces and parts in place that we would not be as well positioned as we are today. Deborah added that we wish Kathy a happy and prosperous retirement.

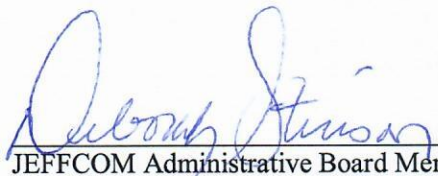
XII Public Comments regarding New Business only

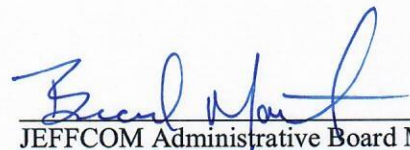
Gene Carmody thanked Karl for his due diligence in presenting such an informational meeting. He felt well equipped to go back to his committees and share this information.

XIII Adjourn

The meeting adjourned at 11:02 a.m.

Next meeting: September 22, 2017 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, 2017

Members/Alternate Members Seated:

Deborah Stinson, Chair, City of PT
Art Frank, JCSO
Brad Martin, Fire Chief, FD #3
Philip Morley, Jefferson County/Alternate
Robert Pontius, Fire Comm. Assn

Other Attendees:

Karl Hatton, JeffCom Director
Mike Evans, PTPD/Alternate
Lisa Johnson, JeffCom Office Manager

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
Gene Carmody, Fire Comm. Assn
Ron Garrison, Fire Comm. Assn/Alternate
Larry Karp, Quilcene Fire/Alternate
David Sullivan, Jefferson County Commissioner

Handouts

Regular Agenda
JeffCom Admin Board Minutes, August 2017
Warrant/Check Register – September 2017

I Call to Order

Deborah Stinson called the meeting to order at 9:12 a.m.

II Changes to the Agenda

III Comments from the Public

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

IV Approval of Minutes

Phil Morley made a motion to approve the August 24, 2017 minutes with the following changes discussed:

Section VI – Regionalization. In the last sentence of the second paragraph, change August to September, and then move the sentence up to the end of the first paragraph to complete the section on the Pencom ILA.

Brad Martin seconded and the minutes were unanimously approved.

V Unfinished Business

A Regionalization

Karl is working on a power point presentation for the City Council of Port Angeles, talking about the history, what the fiscal impacts will be in year one and two and estimation of the

regionalization. The City Council of Port Angeles has the final say on whether this goes.

Karl is hoping to be on the calendar for the second week of October for discussion and hopeful resolution. The City Manager, Karl and the Chief of Police would contribute, asking for resolution.

In the future, if we don't go to regionalization in the next 2-3 years, we may want to discuss changing the structure of JeffCom from a municipal corporation to a non-profit as well, since it provides better separation of liability protection to the user agencies. In the attorney's opinion, in a sense it would provide a better "firewall." for us. There is no negative effect on Grant funding or WCIA; it may even open the door to other funding sources. We may want to ask Homeland Security as well.

January is an aggressive goal, but still feasible; it would be cleaner for reporting, and tax purposes. While the potential separation isn't looked upon with universal enthusiasm, Karl is encouraged because there are no major opposing groups. So far his meetings with all the elected officials, from both counties have been successful, and we make a good argument that this makes good sense.

When the final "final" is drafted, and it is out to the agencies, he will notify JeffCom Board. The board also offered to attend the meeting if that would be of help.

B. 2018 Budget Discussion

Karl summarized discussion by saying that agreement was made in principle to use the following methods in calculating our call numbers:

- FIRE – remove all Mutual Aid calls to which they responded "out of district."
- JSCO – remove all County calls for service into the City of PT under contract, not just in general because they backup each other
- FIRE & LAW – Remove all TEST, error, BROD and follow ups. We will also remove all County calls
- Law – removing follow-up, but leaving in transports, and civil papers and call types

Bottom line dollar amount is \$928,000 for a balanced budget.

So we're in agreement on these two basics, but the discussion continued on how much, if any? Do we want to set-aside for our Capital which currently has a balance of \$210,000? Rough estimate for building a new center after regionalization is \$3-5 Million

Consideration must be made regarding the very significant shortfall at the state level. The 9-1-1 shortfall on the next biennium at the state level is 5.3 million at best, to over 7.0

million at worst. The overall hit to all state agencies is about 10%.

The state had authorized a \$2 million dollar "bonus" to help two smaller 911 agencies in Eastern Washington pay for equipment; however, they did not take it out of the general fund, but reduced the 911 fund, which completely ties our hands.

The second hit, is that the 911 Hub of the state is being transitioned into a new one, yet we have to run both side by side for a transition period which has been extended from 6 months to even longer now.

We're likely to face a 10% reduction in our State 911 grant. Our State Grant is about \$330K. On the CPD side of the grant, training reimbursement will cease, so we may look into WCIA funding of some of these training costs.

Karl needs to ask the Board of County Commissioners here and in Clallam County, what would be the general consensus of the constituents' support level for an additional 1/10th of 1% increase in user fees. We're looking at raising that at the state legislative level. Currently Jefferson County collects, and remits to us the 1/10 of 1% that they collect on Sales and Use tax.

Karl stated that he has been very conservative, and believes that we may in fact end the year more favorably, as happened last year. Anne Sears estimates and suggested a 3% increase in revenue. The city and the county are seeing large increase in major building construction and therefore their tax revenue stream. We can always revisit the budget mid-year with amendment if necessary.

Our known capital needs are:

1. Frequency pairs; repeated fire channels across the county. \$40-60K new radios up.
2. WA State is giving no money for equipment; only operations and training.
3. 2020 is the new State Biennium. The old 911 hub will be gone, so we should see those costs reduced for running the two side-by-side.

Deb mentioned concern over the costs in the future and making all our equipment with PenCom similar. They bring a much larger base of assets, and no debt. JeffCom has more debt. Do we have a "buy-in?"

4. We have a "radio over internet" project, to replace consoles, that has been put on hold because we have some backup equipment. The total on this is \$3.5 million. We're looking for a grant through Clallam County to try to pay for the entire project.
5. CAD upgrade from 10.0 to Version 11.00 "Enterprise Solution" with a timeframe of 2 years. Approximately \$100K for both, and separately with shared licensing.
6. Building a new facility, depending on where we rebuild. Approx \$3-5 million.

Phil supports a model of 36K in Capital investment, encouraging us to be “slow and steady” and put a little away at a time, so as not to face a sudden capital crisis. We know the impending needs coming down the pipe.

Brad and Deb mentioned that they had no responses from their agencies regarding our questions. Bob supports a zero balance, even though putting aside money is good. He believes the people don’t want to pay any more money in taxes right now.

Phil Morley made a motion to approve the 2018 Budget for a Zero Balance goal.

Bob Pontius seconded and the 2018 Budget was unanimously approved

VI New Business

Nothing added.

VII Director’s Report

We have a new applicant, Melanie Hundley, who is in the process to hire.

VIII Approval of Payments – September 2017

Bob Pontius made a motion to approve the September 2017 payments;

Art Frank seconded and the motion was unanimously approved.

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

Brad suggested that we establish a reserve fund benchmark to work towards. Karl mentioned a general requirement to hold 10% in reserve balance. He will send out our required amount that we have to pay on the pension reserve.

X Good of the Order

No comments


XI Public Comments regarding New Business only

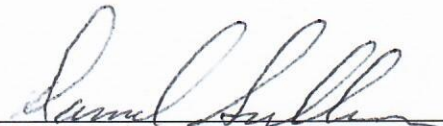
No public comments were made.

XII Adjourn

The meeting adjourned at 10:29 a.m.

Next meeting: October 26, 2017 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
October 26, 2017

Members/Alternate Members Seated:

Deborah Stinson, Chair, City of PT
Art Frank, JCSO
Robert Pontius, Fire Comm. Assn
David Sullivan, Jefferson County Commissioner

Other Attendees:

Karl Hatton, JeffCom Director
Mike Evans, PTPD/Alternate
Lisa Johnson, JeffCom Office Manager
Meril Smith, Fire Dist. #4

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
Gene Carmody, Fire Comm. Assn
Ron Garrison, Fire Comm. Assn/Alternate
Larry Karp, Quilcene Fire/Alternate
Brad Martin, Fire Chief, FD #3
Philip Morley, Jefferson County/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, September 2017
Warrant/Check Register – October 2017

I Call to Order

Deborah Stinson called the meeting to order at 9:08 a.m.

II Changes to the Agenda

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 September 22, 2017 minutes with the following changes discussed:

Section VI – Regionalization. In the last sentence of the second paragraph, change August to September, and then move the sentence up to the end of the first paragraph to complete the section on the Pencom ILA.

Art Frank seconded and the minutes were unanimously approved.

V Unfinished Business

A Regionalization

Ongoing negotiations surrounding the ILA for Pencom separating are continuing. It has stalled due to discussions about the amount of money that the County takes from the 911 tax revenues as "indirects", the make-up of the governing board and the inclusion of radio in the initial ILA.

Karl asked all the counties in the state who operate as a "stand-alone", separate from County Government, if their county takes any overhead fees from their state funds, and of those that answered only Clallam County does. Kitsap County is an exception, as they take a percentage of the interest only off the funds.

VI New Business
Nothing added.

VII Director's Report

- A** We have 1 person, Melanie Hundley, in training. A second applicant has passed Background. We are currently down 4 people in dispatch.
- B** We have a grievance filed with the union regarding the use of part-time staff. Karl is consulting with legal counsel, employees, and our union representatives to reach consensus.
- C** Karl stated that he shared with staff that as Director, he is to operate with fiscal responsibility to minimize excessive overtime, as well as to help alleviate staffing issues.
- D** Chic is out of the office, due to his mother death. Our IT issues are on hold and Jason is managing as best he can.
- E** Karl was at the APCO-NENA meeting. The State is facing a 7-million-dollar shortfall, so we will be seeing a 50% reduction in our CPD portion of our state grant. That amounts to a reduction of approximately \$18,275. It's a dollar for dollar reimbursement, so if we don't spend it we don't lose it. We're looking into WCIA (Washington Cities Insurance Authority) for eligible training reimbursements.
- F** Karl will be testifying at the state level to hopefully get more money allocated from the general fund back into the State 911 grant fund.
- G** We are moving towards our State authorities rewriting the current 911 RCW. Potentially JeffCom 9-1-1 would negotiate directly with the state rather than the Jeff Co. BOCC.

VIII Approval of Payments – October 2017

David Sullivan made a motion to approve the October 2017 payments;

Art Frank 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

No comments

XI Public Comments regarding New Business only

No public comments were made.

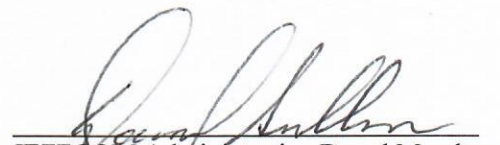
XII Adjourn

The meeting adjourned at 10:00 a.m.

Next meeting: December 14, 2017 at Fire Station 11 in Chimacum, at 9:00 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



JEFFCOM911 ADMINISTRATIVE BOARD

PORT LUDLOW FIRE HALL, 7650 OAK BAY ROAD

There was no Board Meeting in

November 2017

It was cancelled by mutual consent of the Board

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act those requiring accommodation for this meeting should notify the Administrative Office at least 24 hours prior to the meeting at (360) 344-9756.



JEFFCOM911 ADMINISTRATIVE BOARD

PORT LUDLOW FIRE HALL, 7650 OAK BAY ROAD

There was no Board Meeting in

December 2017

It was cancelled by mutual consent of the Board

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act those requiring accommodation for this meeting should notify the Administrative Office at least 24 hours prior to the meeting at (360) 344-9756.