



JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
January 25, 2018

Members/Alternate Members Seated:

Art Frank, JCSO
Larry Karp, Quilcene Fire/Alternate
Robert Pontius, Fire Comm. Assn
David Sullivan, Jefferson County Commissioner
David Timmons, City Manager, PT

Other Attendees:

Ron Garrison, Retired Fire Comm.
Karl Hatton, JeffCom Director.
Lisa Johnson, JeffCom Office Manager
Philip Morley, Jefferson County/Alternate
Dan Toepper, Citizen

Members/Alternate Members Absent:

Deborah Stinson, Chair, City of PT
Dave Stanko, Sheriff, JCSO/Alternate
Gene Carmody, Fire Comm. Assn
Brad Martin, Fire Chief, FD #3
Meril Smith, Fire Dist. #4/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, October 26 2017
Warrant/Check Register – February 2018 MTD

I Call to Order

David Sullivan called the meeting to order at 9:03 a.m.

II Introductions and Announcements

David Timmons is filling in for Deborah Stinson who was unable to come.

III 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 October 26, 2017 minutes.

David Sullivan, seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

We are currently still working with stakeholders on the separation of Pencom from the City of Port Angeles. This continues to be a work in progress. The County has agreed to step back from charging 8% “indirect” fees on tax revenue that is specific for 911 and are currently negotiating at 2%. Other issues that have been part of the negotiations appear to be mostly resolved. Karl expects that a few more meetings will occur and an agreement will be reached.

Karl is gathering input from the Cities of Port Angeles and Port Townsend, all user groups, Clallam County communities, as well as our Board of Directors to address all concerns and to move forward constructively.

Conversations will continue with the City of Port Angeles – HR, Finance and Legal to begin working out specific contract language for services, lease and asset transfers. We continue to move forward.

VII New Business

A Election of Chair and Vice-Chair

Deborah was mentioned as showing interest. Bob Pontius said he was interested.

i Bob Pontius was elected as Chair.

(a) Larry Karp made a motion to elect Bob Pontius as Chair.

(b) Art Frank seconded.

ii Deborah Stinson was elected to Vice-Chair

(a) David Sullivan made a motion to elect Deborah Stinson as Vice-Chair.

(b) Art Frank seconded.

B Setting meeting dates for the year.

Date established are:

Feb 23, March 22, April 26, May 31, June 28, July 26, Aug 30, Sept 27, Oct 17,
Nov 29, Dec 27 cancelled, and Jan 17, 2019

VIII Director’s Report

A State Budget and E911Grant shortfall:

- i The State 911 office was underfunded last year by \$7.1 million at the beginning or our biennium last year. Staffing has been cut in WA State, The Governor’s

- Budget came out about 2-1/2 months ago, and is currently underfunded by \$4.5 million. It says that we can spend this money, contingent on a Federal Grant.
- ii In the most recent legislative session, they wrote a proviso that earmarked \$2 million dollars to be cut from the 911 funding, rather than from the state general fund. The CPD1 Coordinator Development portion of the grant has been cut 50% across the board. For Jeffcom911, that amounts to about \$24K last year, and \$18K this year.
 - iii Karl met with Senator Van De Wege and Representative Tharinger, but has had no response from Chapman.
 - iv As President of APCO, Karl has also testified in front of the House Ways and Means and Appropriations, talking about the Governor's budget shortfall. He has advocated for the smaller state 911 agencies who are deeply impacted by this, and has asked for the state to give us spending authority for the 2.5 million that we have in our account but cannot access, and the additional \$2 million out of general fund.
 - v Karl also met with the Government Affairs Legislative representative for the Military Department, and stated our deep concern.
 - vi Karl recommends that all board members and attendees make their voices heard to the state. He will send bullet talking points out to all our agencies on what to address to our representatives in the state legislature.

B Staffing

- i We lost one trainee, in November and we have a new trainee in house.
- ii We have changed our hiring practices, and are currently using the services of the Public Safety testing to vet our applicants. See <http://www.jeffcom911.us/employment/employmentmain.htm>
- iii We are representing Jeffcom911 at the WA State Hiring Expo.
- iv We have 12 FTE's dispatcher positions
 - (i) 1 Administrative Supervisor, and 11 operations staff
 - (ii) We are currently down 4 full time positions. Terry Taylor is leaving and one employee +
 - (iii) 6 has applied elsewhere. We're looking at PenCom offering cross support. They can do 911 calls, but they cannot dispatch law enforcement from their location.
- v We are still in discussion with the Union in regards to our use of part time staff and the rules in CBA (Collective Bargaining Agreement).

IX Approval of Payments – November & December 2017, and January 2018

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

Robert Pontius made a motion to approve the payments for November & December 2017, and January 2018.

David Sullivan seconded and the motion was unanimously approved.

XI Public Comments regarding New Business only

No public comments were made.

XII Executive Session – RCW 42.30.110 and RCW 42.30.140 for discussion on personnel issues.

Executive session began at 10:31 am and ended at 11:02 pm

XIII Adjourn

The meeting adjourned at 11:04 a.m.

Next meeting: February 23, 2018 at Port Ludlow FD #3 at 9:00 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
February 23, 2018

Members/Alternate Members Seated:

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

Other Attendees:

Karl Hatton, JeffCom Director

Members/Alternate Members Absent:

Deborah Stinson, Vice-Chair, City of PT
Dave Stanko, Sheriff, JCSO/Alternate
Meril Smith, Fire Comm. Assn

Handouts

Regular Agenda
JeffCom Admin Board Minutes, Jan 25th, 2018
Warrant/Check Register – Feb MTD 2018

I Call to Order

Robert Pontius called the meeting to order at 9:05 a.m.

II Introductions and Announcements

David Timmons is filling in for Deborah Stinson who was unable to come.

III Changes to the Agenda

- A Add Update to fire Tac frequency.
- B Explore the option of putting cameras at towers sites.
- C Disposition of excess funds carried over from 2017

IV Comments from the Public

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

V Approval of Minutes

- A David Sullivan made a motion to approve the January 25th, 2018 minutes with the following changes discussed:
 - i Dave Timmons was at the meeting,

- ii show Ron Garrison as retired from his positions.
 - iii Mike Evans was not present, and
 - iv Meril Smith should be shown as the alternate for the Fire Commissioners.
- B Art Frank, seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

Currently in final stages of negotiating the ILA to separate Pencom from the City of Port Angeles. Current negotiations and contracts are being worked on for employees, services and transfer of assets.

VII New Business

A Update on Fire Tac Frequencies

- i Karl reported that Chris Palmer has secured one-half of a frequency pair and is still working with the APCO frequency coordinator to find a second pair

B Cameras set up at tower sites

- i A request was made to investigate the potential for installing cameras at each of the tower sites. This is in response to the recent thefts of copper from an adjacent site owned by Kitsap 9-1-1.

C Disposition of excess funds from 2017

- i Karl reported that our tentative budget surplus from 2017 is approximately \$136,000. A general discussion about what to do with that money ended.
- ii Karl made the recommendation and Brad Martin made the motion to move \$100,000 into the Capital Fund and to keep the remainder (to be reported at the next meeting) in the general operations fund.
- iii Art Frank seconded the motion and it was approved unanimously

VIII Director's Report

A Staffing

- i One trainee is doing well.
- ii We have moved to Public Safety Testing for our pre-employment testing and have one potential applicant identified so far.
- iii Negotiations with the union continue on the use of part time employees.

B State 9-1-1 Funding shortfall

- i Both the House and the Senate have put forward budgets that address the 9-1-1 funding short-fall.
- ii It appears that 9-1-1 will receive the full funding that is being asked for by the Military Department.

C BIAS conference

- i Karl attended the BIAS conference this past week and has started work on the annual financial report to the State Auditor's Office.
- ii Karl received recognition from the President of BIAS and was given the "Above and Beyond" award for his work in the 9-1-1 community across the state.
- iii Karl will be attending the Western Regional Conference for APCO-NENA in March.
- iv JeffCom 9-1-1 has received an application and associated application fees from Verizon for changes that they are requesting on the Morgan Hill tower. This will result in additional revenues for JeffCom.
- v Due to ongoing staffing shortages Karl will occasionally be working radio console.

IX Approval of Payments – Feb MTD 2018

- A Art Frank made the motion to approve and David Sullivan seconded the motion.
- B Discussion about a discrepancy in the payroll account of \$90,000 was discussed. This was a banking error and the corrected receipt for the account is in the mail. Art Frank will sign the approval once the receipt has been placed in the record.
- C The corrected motion was approved unanimously.

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

A request was made for Karl to prepare a thank you letter to Ron Garrison for his service on the board

XI Public Comments regarding New Business only

No public comments were made.

XII Adjourn

The meeting adjourned at 11:02 a.m.

Next meeting: March 22, 2018 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 22, 2018

Members/Alternate Members Seated:

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

Other Attendees:

Mike Evans, City of PT
Larry Karp, Quilcene FD
Meril Smith, Fire Comm. Assn
Dan Toepper
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
David Timmons, City of PT/Alternate
Philip Morley, Jefferson County/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, Jan 25th, 2018
Warrant/Check Register – March MTD 2018

I Call to Order

Robert Pontius called the meeting to order at 9:06 a.m.

II Introductions and Announcements

III Changes to the Agenda

IV Comments from the Public

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

V Approval of Minutes

- A** David Sullivan made a motion to approve the January 25th, 2018 amended minutes, with the modification in section VII New Business - A. Election of Chair and Vice chair: change phrase to say “made a motion to ELECT”, rather than appoint. Art Frank seconded and the minutes were unanimously approved.

- B** David Sullivan made a motion to approve the February 23rd, 2018 minutes
Art Frank seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

- i Karl met Monday March 19th for a meeting with the bulk of the major stakeholders for the ILA and there is material agreement with all conditions of the contract. The ILA will be established as a Not for Profit entity. Each of the elected officials continue to go back to their agencies to move towards signature approval to move forward.
- ii We're still working on negotiations and contracts regarding the independent budget, employment, employment contracts and the HR components. Their CBA (Collective Bargaining Agreement) with the union expires this December. Asset Tagging is currently under progress as well.
- iii Location has yet to be determined. Possibly near the PA airport, but that would require a change of legislature. Currently the Port Authority of the Airport currently has to charge market value for leaseholds, so that would need modification to lease to governmental or municipal agencies.

B 2017 Year-end Financials and 2018 Budget

- i We completed the year with a surplus of \$135,000, primarily because tax revenues exceeded our budget. So far this trend is continuing into 2018.
- ii By resolution last month, we have transferred \$100,000 from our operating account to our Capital Fund. Balance is currently at \$310,000.
- iii Last \$50K grant payment budgeted in 2017 is actually being received and posted in 2018.
- iv We will be purchasing two Servers this year, and received two used servers from Port Angeles for backup for the 911 center.
- v Brad requested that we add "TAC channels for Fire" to unfinished business. We secured one-half of a pair. Chic Stout and Chris Palmer from Greentree have worked with APCO for the frequency allocation, and we're actively seeking another.

C Update on camera installation at tower sites

- i A request was made to investigate the potential for installing cameras at each of the tower sites. This is in response to the recent thefts of copper from an adjacent site owned by Kitsap 9-1-1.
- ii We've explored putting up two cameras (Hi-Def, Color, fixed focus with Night vision, and motion sensor) up on each of our tower sites, both inside and outside, with on-site storage. Locations:
 - (i) Teak Lake
 - (ii) Green Mountain
 - (iii) Coyle

(iv) Reservoir

(v) Maynard Hill – all links sent here, and then to JeffCom Tower
This potentially allows us remote capabilities later for fuel.

- iii Looking into Microwave link from Maynard, which will be our primary storage, back to JeffCom, which will be our secondary storage for the video. We're looking at installing routers and a DVR video with TB storage.
- iv Capital expenditure of approximate \$20,000 top end cost; looks like a ballpark in the \$15-18K range
- v \$400/year maintenance agreement
- vi Recommendation was to install signage on the road to deter vandalism, and to research alarm system costs, and monitoring ability at JeffCom

VII New Business

A National Public Safety Telecommunicators Week, April 8-14, 2018

VIII Director's Report

A Staffing

- i One current trainee, Anne Marie is doing well.
- ii We have a single applicant from Public Safety Testing for our pre-employment testing but she is only interested in a year commitment.
- iii We attended a job fair with Pencom in Clallam County; we put ads in the paper, and Lisa got a hold of the Transition Assistance Program Office at Bangor that helps to place sailors in transition to new careers. We have an interested person. We also have been having some trainees from EMT class sitting in on dispatch.
- iv Overtime is still significant, and Karl is covering a partial shift this month.
- v We're posting on Job boards and fairs at the local colleges.
- vi Public Safety Testing has two dates for testing and we'll be sending a representative from JeffCom to hand out literature and encourage participation. We may pay the fee for applicants.

B State 9-1-1 Funding shortfall

- i The final budget has passed at the state level and the 9-1-1 agencies will receive the full funding that is being asked for by the Military Department for our next year budget. FY18-19 has been full restored. The state 911 Office has commended APCO's efforts (Karl's testimonies speaking at the capital, as well as directors, police and fire districts across that state that have
- ii This current year's budget is still cut 50% on the CPD1 portion of the grant and that won't change.

C BIAS conference

- i Karl and Lisa attended a BIAS conference in Thurston County for training to

work on the annual financial report to the State Auditor's Office. Deadline for filing is May 31st, and we will be completing that requirement soon. Lisa will take over this responsibility next year.

D APCO-NENA

Karl attended the Western Regional Conference for APCO-NENA in March.

E We sent a letter to Commissioner Garrison, thanking him for his service.

F Verizon paid a \$2,500 application fee for an engineering study for the Maynard Tower that is required for increasing the footprint on that tower. Brett Reall of Gunnerson Consulting & Communication Site Services is assisting in the renegotiation of that contract, and this will help to defer our costs.

G A local ISP is requesting the possibility of using our towers and it is exploratory now.

H Karl has his five-year anniversary at JeffCom, and submitted a copy of his performance review form Clallam County

IX Approval of Payments – March MTD 2018

Art Frank made the motion to approve and David Sullivan seconded the motion.

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

A Add "TAC Channels for Fire" into unfinished business section, Section B

B Continue updates on camera installations at the tower sites.

XI Public Comments regarding New Business only

Dan Toepper asked what our percentage of staffing currently is. Karl answered that we have 6 of 11 dispatch/supervisors filled, and we have been understaffed significantly for 1 to 1-1/2 years.

XII Good of the Order

A Ron Garrison and David Timmons started in JeffCom in 2002.

XIII Adjourn

The meeting adjourned at 11:02 a.m.

Next meeting: April 26, 2018 at Port Ludlow FD #3 at 10:00 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
April 26, 2018

Members/Alternate Members Seated:

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

Other Attendees:

Larry Karp, Quilcene FD
Meril Smith, Fire Comm. Assn
Dan Toepper, Public attendee
Joshua Bartman, JeffCom911 Dispatcher
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager
Marcie Jones-Glenn, JeffCom911 Dispatcher

Members/Alternate Members Absent:

Mike Evans, City of PT
Philip Morley, Jefferson County/Alternate
David Timmons, City of PT/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, March 22, 2018
Warrant/Check Register – April MTD 2018

I Call to Order

Robert Pontius called the meeting to order at 9:03 a.m.

II Introductions and Announcements

III

- A 2018 Greentree Contract is ready for review
- B Current agreement and revised contract was present for review.

IV Changes to the Agenda

V Comments from the Public

A Public Comments:

- i Marci Jones- Glenn, JeffCom911 Dispatcher, and Vice-Chair for CISM team, spoke about her reasons for leaving full time employment.
- ii Dan Toepper asked about the PUD relationship with JeffCom.

B Board Response: N/A

VI Approval of Minutes

Deborah Stinson made a motion to approve the March 22, 2018 minutes.
David Sullivan seconded and the minutes were unanimously approved.

VII Unfinished Business

A Regionalization

- i Karl met last week with the Commissioners of Clallam County Fire District #3, and presented the final contract to that Board for discussion on the ILA. They were prepared to vote favorably, and then decided to wait one month.
- ii The ILA contract has been to the City of Port Angeles, Clallam County, as well as Fire District 2 and 3 and they are moving forward in agreement.
- iii Karl is meeting with the City manager of Port Angeles tomorrow, and then preparing a presentation to the City Council for PA in the next month or two.
- iv We're still working on negotiations and contracts regarding the independent budget, employment, employment contracts and the HR components. Their CBA (Collective Bargaining Agreement) with the union expires this December.
- v Location has yet to be determined. Possibly near the PA airport, but that would require a change of legislature. Currently the Port Authority of the Airport currently has to charge market value for leaseholds, so that would need modification to lease to governmental or municipal agencies. The Clallam county Sheriff believes he may be able to get that through, quickly. He would like to see a continuity of operations between 911, EOC, Fire, and Law Enforcements similar to what we have here in Jefferson County.
- vi There is a possibility of a couple of sites, and with possible grant money from FEMA and Homeland Security as sources, which would greatly help our costs.
- vii ILA between PenCom911 and Jeffcom911 most likely 1-2 years after Pencom establishes themselves separately from Clallam County.
- viii David Stanko asked what about discussion about our Port, or Jefferson County, and what's best for our community? He suggests "ratcheting back"
- ix Bob Pontius mentioned that the prior dealings with the Clallam County Sheriff has not always been favorable, and that while the state is pushing for regionalization, consequently we're entertaining the thought of joining forces with Clallam County, but we will not be "short-changed", as each county is concerned about the effect on their employees and travel times, and user agencies' access

B TAC Channels for Fire

Still awaiting frequencies.

C Update on camera installation at tower sites

IT and radio group are working on solutions. Chic will be in contact with Art Frank to look at a tower site and appropriate camera locations. We are exploring options for monitoring alarms, fuel levels and other outputs from the tower sites.

VIII New Business

A 2018 Green Tree Contract

Greentree Contract has expired and looking for approval for the new contract. The old contract had an increase of 10% a year, we have moved that to 3%. Additional liability insurance, and contractor's bond language has been added. Also added FCC license maintenance to the scope.

IX Director's Report

A Staffing

Trainee is doing well. 1 applicant has passed background, 1 is going into background. Another interview occurred this week. Staff has agreed to temporary CBA language surrounding the use of part-time employees. 1 additional staff member has given notice, but accepted a part-time position.

B Met with Philip Morley regarding the staffing crisis and we are looking into having a PERC mediator assist us.

C Received a legal opinion from our attorney on how many hours we can have part-timer's work without requiring medical or PERS contributions.

D Annual Financial Report has been submitted.

E Jeffcom vehicle struck a deer and is in the shop being repaired.

X Approval of Payments – April 2018

Deborah Stinson made the motion to approve and Brad seconded the motion and the payments were approved.

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

XII Public Comments regarding New Business only.

XIII Good of the Order

XIV Adjourn

The meeting adjourned at 10:03 a.m.

Next meeting: May 31, 2018 at Port Ludlow FD #3 at 9:00 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
May 31, 2018

Members/Alternate Members Seated:

Robert Pontius, Chair, Fire Comm. Assn
Deborah Stinson, Vice-Chair, City of PT
Art Frank, JCSO
Philip Morley, Jefferson County/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
David Sullivan, Jefferson County Commissioner

Other Attendees:

Mike Evans, City of PT
Larry Karp, Quilcene FD
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager

Members/Alternate Members Absent:

Brad Martin, Fire Chief, FD#3
Meril Smith, Fire Comm. Assn
David Timmons, City of PT/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, April 26, 2018
Warrant/Check Register – May 2018

I Call to Order

Robert Pontius called the meeting to order at 9:00 a.m.

II Introductions and Announcements

III Changes to Agenda

IV Changes to the Agenda

V Comments from the Public

A Public Comments:

VI Approval of Minutes

Deborah Stinson made a motion to approve the April 26, 2018 minutes.
David Sullivan seconded and the minutes were unanimously approved.

VII Unfinished Business

A Regionalization

- i Things have taken a bit of a divergence in Port Angeles. Karl has been working for two years with the larger players of Clallam County that would establish a new ILA to separate PenCom from the City of Port Angeles. The plan had been to initially establish it independently, and upon completion, begin the steps to merge JeffCom and PenCom towards regionalization.
 - ii There is a new City Council in Port Angeles, that is new to this past history. The major players (Clallam County Sheriff's office, City of PA, City of Sequim, Fire District #2, and Fire District#3) have been negotiating and finally came into agreement on a proposed ILA for an independent Pencom.
 - iii Karl met with the City Manager (Dan McKeen) on May 22nd, City Attorney, Finance, and other staff, and talked about the ILA proposal again.
- (1) Dan stated that the city is reluctant to give up control of PenCom without assurances that regionalization is actualized.
 - (2) Dan commented that the City of PA sees no benefit in separating PenCom initially as an independent agency, and is pushing to move right to regionalization without some guarantee that regionalization will happen.
 - (3) There is a meeting of the council Tuesday June 5th at 6:00 pm. The Chief of Police is going to give the City Council the proposal to start negotiations directly between The Clallam County, and Jefferson County, and to bypass the interim independence of PenCom.
 - (4) The Sheriff is actively seeking to move the EOC out of the basement of the courthouse, and to possibly build a new emergency center at the airport and believes this could be favorable with FEMA and emergency operability. For Clallam County, this would be an improvement.
 - (5) Karl had been getting "caught in the middle of the two counties, so getting the actually policy makers and elected to sit down together and discuss each counties' concerns is critical.
 - (6) Dan McKeen is retiring; Nathan West, the City Planner, may be the interim city manager. Deborah will be reaching out to Sissy Bruch, the mayor of PA.
 - (7) Politics set aside, logistically, Clallam County has lots of merits.
 - (a) The city of Port Angeles has a larger population base
 - (b) The Airport is built on ground that is earthquake-proof.
 - (c) In an emergency, resupplying and refueling to the larger airport makes sense.
 - (d) Their intent is to move forward in that direction, regardless of regionalization. Three State legislators are from Clallam Co., and the sheriff believes that they have promised money to help fund the projects.
 - (e) The potential to the 911 regionalization effort is that a new center could be built for very little cost to us for the infrastructure. Jefferson County needs to look to see what our options are here.
 - (8) What is the feasibility for Jefferson county to do something similar?
 - (a) Philip Morley suggested that we have a JeffCom Board retreat to catch up to

Clallam County and to determine and establish our priorities, and our bargaining strategies and concerns. Mark McCauley, Jefferson Co.'s Central Services Director, and Anne Sears will be available to do some financial analysis of the prior regionalization studies.

- (b) David Stanko suggested we have a grant writer look into initial inquiries to see if it is feasible for us to build a structure in Jefferson, so we can be properly informed for our discussion. Homeland Security, FEMA?
 - (c) Bob Pontius mentioned that we are a bordering county out on the West End, and a consideration for this in negotiations. We had set aside our county discussions until the PenCom ILA was established, but now we need to step up our game.
 - (d) Deborah Stinson mentioned that we need to consider that the State 911 Grant is the reality pushing regionalization.
- (9) **Deborah Stinson made a motion to change the June Board meeting from the 28th to the 27th. Art Frank seconded it and the change was unanimously approved.**

Deborah Stinson made a second motion to add a special meeting on the 27th to discuss regionalization issues, following the business meeting. Art Frank seconded, and the additional meeting was scheduled.

(10) Preparation for Meeting:

- (a) Send the regionalization study back out to everyone, and the finances
- (b) Research on the finances by the County and review changes.
- (c) Karl will let the board know the decision of the City Council next Tuesday eve.
- (d) Copy of the current ILA for Clallam County, so we know where they want to begin negotiations.
- (e) Site analysis: Discussion of options, and grant and other funding. David Sullivan mentioned that Jefferson County Airport is up for new zoning. We should also look at alternative land opportunities.
- (f) Philip suggested a staff meeting in two weeks to come up with an agenda for key issues that can be informative. What is the current debt load for JeffCom and PenCom, and what are any potential costs/investments coming up? Jeffcom has 2.78 million in debt currently; PenCom does not.
- (g) The Clallam County Sheriff does not want the radio debt, so that will be their "ask". Radio infrastructure is an issue. Karl will send Clallam's radio study.
- (h) If a consolidation reaches outside of a county, that becomes a regionalization. There are currently 4 regionalized PSAP in WA State. WSP has 8.

B TAC Channels for Fire

No update; Still awaiting frequencies for the 2nd Channel.

C Update on camera installation at tower sites

- i We have ordered components for our Maynard tower site, from DPS which cost approximately \$2800.

- ii This will allow monitoring of
 - (1) Propane fuel levels
 - (2) Internal temperatures, and
 - (3) Camera, 3 potentially.
- iii Installation will be soon. We'll monitor for a while and then proceed to others.

D 2018 Green Tree Contract

- i Contract was sent out last month. Originally 10% escalation was built into the contract; now reduced to 3%.
- ii New language for liability. Chris does have backup if he is unavailable, as well as an apprentice that he is training.
- iii Clallam county is also familiar with our systems and could "cover" if needed.
- iv All software is also understood.
- v Richard Kirton at Kitsap Cencom911 said he believes we would be looking at \$100-165K for a similar contract there. He said that Chris does work for which he does not always charge.
- vi **Karl asked for approval of the contract, and asked for signature. Deborah Stinson made a motion to approve; Larry Karp seconded and the motion was unanimously approved.** Karl will get the contract to Bob for signature.

VIII New Business

A PERC mediation

- i Karl met with her initially for about an hour, gave the history of Jeffcom.
- ii Normally, they meet with management, the employees as a group, and then start mediating.
- iii Instead, she met with each of the employees individually. She summarized by giving a "30,000-foot perspective" and she stated that the negotiation for part time staff was not that far apart. She was reestablishing trust with staff.
- iv She's coming out June 29th to meet with management as a group, the union as a group, and begin negotiation. We just need two board members in attendance. Deb Stinson and Art Frank will attend.

B Approval to have Bob Pontius as a check signer at FFSL & 1st Security Bank.

Art Frank made a motion to approve Bob as a check signer.

Deborah Stinson seconded and the minutes were unanimously approved

IX Director's Report

A Staffing

- i We hope to be fully staffed by June 30th
 - (1) Summer starts June 5th and comes from Norcom and Airlift Northwest.
 - (2) Indika passed hearing yesterday and offer will be going out to her
 - (3) Crystal Bennett has both her Polygraph and Psych evaluation on June 8th
 - (4) Leah is coming back part time at first and then fulltime. She's in background check

and should be back on around July.

- ii Staff still has a lot of overtime, but the staff is more encouraged with the hiring help, and the PERC mediation.
- iii Marcie is on leave for May and June.
- iv Karl thanked the Sheriff's office for offering help of staff from Terry Taylor, Derek Allen, and Brandon Prygocki to offer assistance. 42 hours of overtime was prevented with the JCSO help. Dispatchers still worked a lot of overtime, but it was 138 hours less than it would have been between contract and part-time employees.
- v We have more applicants in the queue.

- B** Pencom is not fully staffed anymore; they're now down 5 people. Retirements, military move and resignations. The city won't hire until the vacation payout is burned up.
- C** Philip Morley spoke with representatives from Clark County dispatch about their hiring policies. They have a very creative model.
- D** Public Safety Testing is going to be coming to Clallam County for local testing.
- E** Karl will be teaching a class for a week on EMD protocols, probably late summer/early fall.
- F** Karl will be on vacation June 7-24th.

X Approval of Payments – May 2018

Art Frank made the motion to approve and Bob Pontius seconded the motion and the payments were approved.

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

XII Public Comments regarding New Business only.

XIII Good of the Order

- A** Philip commented that Bob ran a good meeting

XIV Adjourn

The meeting adjourned at 10:25 a.m.

Next meeting: June 27 at Port Ludlow FD #3 at 8:00 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
June 27, 2018

Members/Alternate Members Seated:

Deborah Stinson, Vice-Chair, City of PT
Larry Karp, Quilcene FD
Philip Morley, Jefferson County/Alternate
David Sullivan, Jefferson County Commissioner

Other Attendees:

Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager
Bob Wheeler, Triangle Associates

Members/Alternate Members Absent:

Robert Pontius, Chair, Fire Comm. Assn
Mike Evans, City of PT
Art Frank, JCSO
Brad Martin, Fire Chief, FD#3
Meril Smith, Fire Comm. Assn
Dave Stanko, Sheriff, JCSO/Alternate
David Timmons, City of PT/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, May 31, 2018
Warrant/Check Register – June 2018

I Call to Order

Deborah Stinson called the meeting to order at 8:09 a.m.

II Introductions and Announcements

III Changes to the Agenda

IV Comments from the Public - none

V Approval of Minutes

Larry Karp made a motion to approve the May 31, 2018 minutes.
David Sullivan seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

Karl and the police chief of Port Angeles gave a presentation to the City Council. They've decided that the past 18 months of the Clallam County Agencies' preparation of working towards an independent PenCom ILA, will be used as a platform to work directly with JeffCom to move towards regionalization. The City Council asked for a report of progress in 90 days.

B TAC Channels for Fire

No update; Still awaiting frequencies for the 2nd Channel.

C Update on camera installation at tower sites.

Cameras will be installed in the next couple of weeks, as well as signage, and alarms. We will test run and monitor them for the next month and adjust as needed.

D 2018 Green Tree Contract

No update on this; it was approved last month and we will move towards signatures.

E PERC mediation

We're in active mediation, and they will be here this Friday June 29th, 10:00 am. Deborah Stinson and Art Frank will be in attendance as well.

VII New Business - none

VIII Director's Report

Staffing

- i We've hired 4 staff member; 3 "new staff" and one returning employee. Indika Bray, Crystal Bennett are new. Summer Sutherland has experience at NW Airlift and Norcom, and Leah Hansen is a former JeffCom Dispatcher.
- ii We continue to contract with the JCSO to fill our shortage in dispatch positions.

IX Approval of Payments – The decision was made to postpone approval of May 2018 vouchers, pending providing some missing documentation.

X Suggestions for next or future agenda, regular meeting and/or executive session. - none

XI Public Comments regarding New Business only. - none

XII Good of the Order - none

XIII Adjourn

The meeting adjourned at 8:29 a.m.

Next meeting: August 30th, 2018 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 26th, 2018

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Brad Martin, Fire Chief, FD#3
Dave Stanko, Sheriff, JCSO/Alternate
David Timmons, City of PT/Alternate

Other Attendees:

Mike Evans, City of PT
Jimmy Hall, Port Townsend Leader
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager
Mark McCauley, Jefferson County
Philip Morley, Jefferson County/Alternate
Meril Smith, Fire Comm. Assn
Jim Walkowski, EJFR

Handouts

Regular Agenda
JeffCom Admin Board Minutes, May 31, 2018
JeffCom Admin Board Minutes, June 27, 2018

Warrant/Check Register – June and July 2018

I Call to Order

Bob Pontius called the meeting to order at 9:01 a.m.

II Introductions and Announcements

III Changes to the Agenda

IV Comments from the Public - none

V Approval of Minutes

David Sullivan made a motion to approve the May 31, 2018 minutes.
Deborah Stinson seconded and the minutes were unanimously approved.

Deborah Stinson made a motion to approve the June 27, 2018 minutes.
David Sullivan seconded and the minutes were unanimously approved.

Bob Pontius abstained from voting since he was not present then.

VI Unfinished Business

A Regionalization

Mike Evans and Art Frank went to Port Angeles on a “fact finding mission.” They met with: Brian Smith (Chief of Police); Bill Benedict, (Clallam Co. Sheriff); Sam Phillips (Port Angeles Fire Chief Dist#2), and Ben Andrews (Sequim Fire Chief Dist. # 3).

Over the past 18 months Clallam County Agencies’ preparation of working towards an independent PenCom ILA, will be used as a platform to work directly with JeffCom to move towards regionalization. Clallam County is still interested but they’re concerned about the cost/benefit analysis. The City Council asked for a report of progress in 90 days.

There are two properties near the airport that could serve as a place to build a combined EOC/911 center. These are being actively pursued by the Clallam County Sheriff.

Mark McCauley researched the current JeffCom911 location GEO Study, and it is okay to build at existing site. JeffComm9-1-1 currently receives \$312K for 2018; 2019 grant will be \$319K. This helps to offset our higher call for services costs

The Big questions are:

- 1) What is our capacity to build a new facility?
- 2) How do we provide the best level of service, efficiently and effectively?

Regionalization issues for Jefferson County include:

- 1) Governance – nervousness about possibility of loss of local control
- 2) Locality – we each have local knowledge and local relationships
- 3) JeffCom9-1-1- is envied for the co-location of E911/EOC/JCSO

If we regionalize, a new facility will be needed regardless of where it is built as present locations are both maxed out. Clallam County and Jefferson County may both be competing against each other for Grants for Capital expansion. We have the additional issues of the legislative intent and the State E911’s pressure to regionalize and cut costs.

Philip Morley mentioned that regardless of regionalization, we need to move towards interoperability between JeffCom and PenCom.

Jim Walkowski mentioned that we should bring Fire/law agencies together more often to facilitate more productive discussions

B TAC Channels for Fire

We now have 2 frequencies available. Currently the frequency pair is being reviewed by Canadian authorities for possible interference issues. Status Pending.

C Update on camera installation at tower sites.

Cameras not yet installed but planning on mid-August, as well as signage, and alarms. We will test run and monitor them for the next month and adjust as needed.

D 2018 Green Tree Contract

Chris Palmer and Karl have signed the contract and it is complete with a 3% annual increase.

E PERC mediation

Meeting was held Friday June 29th, 10:00 am. The union agreed on the language for the part-time staffing until our new contract starts over.

Deborah Stinson and Art Frank were in attendance as well.

VII New Business –

A FY19 Jefferson County BSO Contract #E19-022

Deborah Stinson made a motion to approve the Contract.

Larry Karp seconded and the motion was unanimously approved to send to the Board of County Commissioners for approval.

B Approve the remainder of the year's meetings.

The remainder of this year's meetings are as follows:

Aug 30; Sept 27; Oct 17; Nov 29; Dec 27th Cancelled; Jan17, 2019

Bob Pontius made a motion to approve the meeting dates.

David Sullivan seconded and the dates were unanimously approved.

C Damage to Antenna on the roof at Hadlock

i Someone physically removed the coax cable off the antenna and took it; the cable was coiled up and put on the roof.

ii We have purchases and replaced the antenna. Our outside connection for our network clock is established and synchronized.

D UPS Failure

Computers had crashed due to UPS Failure; IT has now replaced the UPS Backup Power supplies for all consoles.

Larry Karp made a motion to Transfer the cost of a new UPS Backup System from the capital Fund to the Operating Fund. David Sullivan seconded and the motion was unanimously approved. A resolution was made to transfer approximately \$12,000.

E APSAP Recommendations

Agreement was made to "table the discussion"

VIII Director's Report

Staffing

- i Summer Sutherland has experience at NW Airlift and Norcom and is doing very well. Leah Hansen is a former JeffCom Dispatcher and will be returning in September. Indika resigned, and Crystal Bennett just started.
- ii We continue to contract with the JCSO to fill our shortage in dispatch positions.
- iii We have three new applicants. At this point 2 open positions

IX Approval of Payments –

Art Frank made a motion to approve the June payments.

Bob Pontius seconded and the payments were unanimously approved.

Art Frank made a motion to approve the July Payments.

David Sullivan seconded and the payments were unanimously approved

X Suggestions for next or future agenda, regular meeting and/or executive session. - none

XI Public Comments regarding New Business only. - none

XII Executive Session – RCW 42.30.110 and RCW 42.30.140 for discussion on personnel issues.

Executive session began at 12:06 pm and ended at 12:28 pm

XIII Good of the Order - none

XIV Adjourn

The meeting adjourned at 12:29 p.m.

Next meeting: August 30th, 2018 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 30, 2018

Members/Alternate Members Seated:

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

Other Attendees:

Mike Evans, City of PT
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager
Meril Smith, Fire Comm. Assn
Philip Morley, Jefferson County/Alternate

Members/Alternate Members Absent:

Larry Karp, Quilcene FD
Mark McCauley, Jefferson County
Dave Stanko, Sheriff, JCSO/Alternate
David Timmons, City of PT/Alternate
Jim Walkowski, EJFR

Handouts

Regular Agenda
JeffCom Admin Board Minutes, August 30, 2018
Warrant/Check Register – September 2018

I Call to Order

Bob Pontius called the meeting to order at 9:04 a.m.

II Introductions and Announcements

III Changes to the Agenda

- A Add JeffCom 911 Strategic Plan
- B Add the Budget

Brad Martin made a motion to accept the agenda.
Art Frank seconded and the agenda was unanimously approved.

IV Comments from the Public - none

V Approval of Minutes

Deb Stinson made a motion to approve the July 26th, 2018 minutes.
David Sullivan seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

The City of Port Angeles is awaiting our 90-day response, requested after Karl and the Police Chief of Port Angeles met with the City Council May 22nd. They're supposed to follow-up with the City Council regarding our response. Karl needs to know what JeffCom911 wants him to report, or appoint someone from our Board to follow-up.

Karl presented Financial information and call for service statistics. We're still waiting on Tyler Industries to give us requested data for regionalization efforts.

1. Karl stated "Good news" that Port Angeles advisory Board had authorized the installation of **WAVE 5000**, but have not yet committed to its installation. WAVE 5000 is in interim step that allows us a technology that give access to first responders' radios, using "Push to Talk" capabilities for cellphones, laptop, or any other personal devices. Currently PenCom still uses an older version twisted-pair that is no longer supported. The county approved the purchase, and we're able to join in on that venture if we want to. Out cost is approximated to be about \$100,000 to PenCom's cost of \$409,698.
2. Karl has been investigating other options: **ES Chat**, (see www.eschat.com) which is an Enterprise Services piece of software that has all the functionality that we need. It puts an app on the device that allows it to act as a radio, at a fraction of the cost. ESChat is a subscription only fee structure. There is not "set-up" fee. It cost about \$5.00/per device per month.

We're going to hook-up a gateway here in Jefferson County and hookup primary Fire and Law to "test run" this capability. Karl recommends that we try this out since the price is so reasonable.

Mason County is currently using this system. You set up an Administrator, and essentially have a list of contacts that are the individual radios and you can permit/restrict connection with various groups such as detective, law, fire, etc. Secure end-to-end encryption for text, talk, video, and group messaging.

Karl has presented that ESChat potential to Pencom. There are public disclosure issues with the text, videos or pictures taken, but phone conversations are not recorded. Digitizing voice conversations may be more reliable that our current difficulties with radio transmission in remote areas of Jefferson County.

ESChat allows interoperability with Mason County, as well as this may be happening statewide, which lessens the need for backup 911 centers.

3. *VIPER phone System*

We could offer redundancy at the 2 locations by having 2 supervisor consoles set up as “Dark Terminals” that are only utilized when needed, but offers remote capabilities. This cost would only be 10% of SSMA Costs to run them, so we would recognize cost savings with ESI Net, which is the linkage between JeffCom and PenCom. About a \$25K host-remote savings. But we would want redundant paths that connect the two, in the event that one goes down.

If we have a joint location, and decide to have 12 overall positions, but 5-6 “on a “backup “basis, they’d cost 50% to maintain.

If Jefferson County really believes that it is imperative to have a regional center here, then we need to get the elected officials to come up with the plan, and convey that scenario to the City of Port Angeles City Council.

Bob asked if the Board wants to meet with Clallam County, and find out what the “deal breakers” are.

The State Auditor’s Office and Clallam County now have an agreement that they can only take 2% off the E911 Tax revenue for General and Administrative, and not the 8% that they have been skimming off the top. This a savings of over \$130,000 for PenCom per year.

Deborah Stinson will also reach out to Sissi Bruch, the Mayor of Port Angeles.

Our issues are Location, and Governance.

B TAC Channels for Fire

We now have 2 frequencies available. Currently the frequency pair is being reviewed by Canadian authorities for possible interference issues. Status pending.

C Update on camera installation at tower sites.

Cameras not yet installed; Chic is trying to meet with Chris Palmer to install them. Status pending.

D FY19 Jefferson County BSO Contract #E19-022

The contract was signed by the Board of County Commissioners and has been mailed to the state August 29th, for signature.

E UPS Failure

The replacement has been installed, tested and is working satisfactorily. We have also installed UPS backups at each console for redundancy.

F APSAP Recommendations

Agreement was made to “table the discussion” last month; Karl is hopeful that ESChat will be a viable option to allow backup for the call centers. Currently 911 calls can be transferred to Pencom. CAD allows us to see where everyone is located. If it’s non-functioning, they resort to pen and paper. ESChat will provide radio connectivity so that units can be dispatched. For the cost of refreshing the APSAP, it’s not as high a priority now, especially with the Regionalization effort. Satellite Phone systems is an option for connectivity in an emergency.

VII New Business

A Thurston County is leading an effort to ask the state legislature for an increase the 1/10th of 1% Sales and Use tax, to add an additional 1/10th percent increase in the Sales Tax remittance. We share some of the same legislative representatives. They currently have no User fees, and it would entirely pay for their system. In Clallam county this would increase revenue from 1.2 Million, to almost 2.5 Million. We would be looking at an approximate increase of \$500K or so.

- i** Does our county want us to support this effort, and as APCO President, do you want Karl to speak to legislators on this?
- ii** This would be then giving us permission to bring this to the people for vote.
- iii** Brad suggested we support the legislative effort, and then we can address it locally if we choose to later.
- iv** Causes a possible “issue” if Jefferson votes yes, and Clallam doesn’t, or vice-versa.

B Strategic Plan

- i** Consensus is, YES, we need one. It was suggested that we “table it” for now, and focus on the Regionalization effort.

C Budget

- i** Philip proposed adding another \$25,000 into the Call for Service Calculation so we can put more back into our Capital Fund. Last year we finished with a balance of \$310,000 and projected to end this year at around \$400,000.
- ii** Washington State is applying for a Federal Grant. It appears that if they receive Federal Grant money that State money would be freed up to help support operations counties with capital projects.

VIII Director’s Report

A Staffing

- i** We continue to contract with the JCSO to fill our shortage in dispatch positions.
- ii** We have three new applicants in background. At this point 2 strong candidates. One worked at Blaine. Lean Hansen is returning in September and Justin Jackson came back to help with 8/8hour shifts.

B Karl attended APCO Int’l meeting and sat in on another agency’s regionalization meeting.

C Karl has been sitting at console at JC/PC and retraining on the new CAD system, and trying to re-familiarize himself

IX Approval of Payments –

Bob Pontius made a motion to approve the August payments.
Art Frank seconded and the payments were unanimously approved.

Lisa Johnson brought up an “issue” with a check written for \$700 more than the invoice amount total that was entered into BIAS Software. Oddly, the software allowed an entry error in the GL distribution field to be “accepted”, even though the two totals were not “in balance.”

Lisa called BIAS support, and was informed that you can pay bills with checks, and that you do not have to use the “Invoice/Charges” tab amount, and can pay only from the amounts entered into the “Distribution” tab amount. She noticed that if the distributed amount is less than the invoice amount, it will not save it and gives an error message (“*Split Lines Must Equal AP Amount!*”). But, If the distribution amount is more, it will accept it.

Lisa suggested that BIAS Software write an “informational message” that states that the two are not in balance, and is it “okay to proceed.”

Lisa will deduct the \$700 from an invoice owing to West Safety Solutions Corp to recover the overpayment.

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

A Talk about the progress on the \$700 Accounts Payable error.

XI Public Comments regarding New Business only. - none

XII Executive Session – RCW 42.30.110 and RCW 42.30.140 for discussion on personnel issues.

Executive session began at 11:22 am and ended at 11:37 am

XIII Good of the Order - none

XIV Adjourn

The meeting adjourned at 11:42 a.m.

**Next meeting: September 18, 2018 at Port Townsend Fire Station #6 : 701 Harrison Street
Port Townsend, WA at 9:00 a.m.**

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
September 18, 2018

Members/Alternate Members Seated:

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

Other Attendees:

Mike Evans, City of PT
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager
Meril Smith, Fire Comm. Assn

Members/Alternate Members Absent:

Larry Karp, Quilcene FD
Mark McCauley, Jefferson County
Philip Morley, Jefferson County/Alternate
David Timmons, City of PT/Alternate
Jim Walkowski, EJFR

Handouts

Regular Agenda
JeffCom Admin Board Minutes, August 30, 2018
Warrant/Check Register – September 2018

I Call to Order

Bob Pontius called the meeting to order at 9:23 a.m.

II Introductions and Announcements

III Changes to the Agenda

IV Comments from the Public - none

V Approval of Minutes

Deb Stinson made a motion to approve the August 30, 2018 minutes.
Art Frank seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

- i Deborah Stinson contacted Sissi Bruch, the Mayor of Port Angeles, and told her that we are still interested in discussing possibilities. Ms Bruch met with the new

City Manager, Nathan West and she reported that they do want to work together.

- ii Karl is asking how the board what direction they want him to proceed
- iii Karl has a meeting with the City of Port Angeles council tonight, August 30th.
- iv Brad and Deb expressed the need to both counties to get together, with representatives from each board.
- v Bob Pontius recommends that we send Art Frank and Deborah Stinson as representatives to Port Angeles for an initial meeting. Karl will talk to the Chief of Police Brian Smith and tell him our intent.

B TAC Channels for Fire

No update. We're still waiting on the review by the Canadian authorities.
Status pending.

C Update on camera installation at tower sites.

No update. Cameras not yet installed; Chic is trying to meet with Chris Palmer to install them. Status pending.

D APSAP Recommendations – ES Chat

Tabled for now. ES Chat can store text and photos per our retention schedule.
We'll need to find out about the state retention schedule and storage requirements are.

E Budget

- i Projected call for service is \$64,500 less than last year. We have a county bond expiring 12/18. Sales Tax projections continue to rise. Discussion pursued on whether we wanted to add \$25K for capital reserve. If we have a better year, we can always transfer some to reserve then!
- ii David Sullivan made a motion to approve a zero balance budget. Bob Pontius seconded and the 2019 budget was unanimously approved.

F Strategic Planning

- i Obviously very important for us to establish. Will pursue after the appropriate actions are taken regarding the regionalization discussions that are pressing now.
- ii Art mentioned that the personnel issues that have occurred and high stress of understaffing needs to be addressed. Dispatch Services are improving, but we need to address the space issues regardless of regionalization. What are our options for a possible new or a remodeled site.

**G \$700 over payment on West Safety Ck# 7997 BIAS SOFTWARE
DISTRIBUTION ERROR**

The overpayment of the \$700 was discussed with West Safety and taken as a credit against another invoice. Ck# 8047 9-17-18.

VII New Business

A Credit Card compromise and resolution.

After making a purchase from Dell.com and having to speak with a foreign customer service rep regarding our order, Lisa received a phone call about an “odd order” and looked online and noticed many unauthorized purchases. First National Bank card has reversed all fraudulent charges and a new card was issued. We even received a pair of men’s sandals, size 11D for all our troubles!

B BIAS software has been open to suggestion on changing this vulnerability and has seemed to fix it, as Lisa could not get it to happen again yesterday.

VIII Director’s Report

A Staffing

- i We continue to contract with the JCSO to fill our shortage in dispatch positions.
- ii We have an offer made to one applicant,
- iii We have two in background; One failed, one on hold.
- iv Leah Hansen is rapidly getting up to speed again, and a great addition.
- v three new applicants in background. At this point 2 strong candidates. One worked at Blaine. Lean Hansen is returning in September and Justin Jackson came back to help with 8/8hour shifts.

B Karl will be attending APCO/NENA conference in Kennewick next month.

C Karl is still the President of Washington State APCO-NENA until June 2019. He is on the state advisory committee. He is no longer on the Strategic planning committee, and no longer SW Regional coordinator for the TERT committee, nor the Chair of the Mentoring Committee. He will only be teaching classes locally, and no longer statewide.

D Karl continues to do sit console for training and covers occasional partial shifts as needed at JeffCom.

IX Approval of Payments –

Art Frank made a motion to approve the August payments.

Bob Pontius seconded and the payments were unanimously approved.

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

XI Public Comments regarding New Business only. - none

XII Executive Session – RCW 42.30.110 for discussion on personnel issues.

Executive session began at 10:15 am and ended at 11:00 am

XIII Good of the Order - none

XIV Adjourn

The meeting adjourned at 11:01 a.m.

Next meeting: October 17, 2018 at Port Ludlow Fire District #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 17, 2018

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Mike Evans, City of PT/Alternate
Mark McCauley, Jefferson County
Meril Smith, Fire Comm. Assn
Dave Stanko, Sheriff, JCSO/Alternate
David Timmons, City of PT/Alternate

Other Attendees:

Sissi Bruch, Mayor of Port Angeles
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager
Philip Morley, Jefferson County/Alternate
Brian Smith, Port Angeles Chief of Police
Donna Stamper, JeffCom911
Gordon Tamura, Jeff Co Deputy
Jim Walkowski, EJFR Fire Chief alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, September 18, 2018
Warrant/Check Register – October 2018

I Call to Order

Bob Pontius called the meeting to order at 9:10 a.m.

II Introductions and Announcements

III Changes to the Agenda

IV Comments from the Public - none

V Approval of Minutes

Deb Stinson made a motion to approve the September 18, 2018 minutes.
David Sullivan seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

- i We need to upgrade our CAD system since our current version will not support Windows 10. PenCom also experiences similar problems in their Legacy Version. We must upgrade to the next platform, the Enterprise Version. Currently, our CADS can talk to PenCom, until the call is discontinued.

- ii Tyler Industries is creating a list for both counties, to merge our data tables to improve our interoperability. Once established, both counties will be able to access CAD information from anywhere. Both need to bring the upgrades together and the same time. This has the benefit of reducing the costs considerably.
- iii Regardless of Regionalization, we must upgrade. Our costs will be covered by our capital reserve.
- iv Brian Smith, Port Angeles Chief of Police would like to do the joint lift together with JeffCom. The end product and increased capacity will benefit immensely. The City of Port Angeles is content to move forward and we have their support. They will continue to move towards the FEMA Grants and a location.
- v Karl has 2 upcoming meetings with Tyler. He will get a master list of all the data sets we need to have the discussions on an operational level.
- vi Discussion followed. Interoperability and redundancy is essential. Each agency is responsible for their communities. What is best for the public?
- vii There is pressure from our Funding Agency, (the Washington State Military Department and the State Enhanced 911 Coordination Office (SECO)) to regionalize, or funding may be cut, or eliminated entirely. The State legislatures do look at the costs per call for each 911 center. They will close the higher cost centers. We must take this seriously.
- viii We need to come up with a five-year plan before the state forces our hand. The trend is towards consolidations (within a county) and regionalization (across county lines). Inevitably Karl believes that in the future more pressure will be put on smaller centers to regionalize their 911 call-taking. This is a trend happening across the nation, and there is a push by the Federal Government, with Grant money available to support 911 call centers.

B TAC Channels for Fire

No update. Status pending.

C Update on camera installation at tower sites.

No update. Status pending.

D APSAP Recommendations – ES Chat

Cost is approximately \$5.00/month per device. We'll need to find out about the state retention schedule and storage requirements for text and photo. You can be anywhere with connectivity to the internet and power, and you can utilize it where radios are inoperable.

E Strategic Planning

- i Tabled for this month. We will address later.
- ii Topics include interoperability, team lift, facilities, HR and personnel, equipment, APSAP (backup PSAP), ES Chat, CAD maintenance, etc.

VII New Business - none

VIII Director's Report

A Staffing

- i Our new hire is doing very well. We have an offer out to one person who will start in November, leaving 2 open positions. 4 applicants coming in next week for interviews.
- ii Overtime is down significantly; Karl is helping occasionally, as well as JCSO and part time staffing.
- iii Karl attended APCO/NENA convention in Las Vegas.
- iv Karl requested consideration for the addition of a full time operations manager to handle day-to-day issues, and a recommendation for salary

IX Approval of Payments –

David Sullivan made a motion to approve the September payments.
Art Frank seconded and the payments were unanimously approved.

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

XI Public Comments regarding New Business only. - none

XII Executive Session – RCW 42.30.110 for discussion on personnel issues.

Executive session began at 12:03 pm and ended at 12:33 pm

XIII Good of the Order - none

XIV Adjourn

The meeting adjourned at 12:34 p.m.

Next meeting: November 29, 2018 at Port Ludlow Fire Hall

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
November 29, 2018

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Mark McCauley, Jefferson County
Philip Morley, Jefferson County/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
Deborah Stinson, Vice-Chair, City of PT
David Timmons, City of PT/Alternate
Jim Walkowski, EJFR Fire Chief alternate

Other Attendees:

Marcie Frazer, "Moms for First Responders"
Sharon Frazier, Citizen
Bob Frazier, Citizen
Karl Hatton, JeffCom Director
Lisa Johnson, Office Manager
JoAnn Lammers
Brian Lammers
Meril Smith, Fire Comm. Assn
Dan Toepper, Citizen

Handouts

Regular Agenda
JeffCom Admin Board Minutes, October 17, 2018
Warrant/Check Register – November 2018

I Call to Order

Bob Pontius called the meeting to order at 9:04 a.m.

II Introductions and Announcements

III Changes to the Agenda

- A Added presentation by Marcie Frazier, President of "Mom's for FIRST RESPONDERS."
- B Need to approved the revised warrant registers for August and October

Brad Martin made a motion to approve the addition.

David Sullivan seconded and the revised agenda was unanimously approved.

IV Comments from the Public –

- A Marcie Frazier, President of a Non-Profit "Mom's for FIRST RESPONDERS"
Website address is <http://www.momsforfirstresponders.com>
 - 1. Marcie stated that their Mission is to "improve Public Safety through education, funding and advocacy." She presented concerns by the community and 1st responders' concerns over the discussions about the regionalization between JeffCom

and PenCom.

B. Additional comments were made. David Sullivan stated that we have been discussing regionalization for a long time, with many of the same concerns as stated. We're not close to making a decision. He encouraged "Mom's" to become very involved in the WA State legislature.

Bob Pontius added he shares many of the same concerns that 1) service to the public, and 2) local knowledge is of vital importance in decision making. He mentioned that costs and the pressure from the state are also factors. But one thing not mentioned is that this process is able to be stopped at any point, by a simple vote "no". Additionally, newspapers aren't always printing accurate information, nor are quoted sources necessarily stating the full picture.

Brad Martin mentioned that as JeffCom Board Members, we are required to look at Regionalization, and it is good because interoperability has improved due to the discussions that have occurred. The board has been very sensitive to all the considerations, and is not going to be pushed into a decision.

Karl would like a joint discussion between JeffCom and Mom's to clarify some inaccuracies that were presented.

V Approval of Minutes

David Sullivan made a motion to approve the October 17, 2018 minutes.

Brad Martin seconded and the minutes were unanimously approved.

VI Unfinished Business

A Regionalization

- i We need to upgrade our CAD system since our current version will not support Windows 10. PenCom also experiences similar problems in their Legacy Version. We must upgrade to the next platform, the Enterprise Version. Currently, our CADS can talk to PenCom, until the call is discontinued.
- ii We are still waiting on Tyler Industries who is creating a list for both counties, to merge our data tables to improve our interoperability. Once established, both counties will be able to access CAD information from anywhere. Both need to bring the upgrades together and the same time. This has the benefit of reducing the costs considerably. Regardless of Regionalization, we must improve interoperability and redundancy between agencies.
- iii Most likely the merging of our data sets will not be until 2019 Quarter 2. It will probably be a three-to-six-month effort.

B TAC Channels for Fire

No update. Status pending from Canadian comparable to our FCC.

C Update on camera installation at tower sites.

This is on hold for now, due to a WA State deadline for our GIS mapping for the two counties that has to be met. It has to be set within a range of 5% error rate accuracy, and our grant hinges on this being completed.

D APSAP Recommendations – ES Chat

We are looking at the State requirements for record retention for text and photos between officers. We're looking at a cloud storage based on the guidelines. Video is not saved. ES Chat would allow anyone to cover a region that was compromised in a disaster scenario, using the application on a cell phone, tablet.

E Strategic Planning

- i Karl is refining a spreadsheet, identifying Equipment and Technologies that need to be addressed. Such as console replacements, grants
- ii The regionalization discussions have been many, and among many, who have spread around some conceptions that are not accurate. Some things have had to be put "on hold" due to funds for capital improvements and prioritizing needs. There is no money in our state grant for equipment. Once the EIS net switchover is in place and we are not paying for two redundant 911 systems across the entire state, the state funds will most likely be increased and available to agencies who are looking for equipment.
- iii We're creating a 5-year plan based on priorities and funding.
- iv Looking at potential need for additional resources including HR and Operations.

VII New Business –

A The WA State Audit office has been out for their review.

- i This is the first year where we have been required to have a Financial Audit (of 2016-2017), as well as the Accountability audit.
- (a) The issue of Jeffcom not reporting total tax revenue and subsequent debt payments being made by the County came up. This has to be properly reported and will be moving forward.

As a result of the audit, we have had a "Finding", and will have to refile our 2017 annual report; Specifically, Schedule 01, and Schedule 09 C4/C5 Schedule of Liabilities

We need to get monthly reports from Jefferson County showing the gross revenue, and then the amount being withheld for the bond payments, as well as an annual report showing our total bond debt, and our bond payments.

- (b) There is an additional correction to remove the erroneous “Pension Reserve” account that was set up in mid-2017 incorrectly. The Board had approved to set aside \$10,000 for the future payout impending for a long term employee’s accumulated benefits at her retirement. It should not have been set up as a restricted account, but should only have been set aside in another fund. It was incorrectly reported as a pension liability, which was misleading since that should only PERS 1, PERS2 &PERS3.
- (c) Finally, there were some claims entry posted as thirteenth month in January 2018, but is not allowed after 20 days, since that is regulated by Jefferson County’s definition of 13the month. That amount of \$10,803 needed to be moved to 2018 expenditures, increasing our cash balance by the same.
- (d) We will have an exit interview upon completion, most likely in January 2019.

VIII Director’s Report

A Staffing

- i We have one new hire, and one in background and then Polygraph and Psych.
- ii Not updates on the Gurney/Overstreet filing.

B EISnet Cutover

- i The Cutover is scheduled for Pencom Dec 5-6th. JeffCom will cover for PenCom while this occurs. Many Vendors will be onsite to cover.
- ii Jeffcom’s Cut over will be Dec 10th-11th.
- iii This will allow better telephony, and “text to 911” Capability will improve.
- iv Video and photographs will be available from the scenes.
- v “Next Gen 911” will be better supported in the future.
- vi This will give us additional bandwidth within the State, and be able to transfer full CAD data between the agencies.

C We had a Public Records request from “Mom’s for FIRST RESPONDERS”.

Operationally this is a large request, and we need to discuss what specifically is needed.

D Karl requested a meeting with our Legislators: Representatives Steve Tharinger, and Mike Chapman, and Senator Kevin Van De Wege. Tharinger responded and will be meeting at his Port Townsend office. Karl is supporting a request to increase the lid to the tax percentage another 1/10 of 1% Sales and Use Tax, as well as our state-wide initiative to provide for mandatory certifications for Telecommunicators across the state.

E On December 10th at 1:00, the Clallam County Sheriff, Bill Benedict, is having a meeting with the BOCC. He is presenting data on the need to build a new EOC (Emergency Operations Center) and 911 Center in Clallam County. This is HIS project, not PenCom’s or JeffCom 911’s project. He is also actively pursuing grants to fund this endeavor.

IX Approval of Payments –

Art Frank made a motion to approve the November payments, and the revised August and October vouchers. Mike Evans noted a correction that need to be made to a BARS

code on First Choice. Mike Evans seconded and the payments were unanimously approved.

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

XI Public Comments regarding New Business only. - none

XII Good of the Order - none

XIII Adjourn

The meeting adjourned at 10: 45 p.m.

Next meeting: January 17th, 2019 at Port Ludlow Fire Hall

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Administrative Board

December 2018

NO MEETING
THIS MONTH.