



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
January 23, 2020

**Members/Alternate Members Seated:**

Robert Pontius, Chair, Fire Comm. Assn  
Mike Evans, City of PT/Alternate  
Art Frank, Fire Commissioner  
Joe Nole, Sheriff JCSO  
David Sullivan, Jefferson County Commissioner

**Other Attendees:**

Mike Evans, City of PT/Alternate  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Mark McCauley, Jefferson County  
Donna Stamper, JeffCom  
Dan Toepper, PUD

**Members/Alternate Members Absent:**

Andy Pernsteiner Undersheriff  
Philip Morley, Jefferson County Admin/Alternate  
Ariel Speser, City of PT/Alternate  
Jim Walkowski, Fire Chief FD#1 East Jefferson

**I Call to Order** - Bob Pontius called the meeting to order at 9:00 am.

**II Introductions and Announcements –**

- A The header in the agenda says “Special Meeting”.
- B This needs to be corrected to just being a regular meeting.

**III Comments from the Public – none**

**IV Approval of Minutes**

David Sullivan made a motion to approve the December 23, 2019 minutes.  
Joe Nole seconded, and the minutes were approved.  
Brad Martin abstained since he was not at the December meeting.

**V Unfinished Business**

**A Regionalization –**

- i Karl will present more data and discuss under strategic planning.
- ii Last month during our retreat, our elected officials had agreed they would meet with Clallam’s elected officials, discuss the topics and then present them at a meeting February 27, 2020.
- iii Karl shared again the regionalized “combined budget” he had prepared and made any adjustments as had been discussed at the retreat.
  - a) Revenue: Karl also assumed that we would no longer have a WA State Grant in order to be very conservative. User fees were calculated how PenCom currently calculates it. Warranty Clerk billing wouldn’t be a separate billed item but would be calculated in the Call for Service. The Directors fee zeros out. About \$16K in state 911 interest. Total Revenue approximated at \$5.5 million.

- b) Expenditures: Without an actual Collective Bargaining agreement, some assumptions had to be made. Budgets \$250K more in salaries for 5 more staff as Call Takers and Fire Dispatch. There are some duplications in duties net the final additions to 2-3 more staff. Reduction in staffing of duplicate office manager, and IT reduced from 4 to 3. Total employees from 41.5 to 45 people under a regionalized scenario. Salaries and Benefits estimated at \$4 million. Admin Costs reduced \$80k since city costs will no longer be billed to PenCom. Total Expenditures approximated at \$ 2.46 million.
- c) Net Operating Budget – The projected difference, operating as a regionalized center, with no grant is estimated at \$245K more in costs. This includes the benefit of additional dedicated Call Taker and Fire Dispatcher FTE's, and a very conservative assumption of no grant. Currently all counties get CPD Grants.
- d) Capital Budget.
1. CAD - JC needs to upgrade at up to \$170K, but possibly zero if combined.
  2. Server – JC needs to upgrade at up to about \$100K, but possibly zero if combined
  3. Console Furniture - JC needs to upgrade at \$105K, but possibly zero if combined
  4. RoIP Console upgrade - JC needs to upgrade at \$250K, but possibly zero if combined.
  5. Viper phone refresh - JC needs to upgrade at \$200K, but possibly zero if combined. State is looking into hosting a 911 CPA system state-wide, rather than all 39 stand-alone agencies needing to buy their own, and each of them capable of running half of the entire state of Washington. This is an unnecessary expense burden on all the PSAPs ESInet currently in place will transfer the date effectively. State hosting is viable and very cost effective.
  6. Clallam county has a grant committee and staffing that is able to commit resources in finding three different grants, and a 4<sup>th</sup> option next year that really makes their contribution substantial to the regionalization scenario. The City of Port Angeles and Clallam County will be building the new combined dispatch, EOC and Fire Station at the new location with this benefit.
- e) Lease Costs
1. As a stand-alone without grants JC would need financing to remodel, as well as potentially doubling our current Jeff County Building lease up to \$100K. The City of PA will charge Pencom about \$30K/year for their portion of the new facility at .50/sq. ft.
  2. Common-area maintenance of facility \$500-\$1,000/year
  3. If JeffCom911 had to build, we'd likely need a loan. Estimating \$700K - \$1.3 mill. This is for the build, furniture, and moving. Est loan Payments about -200K/ year.
  4. The NFPA (National Fire Prevention Association) really drives up costs for each of the agencies who have to comply to certain standards. Outside of

compliance can run legal risk vs. a financial hurdle.

5. JeffCom's stand-alone costs estimated to be \$105-295K.  
Under co-location/regionalization the range is between \$15K – \$86K in annual payments.
  6. If JC were to build, Jefferson County has a good Bond rating, so they would incur the remodeling/building costs and then JC911 would pay back the costs over a negotiated term period. Consideration must be made for our current high-lease rates from Jefferson County.
  7. JeffCom's Options to stay here – we need approximately 1,500 sq. ft. for 6 consoles
    - a. Expand foot print west towards Sheriff's office
    - b. Go up one floor – cost prohibitive compared to option "a".
    - c. Build new Center – we decided at the retreat to not do this at our airport.
- f) Salary/Benefits Director Costs:
1. There are cross-roads looming for the shared Director position. The City of Port Angeles is likely to questions continuing this ILA with JC if we are not working towards co-location or regionalization. The PC Director's duties are expanding significantly.
  2. JC needs an Operations Manager/Deputy Director (\$75K), especially under a combined center. Eventually JC will have to renegotiate, and potentially may need to establish a fulltime Director in the budget: \$85K estimated
  3. Potentially a budget amendment is likely to cover this need.

**B TAC Channels for Fire** – No update

**C Update on camera installation at tower sites.** - No update

**D Strategic Planning** – discussed with Regionalization.

**E Signatory: Joe Nole authorized, and will go to bank with Deborah** – Lisa will schedule

## **VI New Business –**

### **A Set Board Meeting dates for Feb 2020 – Jan 2021**

i 4<sup>th</sup> Thursdays

February 27, 2020. Big decision day

Remainder of the year will be setup at the February meeting.

David Sullivan made a motion to approve the February meeting dates.

Bob Pontius seconded, and the date was unanimously approved.

### **B Elect Officers**

(a) Chair:

(i) David Sullivan made a motion to nominate Joe Nole

(ii) Brad Martin seconded and the motion was carried.

**(b) Vice Chair:**

- (i)** Mike Evans made a motion to nominate Brad Martin
- (ii)** Joe Nole seconded, and the motion was carried.

**2020 Board Members/Alternates**

- ii Jefferson County Commissioners
  - a) Representative: David Sullivan
  - b) Alternate: Philip Morley
- iii Jefferson County Sheriff's Office
  - a) Representative: Joe Nole, Sheriff
  - b) Alternate: Andy Pernsteiner. JCSO
- iv Jefferson County Fire Districts
  - a) Representative: Brad Martin, Fire Chief, FD#3
  - b) Alternate: Jim Walkowski, Fire Chief FD#1
- v Jefferson County Fire Commissioner
  - a) Representative: Art Frank, Fire Commissioner
  - b) Alternate: Bob Pontius, Fire Commissioner, Alternate
- vi City of Port Townsend
  - a) Representative: Ariel Speser, Council Member
  - b) Alternate: Mike Evans, Police Chief

**VII Director's Report**

- A** Staffing – one person has been hired and we are now fully staffed.
- B** Karl is meeting today with Tyler New World to review the contract amendment for JeffCom911, Clallam County and Jefferson County because of the combined efforts to establish one data set.
- C** Karl will be on a short vacation, leaving later today and back on Monday

**VIII Approval of Payments – December 2019**

Brad Martin made a motion to approve the December 2019 payments.  
Bob Pontius seconded, and the payments were unanimously approved.

**IX Executive Session – RCW 42.30.140 (4)(a):**

Planning strategy to be taken during collective bargaining –

10:45 am to 11:15 am.

11:15 am to 11:30 am extended

Session was closed with no decisions made.

Joe Nole made a motion to approve the union contract as presented.

Brad Martin seconded, and the union contract were unanimously approved.

Contract will now go to the bargaining group for ratification.

**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 11:38 am.

**Next Meeting:**

**February 27, 2020 Meeting at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

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Date

\_\_\_\_\_  
Date



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
February 27, 2020

**Members/Alternate Members Seated:**

Joe Nole, Sheriff JCSO  
Art Frank, Fire Commissioner  
Robert Pontius, Chair, Fire Comm. Assn  
Ariel Speser, City of PT/Alternate  
David Sullivan, Jefferson County Commissioner

**Other Attendees:**

Mike Evans, City of PT/Alternate  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Philip Morley, Jefferson Co Admin/Alternate  
Andy Pernsteiner Undersheriff  
Donna Stamper, JeffCom  
Dan Toepper, PUD

**Members/Alternate Members Absent:**

Mark McCauley, Jefferson County  
Jim Walkowski, Fire Chief FD#1 East Jefferson

**I Call to Order** – Joe Nole called the meeting to order at 9:01 am.

**II Introductions and Announcements** –

**III Comments from the Public** – none

**IV Approval of Minutes**

Joe Nole made a motion to approve the January 23, 2020 minutes.  
Brad Martin seconded, and the minutes were approved.  
Ariel abstained since she was not here.

**V Unfinished Business**

**A Regionalization** –

- i Karl was tasked with two items
  - a) Chief asked for comps for Director, Deputy Director, or an Operations Manager position.
  - b) City of PA had asked to meet with the County for an update from Karl on our financial picture at JeffCom.
  - c) They have an expectation that elected officials from Jefferson County were to reach out to the Clallam County elected officials, and were to have a report back later today, gaging the temperature on regionalizing, or potentially co-locating.
    - (i) City of PA has authorized to sign a contract with their Vendor, OAC for architecture and engineering studies standards for the new facility. Feasibility studies and design options. \$500/sq. ft. estimated cost – EOC, Fire Station and PenCom (1/3<sup>rd</sup> of the facility), at a cost of .50/square foot

- (ii)** Two options:
    - 1. Building within a building
    - 2. Rebuild at that site with a smaller footprint than the 15,000 square feet and with customized needs addressed.
- ii** Clallam County is next to authorize OAC
- iii** The elected officials of JeffCom911 and Clallam's will need to meet.
  - a)** Ariel Spoke to City of Port Angeles Councilman Lindsay Schromen-Wawrin. His understanding was that both agencies had discussed regionalization and had voted that they thought that it was worth considering. Their City Council is not as informed on the details as they don't have a board like JeffCom911's that informs them like we do.
  - b)** Philip Morley and Mark McCauley went to PA and met with Rich Sill, their county administrator, and their chief Financial Officer, Mark Lane.
  - c)** Philip mentioned that both he and John Mauro spoke separately with Nathan West, the Port Angeles City Manager, who are both interested in co-location. They discussed time frames of the city and the county. The City is very interested in due diligence in ascertaining capital costs of the relocations, as well as the on-going operational budget. They extended a warm invite from the City to JC; they do not have a hard timeline. They're fine with taking a few more months to fine tune and then meet to discuss later.

Co-location, rather than regionalization, in a sense simplifies some of the analysis needed, and becomes less of governance issue. It shifts towards a cost-sharing issue.
  - d)** Bob Pontius asked, "How long do we wait? Co-locate vs regionalize?"
  - e)** Philip suggests that we work with Nora Mitchell (City of PT) and Mark McCauley (Jeff Co) to come up with an operational and capital budget that will give us legitimate data with which to make a decision.
  - f)** Joe thanked Karl for all his work. This has taken so long because of the Board. Karl's done whatever he has been asked. We just need to get this done; it is prudent to look at the two costs and weigh it out and move to a decision in the next month or two.
  - g)** David Sullivan stated, that uncertainty is always guaranteed; Our risk tolerance level will always be there with making tough decisions.
  - h)** Brad Martin mentioned that we don't have a lot of time to wait; Clallam/PA is moving forward without us. We have to have hard discussions about our various scenario options to stay here, as well the staffing issues of JeffCom911.
- iv** Karl is hoping to get definitive direction at today's meeting.
- v** Karl's position as Director of both agencies is no longer feasible and is untenable.
- vi** Co-Location vs. JeffCom expansion of current facility.
- vii** What is the political will of our county and they with theirs?
- viii** Karl has been tasked with potential wage projection
  - a)** JeffCom 100% director           \$90,700 - \$108,964
  - b)** Deputy Director                 \$79,300 - \$ 94,864

- ix Technology upgrade
    - a) Tyler CAD contract is definitive. Both JC and PC are signing contracts today to have a combined Data Sets that will benefit the region for both counties.
    - b) Redundancy is an issue if we co-locate. We need plan for “what if” scenarios.
    - c) Currently we are intentionally looking at black consoles at Jeff Co EOC’s facility that can be activated at either location. We need to add this scenario in our projected budgets.
    - d) Kitsap County Richard Kirton is looking at having redundancy support. They’re bringing on ESChat as well, and Mason County also utilizes ESChat
    - e) If JeffCom were to build, we need to consider enough capacity to cover redundancy support for our neighboring counties in the event of an emergency.
  - x Art Frank: Ultimately, it comes to an issue of at some point that there will be a human cost if JeffCom911 reaches a point of equipment failure that impacts our county. We must upgrade
  - xi Andy Pernsteiner: How do you cost the service and the convenience of JC/EOC/JCSO/Jail being next to each other. Close proximity now is helpful. Co-location reduces that.
  - xii Philip Morley: Living with uncertainty is a given, but we can give good analysis on a ‘range’ of the good and bad on both variables. There will always be impact no matter what decision is made. There will be differences and trade-offs, and we can respect each other through the processes. It’s a lengthy, multi-step process.
  - xiii Negotiations have to occur on many levels. Does the County build and we lease, or does JC take out a loan and pay for the cost of building? But that doesn’t make sense since we don’t own the existing building or property!
  - xiv Ariel Speser: We need commit to give Karl serious consideration about the Director/Deputy Director request, at a minimum and give him some relief.
  - xv Brad Martin: What is the pulse of the community, and has there been any input from the community on the 1/10<sup>th</sup> of 1% tax increase?
- B TAC Channels for Fire** – Chris Palmer submitted his bid. Still waiting on the final approvals from FCC and Canada.
- C Update on camera installation at tower sites.** – no updates
- D Strategic Planning** – discussed with Regionalization.
- E Set Board Meeting dates for Feb 2020- Jan 2021** Dates will be:
- |                         |              |
|-------------------------|--------------|
| Mar - meeting cancelled |              |
| Apr 23                  | Sep 24       |
| May 28                  | Oct 29       |
| Jun 25                  | Nov 19       |
| July 23                 | Dec 17       |
| Aug 27                  | Jan 28, 2021 |
- Ariel Speser made a motion to approve the 2020 meeting dates.  
Andy Pernsteiner seconded, and the date was unanimously approved.



**VI New Business**

- A Resolution 2020-00001 - 2019 Budget Surplus Transfer \$75,000 to Capital  
Art Frank made a motion to approve the transfer.  
Ariel Speser seconded, and the date was unanimously approved.
- B Resolution 2020-00002 - Tyler New World Contract  
Ariel Speser made a motion to approve the contract.  
Art Frank seconded, and the date was unanimously approved.
- C Resolution 2020-00003 – Signature on CBA Agreement  
David Sullivan made a motion to approve the agreement.  
Art Frank seconded, and the date was unanimously approved.
- D Surplus Equipment  
Brad Martin made a motion to approve the disposal of, or donation of the surplus equipment. User agencies have one month to show interest by 3/31/20.  
Ariel Speser seconded, and the date was unanimously approved.
- E IT Position
  - i Ray Stout will be retiring May 2021. He has submitted a potential resume.
  - ii Donna Stamper, Communications Supervisor will be the next to retire. She handles our records department.

**VII Director's Report**

- A Karl will be in Portland at the Northwest Leadership Conference March 3-6<sup>th</sup>.
- B Karl will be on vacation in Hawaii for two weeks March 17-31<sup>st</sup>
- C ES Chat: Clallam Fire and Law primary channels are up and running.  
Olympic National park, Clallam Transit and Public Works are next to sign up.

**VIII Approval of Payments – January 2020**

- Art Frank made a motion to approve the January 2020 payments.
- Joe Nole seconded, and the payments were unanimously approved.

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

- A Ariel Speser, on behalf of the City of Port Townsend, is asking for us to begin looking at the Jeffcom Board composition to add a board position for the city, and to have the Port Townsend Police have a voting seat on the board.
- B Joe Nole; Potential April 23rd Executive Session meeting about potentially offering a full-time Director Position, or a Deputy Director addition.
- C Lisa will send out Karl's current Director and ILA
- D Brad wants a short Executive session today
  - i RCW 42.30.110 (f)(g), Discussion of performance of an employee
  - ii Start time: 11: 35 am End Time: 11:40 am

**X Public Comments regarding New Business only. – none**

**XI Good of the Order –**

- A Joe thanked everyone for all the hard work for the benefit of JeffCom911.
- B Ariel thanked Chief Mike Evans for all his work over the years, and wished him the best as this is his last day, and he has accepted a new position elsewhere.
- C Joe thanked Mike for his “Exquisite” (quote, unquote 😊) years of service.

**XII Adjourn**

The meeting adjourned at 11:47 am.

**Next Meeting: April 23, 2020 Meeting at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

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Date

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Date



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
March 26, 2020

No meeting was  
scheduled this month



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
March 26, 2020

No meeting was  
scheduled this month



JeffCom Administrative Board Minutes

\*\* Phone meeting call-in due to Governor Inslee’s Directive\*\*

April 23, 2020

**Members/Alternate Members Seated:**

Joe Nole, Chair, Sheriff JCSO  
Art Frank, Fire Commissioner  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Philip Morley, Jefferson Co Admin/Alternate  
Andy Pernsteiner Undersheriff  
Robert Pontius, Fire Comm. Assn  
Ariel Speser, City of PT  
David Sullivan, Jefferson County Commissioner

**Other Attendees:**

Jamie Aumock, Public  
Sunny Fortino, Jeffcom  
Lisa Johnson, JeffCom Office Manager  
Mark McCauley, Jefferson County  
Donna Stamper, JeffCom

**Members/Alternate Members Absent:**

Karl Hatton, JeffCom Director  
Troy Surber, City of PT/Alternate  
Jim Walkowski, Fire Chief FD#1 East Jefferson

**I Call to Order** – Joe Nole called the meeting to order at 9:01 am.

**II Roll Call - Introductions and Announcements** –

**III Approval of Minutes**

David Sullivan made a motion to approve the February 27, 2020 minutes with minor changes.

Art Frank seconded, and the minutes were approved.

**IV Unfinished Business**

**A Regionalization** –

- i Karl had mentioned putting it on hold
- ii Brad was approached by Kevin Street and Don McDaniel from the PUD about a possible location at the PUD 4-Corners facility.
- iii Art Frank as far as locations, there are some that have been mentioned but we have not specifically talked about other options that we should look into that have not been sought out.
- iv Mark McCauley – The airport had been looked at but deemed to be not prudent.
- v Brad thought the idea of PUD might be helpful, as they have a grant writer.
- vi Joe Nole should we create a task committee for this purpose. We could however prolong this whole process unnecessarily as well.
- vii Philip thought just as we vetted the airport option, we could follow up with the PUD

- and see if there are any initial numbers to consider. Karl had mentioned in the past of the different design requirements that a 911 center requires.
- viii Philip – the fundamental question is, what is our choice? are we co-locating, or we staying in Jefferson County? Clallam County is definitely not considering Regionalization at this point.
  - ix Joe mentioned that the COVID-19 issue has made us look at things differently now. Do we need to change the name from Regionalization to “location”?
  - x Ariel – the co-location issue comes down to the staffing issue. A subcommittee looking at this is prudent and help to inform the co-location question.
  - xi Bob Pontius thinks we should move forward to moving forward with a Jefferson County location
  - xii David Sullivan - the 911 center job is getting done, right now, as we are, even with the current state of the economy with the Pandemic. The sales tax revenue is going to be affected for some time now, going forward.
    - a) Property tax values dropped about 20% during the past recession.
    - b) The ability to pay for things in the future, is going to be severely impacted.
    - c) What we currently have is working.
    - d) The Leadership issue is high priority.
    - e) Inclined to stay here in our county, with the EOC, JCSO and JC911 here.
  - xiii Ariel Speser – being new, it’s hard for her to know are we willing to specifically assign a particular task to specific person/people?
  - xiv Philip Morley – Ariel raises some good questions. The city and the county staff have met and discussed the topics of co-location options on the table or staying at the present location. Mark has worked with Nora Mitchell, City Finance Director and Tony Hillman, City Finance Manager to come up with some real costs in the broader picture. A draft is close but awaiting Karl to look over. It was going to happen today but has been tabled with his health issues.
  - xv Ariel wonders is there anything to consider tasking today?
  - xvi Joe – what would we like to have completed by the next meeting?
  - xvii Philip – the PUD option should be vetted, with Karl, Mark, Tony and Nora, similar to what we did at the airport.
  - xviii Mark thinks adding on to the existing build at PUD, rather than 1500 sq feet would most likely be about 4,000 square feet with the EOC/JC911. Mark will proceed if the board approves.
  - xix Bob P – the Fire Commissioners would like to see the numbers before a vote is taken.
  - xx Mark will work with Nora, Tony and Karl when he gets back to look at the PUD option.
    - Ariel Speser made a motion to request that the County, City and Karl continue to vet the co-location vs the existing location, and the potential PUD site.
    - David Sullivan seconded, and the request were approved.

**B IT Position – Ray Stout’s Retirement**

- i Retirement date will be May 3,2021

- ii Ray Stout's insight is that we need to get someone in right away.
- iii Ten months prior to his departure would be ideal
- iv Revising the job descriptions for both positions, as both responsibilities have evolved.
- v Ray's intent is to retire THEN and not be working
- vi We need the technician position filled right away to get the GIS/IT technician position.
- vii We are moving to Nutonics server upgrade from out blade servers
- viii We also have the huge Enterprise upgrade.
- ix Art Frank – with this vacancy and the salary available now that Jason is gone. Perhaps the priority is to get Ray's position filled ASAP and then to concern ourselves with the GIS Technician. We need someone with increase skill set for the network administrative issues.
- x David Sullivan – in the last recession, the city and the county took on available personnel that were cut back that might have capacity available to help. Perhaps this kind of idea can help JeffCom911 in the interim until the position is filled. Ariel will ask the question of the City to see if there is some capacity.
- xi Ariel requested a summary of what skill set is needed to provide JC with assistance.
- xii Philip – Asked David if he was talking of laid off people helping JeffCom911, or Jefferson County providing contracted IT assistance needed. Either/or is viable. The city and county will both look into this option by our next meeting.
- xiii Brad sees that Ray has been stretched very thin and doesn't see county help is as prudent as filling his spot.
- xiv Ariel thanked Ray for all his hard work under such stressful times.

## **V New Business**

### **A IT Position – GIS/IT Technician**

- i If we continue as we are now, we need a motivated person who is able to meet the 24/7 responsibility as well as to pick up the bulk of the GIS technician work.
- ii It has quadrupled in the amount of requirements due to the significant increase and the deliverables that we are required to meet our obligation under our state grant

### **B Director's Absence**

- i Karl will be most likely be out on recovery 6-8 weeks.
- ii Sunny Fortino – everything has been going well. No issues have risen.
- iii Joe - need to make a decision on the director/deputy director/Operations manager
- iv David Sullivan – what are the preferences of Karl, and of PenCom on this issue
- v Sunny – PenCom has appointed Susan to replace Steve Romberg, as interim in Karl's absence
- vi Philip mentioned deputy directors at each location, with Karl overseeing
- vii Philip - Interim Authority – the processes are working as 'usual'; the board may consider a motion to have Joe Nole to take any actions deemed necessary, until Karl returns.
- viii Art requested that Sunny go to Joe for any personnel or management concerns.

Ariel made a motion to appoint Joe Nole with interim authority.  
David Sullivan seconded and the motion was approved.

- C Strategic Planning – specific to the Contract with the city of PA and the Director position
  - i Joe got a call from Chief of Police, Brian Smith, and supervises PenCom and he asked about the ILA Director position.
  - ii Are there any issues regarding the ILA, and with appointing interim directors during Karl’s absence?
  - iii If approved, the contract could be discontinued.
  - iv Ariel – is this a separate issue to be discussed with the city and county.
  - v Joe will reach out to Chief Smith, and Karl to get preferences, contingent on Karl’s health.
  - vi
  
- D JeffCom911 Board Composition – Ariel Speser is requesting an additional voting seat on the Board for the Port Townsend City Police Department

Ariel Requested that we table this for now due to Karl’s health, and COVID-19, and an interim City Chief of police Troy Surber.

**VI Approval of Payments – February and March 2020**

Art Frank made a motion to approve the February 2020 payments.  
Brad seconded, and the payments were unanimously approved.

Art Frank made a motion to approve the March 2020 payments.  
Joe Nole seconded, and the payments were unanimously approved.

- VII Executive session - RCW 42.30.110 (f)(g), Discussion of performance of an employee**
  - i Start time: 10: 33 am End Time: 10:48 amThe session ended with no decisions made.

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

A City and county will come back with results of conversations for co-location, current location, and possible PUD location

B Joe’s conversation with Karl and Pencom and the ILA/Director

**IX Public Comments regarding New Business only. – none**

**X Good of the Order –**



- A Bob wanted to let Ariel, and the city of PT to know that as past president, he always looked to the Chief of Police for input on issues
- B Joe apologized for the cancellation of the executive session on the 14<sup>th</sup>. With all the changes in the OPMA rules due to Governor Inslee’s mandate for groups not to gather.

**XI Adjourn**

The meeting adjourned at 11:49 am.

**Next Meeting: May 28, 2020 Meeting at Port Ludlow Fire Hall**

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\_\_\_\_\_  
JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



JeffCom Administrative Board Minutes

\*\* Phone meeting call-in due to Governor Inslee’s Directive\*\*

May 21, 2020

**Members/Alternate Members Seated:**

Joe Nole, Chair, Sheriff JCSO  
Art Frank, Fire Commissioner  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Philip Morley, Jefferson Co Admin/Alternate  
Andy Pernsteiner Undersheriff  
Robert Pontius, Fire Comm. Assn  
Ariel Speser, City of PT  
David Sullivan, Jefferson County Commissioner  
Troy Surber, City of PT/Alternate

**Other Attendees:**

Jamie Aumock, Public  
Citizen Cain, Public  
Susan Craig, Public  
Jenny Dyste, JeffCom 911, Public  
Sunny Fortino, JeffCom911, Public  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Mark McCauley, Jefferson County  
Donna Stamper, JeffCom, Public  
Terry Taylor, Public  
Jim Walkowski, Fire Chief FD#1 East Jefferson

**Members/Alternate Members Absent:**

**I Call to Order** – Joe Nole called the meeting to order at 9:11 am.

**II Roll Call - Introductions and Announcements** –

**III New Business**

**A** Acceptance of Karl Hatton’s resignation letter

- i Brad made a motion to accept
- ii Ariel Speser seconded

**B** Discussion of appointing an Interterm Executive Director

- i Joe’s initial thought is taking someone internally in the interim
- ii Art Frank: could take 90-120 days to make this decision. There has been outside interest.
- iii Ariel: in the industry, is there a 911 industry network with which to draw upon? Karl said he knows all 911 directors and could reach out to all agencies for an interim. There are many statewide agency Directors that are also retiring. Many positions are empty now, and often filled by Fire or Police Chief
- iv David Sullivan – no decision means ultimately that Joe Nole would appoint if the board doesn’t come up with a candidate.
- v Philip suggested that Sunny Fortino could act as interim.
- vi Art Frank: we need to look at all possibilities and not look only at internal. We already have a couple of “outsiders” that are very familiar with Jeffcom911. We should explore these seriously

- vii Brad Martin: Suggested that Karl could reach out to the industry as well, being very thoughtful and analytical about it, rather than a reaction
- viii Bob Pontius thinks we should look externally as well
- ix Karl will make himself available as much possible, either with the interim, as well as when the fulltime Director position is filled
- x Joe Nole – consensus seems to be to move forward quickly and explore decision making by next week’s meeting.
- xi Administrative panel: Joe Nole Ariel, and Brad Martin, will appoint a non-voting chief (Fire, Law and Admin). We don’t want a quorum of voting board members. Joe, Ariel, and a Fire Chief will work on the committee to report next week.
- xii Philip suggests Karl to reach out to industry, and Lisa will be the point of contact. Karl needs a salary range and a length of contract.
- xiii Brad Martin – we need from Karl. Salary benefits etc.
- xiv Karl stated that he had provided all this information previously. Salary TBD, and Karl will report back. Our Budget is currently on track. He will post ASAP internally as well as publicly. State and international APCO, trade
- xv Joe Nole – how long for the interim?
- xvi Art Frank suggests 90-120 days needed to find Karl’s replacement. The interim director will also be eligible to apply for the fulltime position.
- xvii When Karl was hired, he interviewed initially for the interim director. When he came in on interviews for the Director position, it was with a board meeting with executive session, and then brought in to an open meeting for the final vote. Bob Pontius confirmed. Ariel confirmed that this was how Port Townsend recently conducted their hire.
- xviii Joe Nole – next meeting we will make a decision on the interim and then move forward on the recruitment for the Director position. Have Tuesday as deadline for interview. Action taken on Wednesday, with a decision made for the interim.
- xix Karl Hatton – we need to do a beginning stage criminal background check, Driver License Abstract ADR. City of PT of Jeff Co Detectives can do a background screening. Poly and Psych is much broader for long term employment
- xx David Sullivan – We will need a contract for the interim position
- xxi Ariel – Who is JC911’s lawyer?
  - a) Our lawyer is Joseph Quinn, and
  - b) WCIA is our insurance.
  - c) We will need to make contract available for next Thursday for review.
- xxii Art suggested that Karl have a second person to help review the interim contract. Art was appointed.
- xxiii Philip Morley – we need to develop a recruitment package for the brochure and communicate with Erin Lundgren.

**C Discussion of a recruitment process for a permanent Executive Director**

**D Discussion of resume received for the Executive Director position**

- i Joe had been given one resume already, Jamie Aumock, who is interested.

There are others interested as well.

- ii David Sullivan would like our other agencies to be made aware of the vacancy.
- iii Karl requested that resumes be funneled to Lisa where she can compile applicants.

**IV Public Comments regarding New Business only.** – allowed by email submission.

**V Adjourn**

The meeting adjourned at 11:49 am.

**Next Meeting: May 28, 2020 Meeting via Teleconference.**

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\_\_\_\_\_  
JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



JeffCom Administrative Board Minutes

\*\* Phone meeting call-in due to Governor Inslee’s Directive\*\*  
May 28, 2020

**Members/Alternate Members Seated:**

Joe Nole, Chair, Sheriff JCSO  
Art Frank, Fire Commissioner  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Philip Morley, Jefferson Co Admin/Alternate  
Andy Pernsteiner Undersheriff  
Robert Pontius, Fire Comm. Assn  
Ariel Speser, City of PT  
David Sullivan, Jefferson County Commissioner  
Troy Surber, City of PT/Alternate

**Other Attendees:**

Jamie Aumock, Applicant  
Jenny Dyste, JeffCom  
Marlo Erwick, JeffCom  
Sunny Fortino, JeffCom  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Ted Krynski, EJFR & applicant  
Mark McCauley, Jefferson County  
Tim McKern, Fire Chief, FD#2  
Tara Murker, Applicant  
Donna Stamper, JeffCom  
Ray Stout, JeffCom  
Dan Toepper, PUD  
Kathy Young, Former JeffCom

**Members/Alternate Members Absent:**

Jim Walkowski, Fire Chief FD#1 East Jefferson

**I Call to Order** – Joe Nole called the meeting to order at 9:02 am.

**II Roll Call - Introductions and Announcements** –

**III Approval of Minutes**

Brad Martin made a motion to approve the April 23, 2020 minutes.  
David Sullivan seconded, and the minutes were approved.

Brad Martin made a motion to approve the May 21, 2020 minutes. Lisa will change the date from May 22 to May 21<sup>st</sup>!

David Sullivan seconded, and the minutes were approved.

**IV Unfinished Business**

**A Regionalization** –

i **Placeholder** for later discussion

**B IT Position** – Ray Stout’s Retirement

i Ray is retiring May 2021. We have posted both position descriptions in the Port Townsend Leader, APCO, Facebook, as well as by email to all department heads in both Jefferson and Clallam County. Please forward to your staff.

ii June 15<sup>th</sup> deadline.

- iii We will review applicants and then make recommendations.
- iv Karl suggests that we fill the IT Network Admin position first. Then they will operate as our second IT person and train with Ray, and assist with project management.

**C IT Position – GIS/IT Technician**

- i Karl recommends hiring the IT/GIS Technician in January 2020, due to budget considerations. Karl had sent these concerns to the board by email.
- ii We will be broadening our application base by advertising with APCO International. They have an advertising packet available for 5 postings (\$1,020) within a year that is more economical than paying for limited individual posts costing (\$299), as well as offering more visibility.
- iii We are also looking at NENA, and have posted the notice with the Port Townsend Leader. We would appreciate our agencies posting it on their websites, Facebook, and any other Social media used.
- iv We have also been receiving help from Jeff Christopher, Systems Coordinator from PenCom IT and Alan Coleman.

**D Strategic Planning – specific to the Contract with the City of PA and the Director position**

- i We do have a contract with them for Karl’s administrative and IT services.
- ii There is a provision in the contract that if the Director leaves, there needs to be conversation about ending it.
- iii The city is aware of it, and Karl suggests that someone follow up with either the City Manager, or Brian Smith, the Police Chief, so we don’t get into a sticky situation. Joe offered to reach out to them.
- iv Bob Pontius is also suggesting a follow up letter. Joe will check with Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney.

**E JeffCom911 Board Composition – Ariel Speser is requesting an additional voting seat on the board for the Port Townsend City Police Department – **Placeholder** for later discussion.**

- i Ariel suggested holding off as well

**F Follow-up on last month’s motion to continue to vet the Co-location vs Existing location, and the potential PUD site. **Placeholder** for later discussion**

**G Follow-up on temporary IT assistance from the City, the County**

- i The City, County and PUD have stepped up to offer help, but priority is to fill the Positions. Karl’s last day is June 15<sup>th</sup>.
- ii IT needs to vet the applications to match qualifications to their Position Descriptions, as well as suggest prospective agencies with which to advertise the positions.
- iii Ray Stout needs to reach out to IT professionals from the City, County and PenCom to sit on the panel as the Oral Board for applicant interview.

- iv IT will come up with the technical questions to align with their expertise.
- v Board and other user agency professions can handle the general questions such as fit, personality, conflict resolution and general management style and communication skills.
- vi Karl thanks the City, Co and PUD for stepping up to help us with support and temporary help.

**V New Business**

**A PUD GIS Specialist Alex Gerrish – short term assistance possible.**

- i Lisa reached out to Dan Toepper, PUD Commissioner, and Melanie Patterson, PUD Human Resources and a zoom meeting was scheduled to discuss possible short term assistance.
- ii Attendees were Ray Stout, JeffCom; Jeff Christopher. PenCom; Lisa Johnson, Office Manager; Kevin Street, General Manager; Don McDaniel, PUD Consultant, and Melanie Patterson, Human Resources.
- iii A follow-up visit occurred with Alex Gerrish sitting in with Ray and Jeff at JeffCom IT department to see if his skill set would be adequate to assist us.
- iv We don't have a formal agreement; possibly an interim contract for a couple days per week. This helps that entire county to be able to have the road layer and other data sets to be valid.

**B Karl's Resignation – hiring an interim Director, and Director.**

- i June 15<sup>th</sup> is Karl's last day. We had 5 applicants and three were selected by the panel (Joe, Ariel, and Tim McKern) for interviews today. We will break into Executive Session to interview Jamie Aumock, Ted Krysinski, and Tara Murker.
- ii Karl will be available during the transition, and after his last day, to answer questions that may arise.

Break at 9:45 – 10:00 to allow the board to review the applicant's resumes

**C Karl requested to be able to purchase the MS surface at market value.**

- i Art expressed concern that it may be public records compliance issue.
- ii Brad agreed that the hard drive should be mirrored.
- iii Philip recommends that if there is transfer of ownership it be transferred to PenCom rather than personally to Karl and not set up precedent for individuals getting assets.
- iv Art seems like it's best to just leave it at JeffCom
- v Decision was made to leave it with JeffCom

**VI Approval of Payments – April and May 2020**

Art Frank made a motion to approve the April 2020 payments.  
Brad Martin seconded, and the payments were unanimously approved.

Art Frank made a motion to approve the May 2020 payments.  
Brad Martin seconded, and the payments were unanimously approved

**VII Executive session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment**

- i Start time: 10:00 am End Time: 12:00 am
- ii Start time: 12:00 am End Time: 12:15 am
- iii Start time: 12:15 am End Time: 12:30 am

The session ended with no decisions made.  
Regular meeting back in session at 12:40 pm.

Brad would like to make a motion to advance Ted Krynski forward as interim  
Ariel seconded the motion and the motion was passed

Philip appreciated the opportunity to talk with the three applicants for interim. We will still be recruiting for the Director position, and encourage them to look at their career advancement with JeffCom911. Joe confirmed these sentiments, as well as Bob Pontius.

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

- A Karl requested that if we hold a special meeting that we give him plenty of notice so we can publish adequately.
- B For the Interim position we will run a basic background check with NCIC, ACCESS, and WASIC. Jefferson County Sheriff's Office and the City of Port Townsend had possibly offered detective services or other staff available for a further background. We can also check Driver's Licenses abstract and Ted's references.
- C Philip suggested the Chair contact Ted's references as well.
- D Philip suggested Joe Contract to be drawn up with Karl, Art and Joe.

**IX Public Comments to be submitted via email to lajohnson@jcpsn.us**

**X Good of the Order –**

**XI Adjourn**

The meeting adjourned at 12:53 pm.

**Next Meeting: June 25<sup>th</sup>, 2020 Meeting via Teleconference.**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

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Date

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Date





JeffCom Administrative Board Minutes  
Zoom meeting  
June 4, 2020

**Members/Alternate Members Seated:**

Joe Nole, Chair, Sheriff JCSO  
Art Frank, Fire Commissioner  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Andy Pernsteiner Undersheriff  
Ariel Speser, City of PT  
David Sullivan, Jefferson County Commissioner  
Troy Surber, City of PT/Alternate

**Other Attendees:**

Jenny Dyste, JeffCom  
Sunny Fortino, JeffCom911, Public  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Ted Krysinski, Fire Chief, FD#1  
Mark McCauley, Jefferson County  
Tim McKern, Fire Chief, FD#2  
Donna Stamper, JeffCom, Public

**Members/Alternate Members Absent: J**

Jim Walkowski, Fire Chief FD#1 East Jefferson  
Philip Morley, Jefferson Co Admin/Alternate

**I Call to Order** – Joe Nole called the meeting to order at 2:09 pm.

**II Roll Call** –

**III Introductions and Announcements** –

**IV Unfinished Business**

- A Discussion of Interim Executive Director
- B Joe Nole called executive session.

**V Executive Session** - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment

**A Time begin 2:10 – ends 2:30**

Executive Session ended and no decisions were made

**VI New Business**

A Joe Nole shared that discussion about Ted Krysinski’s background check, references and the contract being offered to him for Interim Director.

i Background checks

Brad made a motion to appoint Ted Krysinski as Interim Director  
Ariel seconded and the motion was unanimously approved.

Ted thanked everyone for the opportunity to serve JeffCom911 and will come in Friday June 5<sup>th</sup> for finger prints and security clearance issues, and then will be in the office fulltime June 8<sup>th</sup>.

Joe thanked Ted for coming forward, and for everyone for their contribution.

**VII Public Comments regarding New Business only.** – allowed by email submission.

**A** Karl thanked everyone for the Board members, past and present, for trusting him and allowing him the opportunity to lead JeffCom911 and take care of business on hand. Karl will be available for the “passing of the torch” to Ted.

**B** Joe confirmed and thanked Karl for all his work and contribution over the years.

**VIII Adjourn**

The meeting adjourned at 2:36 pm

**Next Meeting: June 25<sup>th</sup>, 2020 Meeting via Teleconference.**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



JeffCom Administrative Board Minutes  
Zoom meeting  
July 23, 2020

This Meeting was  
cancelled due to non-  
adherance to new OPMA  
requirements due to  
Pandemic