



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
January 31, 2019

**Members/Alternate Members Seated:**

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

**Other Attendees:**

Nita Conlan, WA State Auditors' Office  
Karl Hatton, JeffCom Director  
Lisa Johnson, Office Manager  
Mark McCauley, Jefferson County  
Philip Morley, Jefferson County/Alternate  
Amy Strzalka, WA State Auditors' Office  
Meril Smith, Fire Comm. Assn  
Dan Toepper, Citizen  
Jim Walkowski, EJFR Fire Chief alternate

**Members/Alternate Members Absent:**

Mike Evans, City of PT/Alternate  
Art Frank, JCSO/Alternate  
David Timmons, City of PT/Alternate

**Handouts**

Regular Agenda  
JeffCom Admin Board Minutes, November 29, 2018  
Warrant/Check Register – December 2018 and January 2019  
2018 evaluation from the City of Port Angeles  
Gambling Commission contract  
2018 CJIS IT Audit compliance completed  
City Council Memo (Port Angeles)  
Clallam County EOC Study

**I Call to Order**

Bob Pontius called the meeting to order at 9:02 a.m.

**II Introductions and Announcements**

- A Karl introduced our WA State Auditors. Amy Strzalka, Assistant Audit Manager; and Nita Conlan, Auditor in Charge. They provided copies of the results of their audit for:
- i Accountability Audit Report for 2016-2017, and
  - ii Financial Statements Audit Report for 2017.

**III Changes to the Agenda - None**

**IV Comments from the Public** – Dan Toepper asked that the PUD be notified of any expansion or remodeling of the JeffCom911 and EOC centers.

**V Approval of Minutes**

David Sullivan made a motion to approve the November 29, 2018 minutes.  
Bob Pontius seconded and the minutes were unanimously approved.

## VI Unfinished Business

### A WA State Auditor's Office Schedule of Audit Findings and Response\_ Accountability Audit

- i The audit focused on the following areas:
  - a) Accounts receivable – billings
  - b) Cash receipting – timeliness and completeness of deposits
  - c) General disbursements including credit card transactions
  - d) Payroll disbursements – overtime and gross wages.
- ii Accountability Audit recommendations were as follows:
  - a) Payroll/Timesheets –
    - (i) recommended time sheets include the date signed by the employee, and reviewed by the supervisor.
    - (ii) Changes to timesheets by the supervisor have documented explanations.
  - b) Billings/Receivables –
    - (i) Implement controls to indicate when payments are received and ensure received funds are deposited timely.

### Financial Statements Audit Report

- iii This was the first year that JeffCom has qualified for a Financial Audit
- iv This report included a finding for a material weakness in internal controls over financial reporting regarding significant commitments and financial activity handled by a fiscal agent (Jefferson County WA).
- v JeffCom did not have controls in place to ensure:
  - a) Sales tax revenues withheld by the County and used to make payments on the District's behalf were properly reported as revenues and expenditures on the District's statement of Fund Resources and Uses Arising from Cash Transactions
    - (i) Note: Revenues were understated by \$254,650 and expenditures were understated by \$254,650. This amount was the total of the bond payments withheld by the County from our Monthly tax revenue from Washington State.
  - JeffCom did not have controls in place to ensure:
  - b) The outstanding balance of the County's debt that the District was contractually obligated to pay was properly reported on the Schedule of Liabilities.
    - (i) Note: Miscellaneous liabilities of \$2,456,337 were not reported on the schedule of liabilities. However, the district had disclosed Jefferson County bond debt in their notes to the financials.
  - c) The District corrected the misstatements identified above in its final financial statements.

Jefferson County 9-1-1 Communications final Annual report is available online at:  
<https://www.sao.wa.gov/reports-data/audit-reports/>  
Then, search: Jefferson County 9-1-1 Communications

**B Regionalization**

- i Karl presented the Clallam County EOC Study.
- ii Sheriff Benedict is actively working to move the Clallam County EOC. He provided a study. He is proposing that it could be combined with the 911 center on the west side of the city. He is looking at potential partnership with Fire Districts and Law.
- iii Various locations are being reviewed; The School District Property, or the airport. The BOCC made it clear that they don't want to hold up progress on moving the EOC by trying to get other entities to join, or other external factors.
- iv The BOCC asked Karl's thoughts from a JeffCom perspective. With his PenCom role, he supports it 100% because it is necessary that the city needs to improve the existing situation. From JeffCom perspective, it adds layers of complications to attempted regionalization.
- v They applied for a grant last year but they needed to be more specific, so they are reapplying this year. This funding is more likely from a combined partnership without using local communities' money.
- vi Jefferson County needs to do our due diligence as well, for our EOC and 911 centers. What do we want to do? Site? Plans? We have been talking about this for seven years. Philip, Mark, and Karl will hold a meeting to look into forming our specifics for a facility.

**C TAC Channels for Fire**

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

**D 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.

**E ES Chat**

Both JeffCom and PenCom are pursuing utilizing ES Chat. Testing next month.

**F Strategic Planning**

- i No action has been taken; tabled.

**G Potential Litigation**

- i Litigation has been settled.

**VII New Business –**

**A Election of officers**

- i **Chair and Vice Chair:**  
Brad Martin and David Sullivan nominated Bob Pontius as Chair  
Deborah Stinson nominated Self.  
Paper Ballots were tallied.

- (a) Chair: Bob Pontius
- (b) Vice Chair: Deborah Stinson
  - 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, EJFR Fire Chief

**B Setting dates for the year's meetings by resolution**

February 28, March 28, April 25, May 23, June 27, July 25, August 22, No September Meeting, October 17, No November Meeting, Dec 19, and Jan 23, 2020

Deborah Stinson made a motion to approve the above meeting dates.

Bob Pontius seconded and the minutes were unanimously and a resolution was passed.

**C Gambling Commission request for radio use permission**

- i Karl created an MOU similar to the DOC and DNR, to allow them to be on our radio.

**D Paid Family Leave Medical Contribution**

- i Discussion about the new PFML plan ensued. Currently, staff covered under CBA are exempt from the plan until the CBA is renegotiated. The decision was made to have qualifying employees (Karl and Lisa) to pay the employee portion out of their wages, and this can be negotiated as a benefit later when the CBA is opened for negotiations.
  - a) Resolution was made that employees will cover their portion.
    - (i) Deb Stinson made a motion.
    - (ii) Brad Martin seconded, and the resolution was passed.

**E 2018 CJIS IT Audit compliance**

- i Our State compliance audit was successfully completed.

**VIII Director's Report**

**A Staffing**

- i 2 positions available
- ii 1 person in background, one in training, 1 new Public Safety applicant.

**B Personal leave** for Karl approved for Sept 2019.

**C December 2019** was a busy month with major storm and power outages and 911 outages across the state

- i Dec 14<sup>th</sup>: Huge storm in Clallam County. Karl assisted.

- ii Dec 20<sup>th</sup>: Jefferson impacted. EOC activated. Hood Canal Bridge closed, no Port Townsend ferry, no roads off of the Olympic Peninsula. Completely cut-off. Thanks to EOC, FD's, Law, and PUD that stepped up with a contingency Plan.
- iii Dec 27-28: 911 outages across the State. Long Distance and 1-800 outages. Unable to transfer calls to 800 or long distance numbers including Washington State Patrol, Coast Guard or Poison Control.
- iv PenCom went down and as contingencies to transfer calls to Jeffcom were being worked on, Jeffcom also went down.
- v Dec 28<sup>th</sup>: Power restored.
- vi Additional outages January 2<sup>nd</sup> and January 6<sup>th</sup>. Power surge caused the outages. No notifications that the problems had been resolved were reported back to the Jeffcom or Pencom which impacted community and responder notifications.
- vii January 5<sup>th</sup>: Potential massive storm; missed us and hit Kitsap severely.
- viii The problem was a single-point of failure on one computer; 12 states impacted.
- ix Karl has responded to a Request for information" and has sent a statement to the:
  - a) Attorney General's Office
  - b) UTC (Washington Utilities and Transportation Commission.
  - c) State 911 officeThe UTC is investigating the WA State failures: The FCC is looking into Nationwide issues.  
Statewide – One fatality was reported in the state, potential death due to not reaching 911.
- x "Text to 911" still worked for JeffCom. Only 13 of 39 counties in WA have it.

**D** BIAS Rally in Spokane Feb 18-21<sup>st</sup>. Both Karl and Lisa will attend.

**E** Our transport for all 911 calls was ESInet1 (Century Link), and was transferred over to ESInet2 (ComTech). ComTech said we may be having outages due to an upstream provider: Century Link still owns the all the backhaul and all the links and therefore our reliance is still on their structure, and potential for continued issues.

**F** Karl is requesting an outside agency to provide Human Resources support, explaining benefits, labor relations, and future union negotiations.

**G** Karl provided a copy of The City of Port Angeles 2018 evaluation of his performance which reflects very well on his work. Karl brought up a salary adjustment last year, and has not received revision to his Salary in three years. He is requesting consideration. The agreement is that the board is responsible to review his performance, and it is important. It was agreed that this would be addressed in March.

## **IX Approval of Payments – December 2018 & January 2019**

Bob Pontius made a motion to approve the December 2018 & January 2019 payments. Deborah Stinson 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 12:03 p.m.

**Next meeting: February 28, 2019 at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
February 28, 2019

**Members/Alternate Members Seated:**

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

**Members/Alternate Members Absent:**

Philip Morley, Jefferson County/Alternate  
Joe Nole, Sheriff, JCSO  
David Timmons, City of PT/Alternate

**Other Attendees:**

Mike Evans, City of PT/Alternate  
Marcie Frazier, Mom’s for First Responders  
Karl Hatton, JeffCom Director  
Lisa Johnson, Office Manager  
Mark McCauley, Jefferson County  
Meril Smith, Fire Comm. Assn  
Dan Toepper, Citizen  
Jim Walkowski, EJFR Fire Chief alternate  
Adam Wasserman, State 911 Office

**Handouts**

Resolution Items

- |           |  |
|-----------|--|
| 2019-0001 | Rename Pension Reserve Fund Line Item                                    |
| 2019-0002 | Budget Amendment   |
| 2019-0003 | 2018 Budget Surplus \$150,000 transfer from General Fund to Capital Fund |

**I Call to Order**

Bob Pontius called the meeting to order at 9:02 a.m.

**II Introductions and Announcements**

A Karl introduced State E911 Coordinator Adam Wasserman.

**III Changes to the Agenda –**

Deborah Stinson made a motion to add Adam Wasserman’s presentation to the agenda  
Bob Pontius seconded and it was added to the agenda.

**IV Presentations**

Adam Wasserman, State Enhanced 911 Coordinator, spoke. He runs the state enhanced 911 coordination office which is established at Camp Murray in the emergency management division of the Military Department.

1. Who – He was hired in December 2016 and is supervised by the Emergency Management Director in the Military Department.
2. Purpose – Is to Coordinate and facilitate the implementation and operation of enhanced 911 emergency communications systems throughout the state.
  - a. Technical Side: To ensure state-wide services and 911 dialing is available statewide for all, and

- b. Financial Side: provide financial support in making a baseline level of service around the state.
- c. This is a “home rule” state and the responsibility of running 911s’ lie within the counties; the state is here to assist.

The Washington State Enhanced 911 Advisory Committee was created in 1991 to advise and assist the State Enhanced 911 Coordinator in coordinating and facilitating the implementation and operation of enhanced 911 throughout the state.

The members of the committee (representatives from law enforcement, fire departments, EMS, police & sheriff departments, Providers of Wireline, Wireless, Voice and Prepaid services) represent diverse geographical areas of the state and work together to recommend actions that help set uniform State standards for Enhanced 911 services. The committee utilizes its many Subcommittees, which specialize in the varied aspects of 911 services, to create cohesive actions to recommend to the State Enhanced 911 Coordinator, as per RCW 38.52.530.

Funding: Every device Collects:

\$ 0.70 per device tax that goes to the county

\$ 0.25 per device tax that goes to the state

Wireless and VOIP (Voice over internet) make up 87% of all calls today; about 13% is wireline. But we pay a large cost to the wireline carriers to get the call to the ESInet (a managed IP network that is used for emergency services communications) because Wireline is regulated by the UTC. The wireless is regulated by the FCC. New “King County” ruling says it’s the wireline carrier’s responsibility to get the calls to the ESInet.

- 3. Transition – ESInet for Public Safety and is the first step to Next-Gen 911 Basically going to “IP Based” 911. It’s now a Federal requirement and the Government has put out a grant to get the entire nation to NG911. Washington State is on the leading edge of this transition. Will be able to receive voice, text, images, data. Geo-spacial routing of calls is next. Currently, wireline is easiest since they don’t move; cellular routing of calls is more challenging since they bounce around off cell towers.

December 27<sup>th</sup> 2018 Major statewide outages occurred. Still under investigation.

ESInet1 was supplied by Century Link

ESInet2 is now with ComTech

ComTech can’t put responsibility entirely on Century Link because the new contract was still in transition.

The first ESInet PSAP Cutover started in late 2016. As of Feb 28<sup>th</sup> all PSAPs are



transferred over to the new network, but there were originally 70 original service providers, including the big 4 major wireless carriers. They all have to be transferred over to the new network. The date for completion of this is December 2019. This will eliminate the dual cost provisioning for the past 3 years. Each PSAP has had 2 Geo-diverse paths to ensure redundancy during this transition.

The December 27<sup>th</sup> 2018 crisis began with 47 PSAP on the new network losing all long distance and 1-8XX calling from the Century Link Network's SS7 network. It all came down to a computer card in Denver Colorado that was sending out duplicate packets of mis-information and it overran the systems. The ComTech network never went down, but there was no communication between the two. This outage lasted 7 hours.

Century Link is not taking responsibility, the UTC, the lawyers, WA State Attorney General's Office, and the UTC are looking into the problems. Our ComTech Contract SLA's (service level agreements) need a major overhaul to the language to specify responsibility, and to make sure that any fines or funds received are spearheaded to the E911 fund and do not go into the state general fund! E911 is fighting for SLA credits to come back to E911.

E911 Coordinator's office is required to report to the State Legislature the status of improved center efficiencies, and consolidations or regionalized center efforts. There is an incentive to look into this as it might affect grant funding. However, the home rule state still applies, but the pressure from the state is consistent.

## **V Comments from the Public –**

### **VI Approval of Minutes**

David Sullivan made a motion to approve the January 31, 2019 minutes.  
Deborah Stinson seconded and the minutes were unanimously approved.

### **VII Unfinished Business**

#### **A Regionalization**

- i Karl is talking with Tyler Industries to focus on the Data Sets needed to combine the data sets between Jefferson and Clallam County so that we have increased interoperability between the two counties.
- ii Clallam County is definitely building a new EOC; they may be combining other agencies into this new location.

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

#### **C Update on camera installation at tower sites. – Weather has been prohibitive.**

#### **D ES Chat**

- i We have a new test account that we're testing out.
- ii Cost is \$5.00 per device; much cheaper than existing
- iii State is looking at PSAPs being on a Statewide ES-Chat system.
- iv Mason County is currently using it.

**E Strategic Planning**

- i Need to look into equipment replacement.
- ii Probably hold off on dispatch console replacement until definitive about our facility enhancement or regionalization
- iii No grant money is available for equipment now; maybe in the next Biennium budget in 2021.

**VIII New Business**

**A 2019-0001 Rename Pension Reserve Fund Line Item**

- i Bob Pontius made a motion to approve
- ii Deborah Stinson seconded and Resolution 2019-0001 was passed.

**B 2019-0002 Budget Amendment**

- i Deborah Stinson made a motion to approve
- ii Brad Martin seconded and Resolution 2019-0002 was passed.

**C 2019-0003 2018 Budget Surplus \$150,000 transfer from General Fund to Capital Fund**

- i Deborah Stinson made a motion to approve
- ii David Sullivan seconded and Resolution 2019-0003 was passed.

**IX Director's Report**

**A Staffing**

- i 11<sup>th</sup> position will be filled March 11<sup>th</sup>.
- ii 2 applicants currently. Possible hire in April

**B February 9<sup>th</sup> Storm**

- i Karl thanked the EOC, Law and Fire Departments for their assistance.
- ii Maynard Tower went down due to overload on circuit.
- iii Karl commended Derek Allen, Shane Stevenson, and Jason from D&D Electric for repairing the breaker in extreme snow conditions.
- iv A debrief is scheduled to prevent future issues.

**C** Karl and Lisa attended the BIAS training in Spokane, WA Feb 19-21<sup>st</sup>. Considering purchasing the Asset Management Module for Strategic Planning of equipment replacement and cost projections

**D** Karl will be in Portland next week for the Northwest Leadership Conference. He'll be attending the Spring Forum, and then will go to Seattle for a Resuscitation Academy.

**E** Fire training soon with Tyler Industries

**F** Karl met with Mom's for First Responders a couple of Fridays ago to clarify their public records requests. Board can review the response which will be helpful and insightful.

**G** Thurston County is asking the state for a 1/10<sup>th</sup> of 1% increase in their tax revenue. State Bill #1653 and Senate # 5272

**X Approval of Payments – February 2019**

Bob Pontius made a motion to approve the February 2019 payments.

Andy Pernsteiner seconded and the payments were unanimously approved.

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

**XII Public Comments regarding New Business only. - none**

**XIII Good of the Order - none**

**XIV Adjourn**

The meeting adjourned at 10:49 am.

**Next meeting: March 28, 2019 at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
March 28, 2019

**Members/Alternate Members Seated:**

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

**Other Attendees:**

Mike Evans, City of PT/Alternate  
Philip Morley, Jefferson County/Alternate  
Karl Hatton, JeffCom Director  
Meril Smith, Fire Comm. Assn/Alternate  
Dan Toepper, JC PUD Commissioner

**Members/Alternate Members Absent:**

David Timmons, City of PT/Alternate

**I Call to Order**

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

**II Introductions and Announcements**

None

**III Comments from the Public –**

PUD Commissioner Dan Toepper announced that there would be a Grant Survey regarding broadband in our community. He requested that when that came out that it be widely spread and individuals take the time to complete it.

**IV Approval of Minutes**

David Sullivan made a motion to approve the February 28th, 2019 minutes.  
Deborah Stinson seconded and the minutes were unanimously approved.

**V Unfinished Business**

**A Regionalization**

- i CAD integration is moving forward. Karl had a meeting with Tyler representatives this week and has a proposal for cost and is beginning the look at hardware requirements and cost.
- ii Looking at \$200,000 for the software upgrade which includes scrubbing the data, merging data with Pencom and moving the data up to the Enterprise version on a new server.
- iii Looking at about \$100,000 for the hardware required; new server, routers, console positions, etc.
- iv Current rough proposal is for Jeffcom to pay for 1/3 of the costs and for Pencom to pay for 2/3 of the costs as a way to split out.

- v Will be setting up IT meetings to discuss hardware options and architecture. Will be setting up operations level meetings with fire chiefs, dispatchers and LE chiefs/sheriff's across both counties to look at validation sets and work on integrating them together
- vi Once the contract is signed we are looking at an 18-month project. An ILA is being drafted that will allow one agency to host and for the other agency to participate, payment agreements, etc. The contract from Tyler as to the cost and scope of the project will be out in a month or so.

**B TAC Channels for Fire** – A new frequency has been identified in Snohomish County. Working with them to see if we can get licensing for it. They are requesting we contact Jefferson Transit to see if they might relinquish an 800Mhz freq.to Snohomish as a trade of sorts.

**C Update on camera installation at tower sites.** – Weather has been prohibitive. Moving up on the to-do list.

**D ES Chat**

- i Fire is currently testing.
- ii We have reciprocal access to Clallam, Mason and Clark county users and assets. This is likely to increase across the state.

**E Strategic Planning**

A large and involved conversation took place with the following recommendations surrounding work that needs to be done in either a regionalization or individual move out of our current facility:

- i Governance – Deb Stinson will have a conversation with Mayor Bruch of Port Angeles to start a process of identifying a path towards a merged/new board of a potential regionalized center.
- ii Facility – Karl Hatton will work on a rough concept of a facility to include square footage and usage needs. This will include stand alone and regionalized with an attempt to future proof to 20 years out. Philip Morley will work with Mark at the county to see what their bandwidth is to provide data and assistance.
- iii Operations – Chief Martin is having ongoing conversations with the fire chiefs of both counties, with the need to merge data bases Karl will assist in pulling together work groups for LE, Records, Jail and fire to continue these talks. Chief Martin will be following up with Fire Chiefs.
- iv Each work group will be on the agenda for April and reported out on in April.
- v A request was made to send out the Mom's for First Responder packet and my response to the same out electronically to all board members, with a mailed packet to Bob Pontius.

## **VI New Business**

### **i Director Compensation review**

Deb Stinson stated that the board has not had a formal process for reviewing the Director's job performance and that they needed to do better at that. Both Deb and Bob will be working together to draft a formal review and recommendation to the board for a compensation adjustment. They have the current review from the City of Port Angeles to work with. It was agreed that the April meeting have an executive session to discuss Karl's employment and compensation.

## **VII Director's Report**

- A Staffing** New hire started on March 11, applicants are in process to fill the final position. A note the Pencom was suffering from severe staffing shortage and that Marlo has volunteered to work there under contract if that helps.
- B** Jeffcom has received a check from Verizon and application to increase their antenna and equipment presence on the Reservoir Tower. There will be an engineering study and likely the new equipment will be permitted. With that we will see some increased revenue from Verizon for that space.
- C** Damage to the Morgan Hill Connex box at the tower site has been reported. The Port Townsend PD has taken a report. Damage includes damage to fencing, door lock and graffiti on the building. This will unlikely reach the insurance threshold of \$5000. The HAM group has indicated that they are willing to repair the fence. Jeffcom will be sending Radio Maintenance there to fix damage.
- D** Karl has been and will be working multiple radio console rotations at Pencom in the next couple of months. He is scheduling them for days that he is working at Pencom and keeping staff in the loop so that they all understand that this is work on Pencom time, or extra work – and that he is still meeting time commitments at Jeffcom.
- E** City of PA is working on a contract to supply HR to Jeffcom 9-1-1. It is expected that contract with price and deliverables to be available at our next meeting. The intent is to have HR from PA work 10-15 hours a week on behalf of Jeffcom.
- F** Legislation for an increase of 1/10<sup>th</sup> of 1% sales and use tax be made available to counties is in progress. It is requested that elected officials reach out to the Senate Finance Committee to get it moved out of committee.
- G** The Military Department has a sudden addition, from a legislator, of \$100,000 to perform a "E911 Study Funding is provided for a report on the state and local costs to operate the 911 system and potential cost savings and efficiencies." This may rise to the level of scrutiny that I have been talking about for the past 6 years in regards to the State's efforts to consolidate equipment and look at efficiencies, consolidation and regionalization.

## **VIII Approval of Payments – March 2019**

Joe Noel made a motion to approve the February 2019 payments.  
David Sullivan seconded and the payments were unanimously approved.

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

- A Executive Session in April to discuss the employment and compensation of the director.
- B A report from each of the sections under Strategic Planning

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

**XI Good of the Order** - none

**XII Adjourn**

The meeting adjourned at 1200 am.

**Next meeting: April 25, 2019 at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
April 25, 2019

**Members/Alternate Members Seated:**

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

**Members/Alternate Members Absent:**

Philip Morley, Jefferson County/Alternate  
Undersheriff Andy Persteiner

**Other Attendees:**

Mike Evans, City of PT/Alternate  
Marcie Frazer, Mom’s for First Responders Pres.  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Mark McCauley  
Meril Smith, Fire Comm. Assn/Alternate  
Dan Toepper, JC PUD Commissioner

**I Call to Order**

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

**II Introductions and Announcements - none**

**III Comments from the Public –**

A PUD Commissioner Dan Toepper announced that NoahNet is up for Sept and the PUD is getting ready for Broadband. There will be many employment opportunities offered at the PUD in the coming months.

**IV Approval of Minutes**

Deborah Stinson made a motion to approve the March 28th, 2019 minutes with corrections.

David Sullivan seconded and the minutes were unanimously approved.

**V Unfinished Business**

**A Regionalization**

- i CAD integration is moving forward, working on merging value sets and disposition codes to one new set of call types to be coordinated with PenCom’s. Marcie is creating an excel spreadsheet with all our call types to be discussed with all user agencies to come to a single value set for call types, disposition codes, etc.
- ii The goal is to enable better interoperability between the 2 counties regardless of regionalization. It is to the benefit of both counties to create a uniform list. Two call centers can operate independently yet share the same uniform data set.
- iii Deb Stinson contacted Port Angeles Mayor Sissi Bruch and confirmed continual interest in discussing possible regionalization. The mayor reiterated that PenCom



won't become independent of the City of PA unless regionalization occurs.

- iv Karl consulted with a Furniture Console company that has blueprints of many 911 call centers. Currently we have 900 sq. ft. If we expanded he recommends 4,000-4,500 sq. ft. to cover the need for 4 dispatch, office, HR, records, server room, supervisor, conference room, kitchen/lounge, restrooms and lockers.

Under a regionalized center the recommendations for 10 console positions, he recommends 7,000 sq. ft. Kitsap county has 21 consoles positions that occupy 3,000 sq. ft. of the entire 20,000 sq. ft. facility that also houses the EOC.

Mark McCauley reported that the original Jefferson County Engineering Study shows that it is feasible to put a second story on our existing site. The footprint would be the same as the existing walls, approximately 60x80, with consideration for the current tower. The question is what would be the cost from Jefferson County to lease this, as opposed to building a new structure somewhere else?

**B TAC Channels for Fire** – Karl attended a meeting of 911 Coordinators, and spoke to Mike Voss, Frequency Coordinator for APCO. A new frequency has been identified in Snohomish County. We are working with them to see if we can get licensing for it. They are requesting we contact Jefferson Transit to see if they might relinquish an 800Mhz freq. to Snohomish as a trade of sorts. Chris Palmer is writing up a proposal for any needed modifications needed to make it work.

**C Update on camera installation at tower sites.** – no update. We are looking into the maintenance issues regarding the breakers, and the propane fuel supply.

**D ES Chat**

- i JSCO, FD and PTPD is currently testing. We need to consider billing considerations. Every agency gets \$xx /year for X devices. Any extras would be billed per unit. This would even out the cost for smaller agencies.
- ii We have reciprocal access to Clallam, Mason and Clark county users and assets. This is likely to increase across the state.
- iii Text, photo are subject to public records disclosures. Push to talk (like a radio) is not recorded unless it is attached to one of the radios.
- iv You can set up various groups for Ad Hoc, Detectives, EOC, Fire Districts, EOC, 911 etc. End to End encrypted

**E Strategic Planning** – nothing to report

**F Director Compensation Review** – to discuss in executive session

## **VI New Business**

### **A IRS Power of Attorney and Declaration or Representative-**

Deborah Stinson made a motion to approve Karl and Lisa to have Power of Attorney David Sullivan seconded it and the motion was passed.  
Form 2848 was signed and will be sent to the IRS

### **B Surplus equipment disposal**

- i We are going to rent a second storage unit for short term to “stage” surplus equip.
- ii We purchased “BIAS Asset Connect” software yesterday to manage our inventory and replacement costs. We had a 50% coupon for the first year, cost was \$822.00.
- iii Surplus list was supplied to the Board. If any of the Board members want anything, the request need to be made by May 23, 2019.
  - a) Bob Pontius made a motion to accept the Surplus list and to dispose/recycle equipment after the board has a chance to request.
  - b) Brad Martin seconded and the motion was passed.

## **VII** Deborah Stinson requested that the board give more specifics on what direction they want to give Karl for prioritizing what data is to be provided for the response to the Mom’s For First Responders records request. Marcie Frazer requested that more documentation of Karl’s verbal responses to Moms be provided to the Board since they make the decisions

Deborah stated that the State E911 director doesn’t make all the rules, and that the state Legislature can change the rules, and he has to follow their mandate. The JeffCom Board has to exercise diligence in looking at all options. We can only put so much value on the speculative path. We do our best to look at all angles, and make the best decision. We know this is frustrating to the public because it’s a long process.

## **VIII Director’s Report**

### **A Staffing** New hire started on March 11, applicants are in process to fill the final position. We continue to use Public Safety for screening.

Karl has been and will be working multiple radio console rotations at Pencom in the next couple of months. Marlo is also helping fill some hours in a contract position, and Sunny will be assisting as well.

### **B Tower updates:** Verizon has paid us for licensing and application fees on Port Townsend tower that are pass through costs. Gunnerson Consulting is managing the engineering.

AT&T in interested in renting out Coyle tower, and want to raise the height 20-30’ and we would have top position, bringing us better radio coverage as well as increase revenue Morgan Hill had been vandalized, but it’s minimal. The graphiti has been covered by

- paint. The Ham Radio club has been working on the fence.
- C Karl attended the RQI Resuscitation Academy for high performance CPR, and is looking into their software which provides high performance CPR delivery over the phone and will have a laptop and JC and PC for individual training as well as quarterly. We were asked to participate in the BETA two-year contract and pay 1/3 of the total cost of \$20,000, and PenCom to cover 2/3<sup>rd</sup>. Lawyers are reviewing the contract. Our share would be approximately \$3,500 per year. Brad commented that these are post budget approval. Deborah Stinson made a motion to approve the purchase of the Software and signing of the contract, pending legal. Joe Nole seconded and the purchase was approved.
  - D Karl had the first meeting with “Mom’s”
    - i Cleanup wiring around the consoles.
    - ii Marcie is assisting with the data set cleanup for our CAD system with Tyler.
  - E Karl attended the WA State Legislature meeting. Thurston County request of an increase in 1/10 of 1 percent has passed in both that House and the Senate. It’s on the desk for the Governor’s review. He has ninety days to sign. It goes into effect in 90 days unless he vetoes it. Each County then has the authority to take it to the voters for approval. For JeffCom911 this would be approximately \$500,000. Karl would ask that we take it to the voters. This could allow allows us to pay down our bond debt which is about 2.4 Million. It could help fund our facilities infrastructure; or allow us to reduce the CFS fees to the agencies, and free up some of their monies to fill necessary positions or other improvements.
  - F Karl will be gone, out of country, August 26 – September 24<sup>th</sup>, for vacation. He requested splitting the cost for international phone usage while he is out of county.

**IX Approval of Payments – April 2019**

David Sullivan made a motion to approve the April 2019 payments.  
Joe Nole seconded and the payments were unanimously approved.

**X Executive Session – RCW 42.30.110 (g)**

- A To review the performance of a public employee

Deborah acknowledged that we are out of compliance with our employment agreement that calls for an annual performance review for Karl. Also, there has been no compensation adjustment in over three years. We need to come up with a process to put this in the calendar every year. The Board agreed to review the form and email responses.

Discussion will continue on May 30<sup>th</sup> to review Karl’s performance and compensation and review.

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

**XII Public Comments regarding New Business only. - none**

**XIII Good of the Order** - none

**XIV Next meeting:**

A Brad Martin made a motion to cancel the scheduled May 23<sup>rd</sup>, 2019 meeting and called a special meeting to be held May 30<sup>th</sup>, 2019

Bob Pontius seconded and the meeting was cancelled. A Special meeting was scheduled for May 30<sup>th</sup>, 2019.

**XV Adjourn**

The meeting adjourned at 11:12 am.

**Next Meeting: A Special meeting will be held May 30, 2019 at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
May 30, 2019

# Meeting

# Cancelled



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
June 27, 2019

**Members/Alternate Members Seated:**

Robert Pontius, Chair, Fire Comm. Assn  
Deborah Stinson, Vice-Chair, City of PT  
Joe Nole, Sheriff JCSO  
David Sullivan, Jefferson County Commissioner  
Donald J Svetich, Quilcene Fire

**Other Attendees:**

Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Mark McCauley  
Philip Morley, Jefferson County/Alternate  
Meril Smith, Fire Comm. Assn/Alternate  
Donna Stamper, JeffCom

**Members/Alternate Members Absent:**

Mike Evans, City of PT/Alternate  
Brad Martin, Fire Chief, FD#3  
Undersheriff Andy Pernsteiner

**I Call to Order**

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

**II Introductions and Announcements - none**

**III Comments from the Public – None**

**IV Approval of Minutes**

Deborah Stinson made a motion to approve the March 28th, 2019 minutes with corrections.

David Sullivan seconded and the minutes were unanimously approved.

**V Unfinished Business**

**A Regionalization**

- i CAD integration is moving forward, working on merging value sets and disposition codes to one new set of call types to be coordinated with PenCom's. We had an initial fire chiefs meeting with JeffCom, PenCom and have come up with a draft of call types that merge the two. They are going to send it out to the fire chiefs to review. Next there will be a meeting with Law enforcement.
- ii We're also looking at Fire Unit numbering for multi counties. "EMAC numbers identify different fire districts within the state, so they may use something like that as a prefix.
- iii The Clallam County Sheriff's Dept. has entered into negotiations with the Port of Port Angeles for a lease agreement at the Airport for occupying a portion of a 45,000 square foot vacant manufacturing building at a rate of \$.50/Square foot which is considerably cheaper than our lease cost with Jefferson County for our

- current lease in the EOC/jail building. They're considering 15,000 Square feet on the west end of the building that is parallel to the airport. They're looking at housing the EOC, as well as potentially PenCom and a fire station. They have potential funding from multiple sources including a Port Security Grant, Clallam County Capital funds, legislative funds, City of Port Angeles and PenCom capital.
- iv The proposal is that Clallam County will have a long term 50-year lease with 2 optional ten-year extensions with the Port.
    - a) The Chief has held "walk-throughs" of the facility. The proposal would include about 5,000 square feet for a dispatch center. JeffCom currently occupies about 900 SQ Ft and PenCom is about the same. The potential spot would easily accommodate 12 dispatch stations, and offices for a Dispatch Supervisor, IT, Office Manager, and Director.
    - b) It was suggested the board members consider touring the facility as well.
  - v The "train" is moving fast, and begs the question
    - a) What are our intentions long term, and what are our plans to get "there?"
    - b) PenCom will likely move and incur capital expenditures for new equipment. They will design the space with regionalization potential in mind, and project future growth.

**B TAC Channels for Fire** – Karl attended a meeting of 911 Coordinators, and spoke to Mike Voss, Frequency Coordinator for APCO. A new frequency has been identified in Snohomish County. We may be hearing an update from them today or tomorrow.

**C Update on camera installation at tower sites.** – Maynard Tower camera testing is in process.

**D ES Chat**

- i JSCO, FD and PTPD is currently testing. We will be adding the West-end Law Enforcement frequency.
- ii We need to consider billing considerations.
- iii Proposing that Jeffcom pay for 5 licenses per agency and that each agency pay for any additional license over that amount. Each license is \$5/month for (\$60/year per each device). \$300/yr total for each agency.
- iv JeffCom would likely bill agencies quarterly, similar to Call for service fees.

**E Strategic Planning –**

- i Discussions continues on options:
  - a) Stay where we are, remodel, or build a new facility. Identify where?
  - b) Moving towards better interoperability with Clallam County is essential.
  - c) Consider negotiations directly with PenCom (City of Port Angeles) and build a centralized facility that better accommodates both county's best interests.
    - (i) Financial Issues

- (ii) Location
- (iii) Governance issues include:
  - 1. Policy, and
  - 2. Operations
- (iv) Discussions with Mayors of City of PA & PT, Board of Directors, All Agencies, Fire Districts, Law, and Dispatchers.
- d) Maintain two separate facilities that are regionalized
- e) Deborah Requested that the City of Port Townsend have 2 seats on the Board since FD, LE, and the County currently each have 2.

**F Surplus Equipment** – Items presented at the last meeting can be disposed of now as none of our user agencies have requested any of them.

**G Director Compensation Review** – to discuss in executive session

## **VI New Business**

### **A E911 Military Grant Amendment to contract E19-022, increase of \$5,621**

The contract has been approved by the county legal review, and has been signed and returned to the state. Our revised grant total for FY19 ending 6/19 is now \$324,860. Our grant for FY20 will be \$304,035.00.

Note: in 2020 our Capital Equipment for our back room CPE Viper Equipment will need to be upgraded. We are looking at options and are hopeful that the State will be able to reimburse Jeffcom for the capital expense.

## **VII Director's Report**

**A Staffing** We have one position to fill, and one person in background.

### **B Tower updates:**

- i Verizon has paid us for licensing and application fees on Port Townsend tower that are pass through costs. Gunnerson Consulting is managing the engineering.
- ii AT&T in interested in leasing space on the Coyle tower, and want to raise the height 20-30' and we would have top position, bringing us better radio coverage as well as increased revenue
- iii Jefferson County Transit is expressing interest, albeit with hesitation.

**C Marlo and Sunny** have been helping PenCom and going for training. We will be billing Pencom for their time with a contract for overtime pay. Karl has been and will be working multiple radio console rotations at Pencom in the next couple of months.



- D** Karl received the signed contract for the RQI Resuscitation Academy for high performance CPR quality assurance. Jeffcom will be sharing this contract with PenCom and will be billing them for their portion.
- E** Karl attended the WASPC conference, and WA APCO-NENA will be reimbursing us for those costs.
- F** Port Townsend published an article June 19<sup>th</sup>, “Jeffcom tracking missing 911 call after Port Ludlow death” that caused a lot of community backlash. The article was based on misrepresented facts regarding a call for assistance in Port Ludlow that “supposedly” occurred at 6:04, but really occurred at 6:40. We have found no record of the call ever coming in, nor did other agencies in the area report having received the call. After requesting cell phone call records from the reporting party, it was found that she did in fact not make the call at 6:04 as stated, but it was at 6:40, and we responded appropriately.

The woman later wrote and apologized for her mistake in the heat of the emergency. The Leader printed a subsequent article June 25<sup>th</sup> stating that there was no missing call, but they did not retract their original publication, nor did they offer an apology.

Karl wrote a rebuttal on several Facebook Community and County pages, which received over 7,000 hits. To show how fast the negative impact spreads, the Coast Guard even called JeffCom on June 26<sup>th</sup>, offering JeffCom assistance in Cell Phone Forensics to clarify what occurred.

The Board may demand an apology from the Leader, as this did nothing but instill fear in the community regarding public safety.

### **VIII Approval of Payments – May and June 2019**

- A** Joe Nole made a motion to approve the May 2019 payments.  
Bob Pontius seconded and the payments were unanimously approved.
- B** Deborah Stinson made a motion to approve the June 2019 payments.  
Bob Pontius seconded and the payments were unanimously approved.

### **IX Executive Session – RCW 42.30.110 (g): To review the performance of a public employee Beginning: 11:25 am Closed: 11:50 am**

- A** Deborah Stinson made a motion to pay Karl Hatton \$125,00/yr, effective July 1st.  
Joe Nole seconded and the motion was approved.

Apologies were made for not having reviewed Karl’s performance and compensation as mentioned in his contract. Going forward, the Office Manager will remind the Board of

the Karl's anniversary date.

**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 12:02 am.

**Next Meeting: July 25<sup>th</sup>, 2019 at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
July 25, 2019

**Members/Alternate Members Seated:**

Robert Pontius, Chair, Fire Comm. Assn  
Deborah Stinson, Vice-Chair, City of PT  
Joe Nole, Sheriff JCSO  
David Sullivan, Jefferson County Commissioner  
Donald J Svetich, Quilcene Fire

**Other Attendees:**

Sunny Fortino, JeffCom  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Mark McCauley, Jefferson County  
Philip Morley, Jefferson County/Alternate  
Meril Smith, Fire Comm. Assn/Alternate  
Donna Stamper, JeffCom

**Members/Alternate Members Absent:**

Mike Evans, City of PT/Alternate  
Brad Martin, Fire Chief, FD#3  
Undersheriff Andy Pernsteiner

**I Call to Order** - Bob Pontius called the meeting to order at 9:01 a.m.

**II Introductions and Announcements** – Joe Nole mentioned he has to leave at 11:00 am.

**III Comments from the Public –**

Dan Toepper PUD Commissioner Dist. #3

- A The manager is still facilitating training with different departments.
- B PUD is hiring many positions; Administration linemen, CSRs,
- C Strategic planning and emergency preparation and planning for better continuity with other agencies.
- D Please keep PUD in the loop if we move forward with regionalization.

**IV Approval of Minutes**

Deborah Stinson made a motion to approve the June 27, 2019 minutes as amended with correct date.

David Sullivan seconded and the minutes were unanimously approved.

**V Unfinished Business**

**A Regionalization**

Karl gave a Power Point Presentation regarding JeffCom Options for Strategic planning and data decision making. The highlights are as follows:

1. Options Available

- a. Status Quo: Continue operating as we currently are.
- b. Shared Resources: status quo, but pursue sharing resources (Admin, IT, equipment, contracts)

- c. Redundancy – Create an environment where JC & PC functionally back each other up. (Radio, CAD, call-taking)
  - d. Regionalization – Move to a single facility, single governance structure and fully integrated into one agency.
2. Pros/Cons discussed on each of the 4 options
- a. Status Quo:
    - i. Pros:
      1. No real decisions are required.
      2. Less perceived risk and complete local autonomy and control.
      3. Less require change-management
    - ii. Cons:
      1. Center does not have sufficient size to maintain current staffing, and no capacity for growth.
      2. A relatively small work-force with little resiliency to change and turnover.
      3. Server rooms offer inadequate air handling and security.
      4. No flexibility in staffing for work volume and no reduction in individual work complexity.
      5. Need for equipment replacement and upgrades.
  - b. Shared Resources:
    - i. Pros:
      1. Benefit from collective purchase and slightly less redundancy in licensing and hardware.
      2. Better management of overall IT work-flow and ability to develop full back up of data.
      3. Administrative connectivity that continues to drive joint decision making and purchasing.
      4. Could push decision making for regionalization indefinitely.
      5. Retains the feel of status quo and most of the con's.
    - ii. Cons:
      1. Current Admin function is overwhelmed and will require additional staffing.
      2. Does not take advantage of full benefits of regionalization.
      3. Requires potentially politically challenging decisions on location of equipment and required ILA's.
      4. Does not address the need for a new Jeffcom home.
  - c. Redundancy
    - i. Pros:
      1. Ability for Jeffcom and Pencom to eliminate costly APSAP options and back each other up in disaster.
      2. Cost savings for equipment and licensing.
      3. Retains the feel of status quo and most of the con's.

ii. Cons:

1. Does not take advantage of full benefits of regionalization.
2. Does not address current Admin stretch and need for additional administrative resources
3. Does not address Jeffcom's need for a new home

d. Regionalization

i. Pros:

1. Offers most potential benefit of combination of work force, admin and IT.
2. Potential affordable new location.
3. Is the most optimal outcome identified in the regionalization study.
4. Reduces individual job complexity and offers better customer service.
5. Tax revenue from two counties flowing into a single center
6. Potentially less costly than building or maintaining two centers.
7. Ability to flex shift coverage and staffing.
8. Better use of taxpayer money. More "bang for the buck."

ii. Cons:

1. Perceived lack of authority and control, decrease in autonomy.
2. Location challenges.
3. Need for alternate back-up scenarios.
4. Loss of local knowledge or local work-force.
5. Loss of jobs to community.
6. Backlash from individuals within user agencies.
7. Potentially more expensive.

3. Current events:

a. PenCom:

- i. City of PA and Clallam County are negotiating a long-term lease with the Port of Port Angeles (at the airport; 15,000 sq. ft. of a 45,000 sq. ft. building)
- ii. Potential for moving Pencom, the Clallam County EOC, Elwha EOC, Olympic National Park dispatch into a single facility along with a new west-side fire station.
- iii. Grant – Was applied for and the results should be in this month.
- iv. Clallam County BOCC has offered capital money for the building. Grant includes the first two-years of lease/rent. City of PA has a west-side fire station in their CFP. Legislators have indicated the potential for money over the next two years, Pencom has about \$3

million in reserves (a portion of which would be used for this move).

- v. Potential for a suitable location, proper lease (.50/sq. ft.;50 yr.;10 year extensions) and funding make this project unique and requires fairly quick decision making.

b. JeffCom:

- i. Needs new physical console furniture. Best estimate at this time is about \$30,000 per console - \$120,000 in our current configuration.
- ii. Needs new floor treatment (no cost estimate at this time).
- iii. Needs to update console radios. Best estimate if we share back room equipment with Pencom is about \$20,000 per console and about \$400,000 in shared server expense.
- iv. Needs new server room equipment. Current Blade server hosts about 39 applications. Replace with new server (Nutanix) to support Tyler upgrade and all other applications. Cost per server is about \$100,000.
- v. ESChat is functional at this time. (Clallam County is currently installing it; Clallam County resources, [LE and Fire] will begin to show up and be available in JC's ES Chat)
- vi. Current administrative function is stretched and needs to be addressed. (Karl's position)
- vii. Needs an estimate on the (Jefferson) County suggestion of increasing the size of our current facility. Estimate on Capital outlay and on-going lease for the new size of facility.  
[Mark McCauley reported that Jeff Co. Facilities has reached out to the Jefferson County Department of Community Development, and the engineers and that did the feasibility analysis about projections for building up, or moving 50' out towards Elkins Road at the current JeffCom Facility, and will report back next month]
- viii. 9-1-1 call-taking equipment (VIPER) is reaching end of life and will need replacing.

Basically we will be buying brand new again. We're on year 5 of 7-year useful life. We're looking at options, such as a Hosted cloud-based 911' server. The E911 State Advisory Committee is pushing for a study of the long-term solution to this as these phone systems depreciate, and compare replacement costs vs. a Hosted platform.

c. In Combination:

- i. Clallam and Jefferson entities continue to work on combining data sets within Tyler (New World).
- ii. Currently designing and costing out a replacement for our

- backroom server equipment. Current best option appears to be buying a Nutanix server at Jeffcom and a Nutanix server at Pencom. This server array has the ability to host all of our joint applications, the new CAD system and is expandable to allow a Public Safety Network that could host additional server applications for our user agencies.
- iii. Grant application for the Clallam project includes costing for joint operations if needed (console positions, infrastructure, etc.)
  - iv. ESChat is being deployed in Clallam County and we will soon have access to all Clallam radio assets.
  - v. Current Administrative contract is working, but is maximally stretched and needs to be looked at.
  - vi. Research has started on a joint back-room 9-1-1 phone equipment solution as our system is reaching end of life.

4. Current Arguments against Regionalization

- a. Loss of Autonomy, loss of local control and access.
  - i. Can be addressed with proper governing documents ensuring equal voice between the two counties.
- b. Loss of Local Knowledge.
  - i. We hire very few locals; local knowledge is taught.
  - ii. Time on Task reinforces “local Knowledge”.
  - iii. Tools including current mapping, better ANI/ALI data on cell phone calls and training on address geography.
  - iv. Local agencies assist in teaching their field units “local knowledge”.
  - v. Continue educating the public on “Know Your Location” and proper addressing.
- c. Location
  - i. Jefferson County has the ability to find locations to build, but does it have the capital resources to do so?
  - ii. Can Jefferson County leverage a project like Clallam County that includes financing, capital expenditure from multiple agencies, grants and a compelling locations.
- d. Combined EOC/Dispatch is optimal
  - i. This relationship is advantageous when the EOC is activated (4-6 times a year) and not needed 24x7.
  - ii. If JeffCom moves, then having two “dark” console positions maintained in the current Supervisor office which would allow dispatchers to be assigned to Jefferson County during active events.
  - iii. ILA could require activation of the Jeff Co EOC under certain circumstances.
  - iv. PenCom has no debt; JeffCom has \$2.7 million in debt.

PenCom owns no towers; but owned by Clallam agencies. They don't have the maintenance costs. Sheriff Benedict is interested in having some other entity run the towers. City of PA doesn't want to run Radio Infrastructure for the entire county. This would be a discussion that's likely to occur under regionalization. The county cannot force it upon anyone without cooperative agreement.

e. Need for an alternative back-up center

- i. Currently Cencom is working on a CAD to CD link that would enable some limited data sharing.
- ii. Current ESINet allows for 9-1-1 transfer to any PSAP in the state.
- iii. Local counties are all exploring ESChat as a way to utilize each other's radios. (Mason, Jefferson and Clallam are "on".
- iv. ICV (Instant Command Vehicle) in Clallam County offers a large portable incident command vehicle with full radio site.
- v. Keeping two "dark" consoles in the Jefferson County EOC offers redundancy and emergency response to local disaster.
- vi. Radios and CAD are portable and can be run off of laptops in alternate locations. 9-1-1's can be transferred to alternate lines if necessary.

Philip Morley requested a comprehensive "bigger picture" perspective status updates on our progress towards interoperability and continuity with PenCom, as well as CenCom for additional backup.

5. Decision Points Needed:

- a. To regionalize or not?
  - i. What data is still needed to make a decision?
  - ii. What are the ramifications of making or not making the decision?
- b. Current Administrative overhead changes (Karl's position!)
  - i. How do we continue to support administratively running two? 9-1-1 centers with current staffing?
  - ii. If additional staffing is needed, where do we house them?
  - iii. HR moving to the City of PA is on hold until a position is filled.
- c. How important is location – politically, economically.
- d. Do we have solutions that address the issue of location (at least partly)?
- e. If we continue down this path, there is a need for requesting public input.

END OF POWERPOINT PRESENTATION

With regard to governance, Deborah suggested that it may be beneficial to separate out



the Policy and the Operational aspects when establishing a regionalized Board of Directors. As elected officials, they have a fiduciary responsibility to look carefully at the proposals, as well as open up complete discussions with the City of Port Angeles who has control of PenCom.

PenCom has an advisory board represented by 17 agencies, yet it's often difficult to even have a quorum at the meeting. After the advisory board makes a recommendation, and Karl presents this at the City Council Meeting for approval. Almost always, the City Council follows the direction of the advisory board. The City is generally responsive to the agencies input.

Jim Walkolski: 30,000-foot perspective. We're being asked to support this perspective, or not, "with incomplete information to make an informed decision."

1. What does In-state look like?
  - i. It we stay here as JeffCom; can we afford to do this with our financial situation
2. What do we look like under regionalization?
  - i. We talk a lot about the physical "shell" or building, but
  - ii. What does this mean to our community and our citizens?
  - iii. From an end-user, fire and law perspective?
3. How is this better for the public safety user?
4. From Fire perspective it doesn't feel like a joint effort. Clallam FD's see us as just tagging along, how do we fit our foot size in their shoes?
5. How will the increased revenues increase our level of service to the community?
6. User Fees: what is it going to cost us, and the cost for our infrastructure? Is it the counties, of the regionalized center, or a combined PSAP?
7. Performance improvements.

Karl: We need a bigger facility. Currently pay \$5.00 Sq. Ft; new facility would be \$.50/sq. ft. We currently pay \$50,000 a year. We could ask the voters for more tax revenue, but we're already have a high tax rate here and it may not fly.

Joe: Does not believe that the Clallam County Sheriff really cares whether we come aboard, or not.

Deborah: staffing consistency is vital.

David Sullivan: concerned about losing influential input, Technical aspects are concerning

Bob Pontius: If separate, are we willing to put up the money to do it on our own?

Karl showed an excel document with staffing, call volume comp, and interoperability projections. The Model Staffing formula is derived via a software program that calculates call type, call receivers/ dispatchers. Projected staffing increases from 40 to 46 staff members under a regionalized center.

**B TAC Channels for Fire** - Snohomish County has released their channel; Chris Palmer is working on it and we will have an update for us next month.

**C Update on camera installation at tower sites.** – Maynard Tower camera testing is in process. On August 5<sup>th</sup> the cameras will be set up.

**D ES Chat.**

- i Live in Jefferson County. Clallam County is adding it now
- ii Proposing that Jeffcom pay for 5 licenses per agency and that each agency pay for any additional license over that amount. Each license is \$5/month for (\$60/year per each device). \$300/yr. total for each agency.
- iii JeffCom would likely bill agencies quarterly, similar to Call for service fees.

**VI New Business** - none

**VII Director's Report**

**A Staffing**

- i We have one position to fill,
- ii Sunny will be working full time at PenCom for August and September and we will bill them according to our new ILA. Thank you Sunny!
- iii Marlo is also engaged in some training and will operate as a contract hire.

**B Tower updates:**

**C RQI.** Karl received the signed contract for the RQI Resuscitation Academy for high performance CPR quality assurance. Jeffcom will be sharing this contract with PenCom and will be billing them for their portion.

**VIII Approval of Payments – July 2019**

**A** David Sullivan made a motion to approve the July 2019 payments. Deborah Stinson seconded and the payments were unanimously approved.

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

Planning strategy to be taken during collective bargaining

**Beginning:** 11:18 am                      **Closed:** 12:03 pm

**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 12:03 pm.

**Next Meeting: August 22, 2019 at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
August 22, 2019

**Members/Alternate Members Seated:**

Robert Pontius, Chair, Fire Comm. Assn  
Deborah Stinson, Vice-Chair, City of PT  
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  
Mark McCauley, Jefferson County  
Brad Martin, Fire Chief, FD#3  
Philip Morley, Jefferson County/Alternate  
Donna Stamper, JeffCom

**Members/Alternate Members Absent:**

Undersheriff Andy Pernsteiner  
Meril Smith, Fire Comm. Assn/Alternate

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

**II Introductions and Announcements** –

**III Comments from the Public** –

**IV Approval of Minutes**

Deborah Stinson made a motion to approve the July 25, 2019 minutes as amended with correct date.

Joe Nole seconded and the minutes were approved. Brad Martin abstained as he was absent

**V Unfinished Business**

**A Regionalization** –

- i City of PA and Clallam county update: The City Manager has met with the County commissioners and are negotiating a lease with the Port of Port Angeles. High likelihood of the agreement happening. This is approximately 15,000 Sq. ft. of a 45,000 Sq. ft. building.
- ii In the last meeting Chief Walkowski asked a series of questions that we have been attempting to answer over the past board meetings.
- iii Karl has combined the ground floor operating budgets for both JeffCom and PenCom combined, in attempt to come up with an approximated budget under a regionalization scenario.
- iv A big difference is the way that Call for Service Fees are passed down to user agencies:
  - a) Jeff Co. Shares the cost of Warrant Officer. All Law gets charged. In Clallam county its covered in the general operating account.

- b) Olympic National Park pays a flat fee of \$34,000.
- c) DOC pays \$2,000 to both JC and PC
- v Last Year: User Fees
  - a) Jeffcom needed to make up \$1 million from user fees
  - b) Pencom needed \$1.2 million
  - c) Gap is total of \$2.2 million in combining the budget. \$250K additional is needed in addition to that.
- vi The benefits are
  - a. additional Fire console, and
  - b. dedicated call takers, and
  - c. 6 additional staff total.
- vii The possible detriment is elimination of our grant (This is our assumption)
  - 1. Phil mentioned that at the beginning of the talks, the fear was that if we don't regionalize we may lose our grant.
  - 2. Either way, this is major consideration.
- viii Karl recommends just to have fees calculated based on percentage of use. It doesn't matter if it's a mutual aid send, or a follow-up. This include everything but errors and broadcast. It counts all Fire/EFS as 1 call, All Officer contact both self-initiated and dispatched are counted as 1
  - a) Bases on RAW call volume:
    - 1. 60.50% Clallam Law –
    - 2. 23.65% Jefferson Law
    - 3. 12.56% Clallam fire
    - 4. 5.24% Jefferson Fire
  - b) Clallam County call volume is calculated as:
    - (i) For Law, every officer pays \$2000 per law officer, per year. In total \$230k for all agencies goes straight to revenue.
      - 1. For Fire, all EMS calls are charged at 1.5, because EMS takes longer
      - 2. If we apply PenCom's methodology to Jefferson County's Call for Service Fees are calculated this way, the fees drop significantly, so we'll have to look at this.
      - 3. If we use Jefferson County methodology and adding Clallam co applied to it, that increases Clallam county.
      - 4. Combined RAW Calculations show Jefferson county's volume changes significantly;
  - c) Karl provided an overhead presentation of a proposed combined budget. Karl, Lisa and Steve worked on combining individual Bars account line item budgets for each agency, and then combined into one budget, assuming scenario of having no grant, adding a deputy director, reduce one office manager, added call taker, added dispatchers, and additional tower revenues from JC. Total of 46 employees.
  - d) Total raw budget combined is approx. \$5.5 million; \$2.9 mill Admin operations expenses, without call for service revenue.
    - (i) Deborah Stinson commented that coming from a system designs approach, this initial baseline is very helpful, but we still need to go back to our "outputs", i.e.

the benefits of all this is really the starting point. But first we need to define our vision, our goal, and the benefit to our community, and what is the cost to get us there.

- (ii) Bob Pontius talked to Mark M about Fire Issues, and to Philip about the building up in PA. not being earthquake proof, and the Fire Commissioners are concerned if their voice will be heard, and Governance. If a disaster happens up there, how will Jefferson County be impacted?
- (iii) Clallam County has entered into lease negotiations. If that occurs, then due-diligence including earthquake engineering will occur.
- (iv) Jeffcom has to commit to a decision at some point, one way or the other. Deborah stresses that we need to set up a governance committee.
- (v) Dave Sullivan said that he sees that Jefferson Co is getting the “bigger deal”. Is Clallam going to go for this or will they want JeffCom to pay more? Does PenCom get a “worse deal”? But they gain a Fire console, and a dedicated call taker.
- (vi) From Clallam County perspective,
  - 1. They’ve been paying lower user fees by using revenue to support that rather than putting it into capital.
  - 2. They gain a Fire Console, and dedicated Call-takers.
  - 3. From a vision perspective, the community benefits.
  - 4. A larger agency allows staff to grow individually since there are more specialized positions and duties.
  - 5. Philip Morley stated that Clallam may feel they are subsidizing JeffCom.
  - 6. Karl’s response, “Yes”, if we run as it is now. In reality the City of PA and the Clallam County Sheriff’s department are subsidizing the Fire Departments because of the disparity in call volume and user fees.
  - 7. But when you add the new dispatch positions and call taker and dedicated fire console, you also have to look at the fact that this is a benefit with additional level of services, with the different management structure.
  - 8. Pencom users are aware that if the City of PA gets the grant, it’s likely that PenCom user fees will likely go up due to increased capital and infrastructure costs that they have not been having to pay. PC currently has over \$3 million in capital reserves to purchase new equipment and to make the move.
- ix Jefferson County Options – Mark McCauley, see Handouts
  - a) Current Location:
    - (a) The engineer suggested that we expand the EOC and JC911 footprint at ground level, south, towards 81 Elkins; increase space 1,500-2,000 Square feet, on a new concrete pad. Then we would move dispatch into new area, and office admin and server room would be in the existing areas.
    - (b) 2,000-2,500 would be needed for combined center, but this is if Jeffcom911 stays separate. We will want to plan for the possibility of remodeling and adding a new second floor.
  - b) Jefferson county Airport location.

- (a) Years ago, the former director of the EOC, Bob Hamlin had talked to the Port. There is a building that was identified back then for a multi-use building with a combined EOC, and Jeffcom911 center. Mark reached out to the Port and met with Jim Pivarnik, and Steve Tucker. They indicated that they are interested in discussions.
- (b) The Port really wants a pilot lounge, records management storage area for Central services. Currently, there is no Airport Security. They were talking about issuing a revenue bond, and potential to build a regional center. each pay their portion to the county.
- (c) Currently, in Jefferson Co. we pay \$5.00/Sq. Ft as opposed to .50/Sq. ft. which is what Clallam county is projected to pay. We need to have assurances from Jeff Co. about rates.
  - c) We currently pay \$48,000 for our lease. Pencom doesn't pay anything currently under the City of Port Angeles. There are no cost allocations to PenCom.
  - d) Port Security grants.
  - e) Phil M; neither Airport Options in PT or PA, currently have "security", in the sense of being co-located with the Sheriff. Currently there is heightened security in the event of a major regional disaster where there may be increased civil unrest where people are hungry and desperate. This would provide more security for us.
  - f) Karl thanked Mark for providing more data points for decision making. Philip mentioned that our Jefferson County Airport option also gives the opportunity for regionalization as well. Regardless, the City of Port Angeles has momentum and will be moving towards building. Karl said that Clallam will know the final decision regarding the Grant at the end of September.
  - g) Karl attempted to answer Chief Walkolski's questions, and also will continue to suggest that the vision for regionalization has considerable merit for both counties.

**B TAC Channels for Fire –**

- i Snohomish County has verbally agreed to release their channel; Waiting for the actual Permission form to be signed.
- ii Chris Palmer has provided a quote \$161,000 cost to make repeatable TAC channels available and will have the frequency channels allocated to us.
- iii Fire Department has a primary radio channel that is simulcast across the entire county. They want the secondary channel to also simulcast across the entire county.
- iv A TAC Channel also allows dispatch to intercept and to be able to record the conversation for subsequent investigations, as well as allow dispatch to intercept.
- v Phil asked if Fire would pay for it? Was reminded of Fire releasing resources for fire records management and mobile over to law for their improvements.
- vi Karl would be asking by resolution for the Capital Expenditure of the \$161,000 out of our \$500K currently in our capital fund.

**C Update on camera installation at tower sites. –** Maynard Tower camera testing is in process. Cameras have not been installed, but the sensor equipment, routers and cabling

hardware have been installed.

**D Strategic Planning -**

- i A decision point is coming regarding the Console Furniture in the dispatch center. It is beyond it's useful life, and it needs to be replaced and the flooring, regardless of regionalization. We have been "*Deferring with Intent*", but we now can no longer put this off. Karl is putting together a "task force" to research and recommend a package that is in congruence with what PenCom buys so that we are all interchangeable and looking for interoperability at a minimum of approximately \$125K, for 4 consoles. Philip pointed out that we are down to about \$125 K after this and TAC costs.
- ii There is also the upgrade coming for Tyler New World CAD upgrade. All this is the major points to present in the regional. We need to upgrade the Blade Servers that will be replaced by Nutanix that will improve our Network architecture significantly; About an 18-month project. \$200K total upgrade costs - Pencom 2/3<sup>rd</sup>; JeffCom 1/3<sup>rd</sup>.

**VI New Business –**

**A 2020 Budget**

- i Deborah moves to postpone adopting 2020 budget from Sept 2019, until our regular meeting when we meet on October 17<sup>th</sup>
- ii Bob Pontius Seconded, and motion was carried and the resolution accepted.

Brad suggests adding more capital purchasing to be budgeted this year, given all the costs coming in the future as covered in Strategic Planning.

**B Special Meeting when Karl returns? –** The special meeting was decided.

**C Blue Card -** Brad Martin, presented "Blue Card"; it is an Incident Management software, which has a 50/hour simulation lab online. Dispatch needs to get informed on the radio. There is 3-hour power point standardized training for the new radio protocol. Training is dynamic and on iPads. Brad is trying to solidify that what happens in the field is shared with Dispatchers during these simulation labs.

**VII Director's Report**

**A Staffing**

- i One position is open now.
- ii Karl will be on vacation for a month, but will have work phone with limited access.



- iii Lisa will handle Administrative issues; Sunny will cover dispatch or operations.  
Karl will review payroll that was processed in his absence.
- iv WCIA audit will be Oct 2rd.

**B Tower updates: none**

**VIII Approval of Payments – August 2019**

- A Deborah Stinson made a motion to approve the August 2019 payments.  
David Sullivan seconded and the payments were unanimously approved.

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

Planning strategy to be taken during collective bargaining

**Beginning:** 11:45 am                      **Closed:** 12:05 pm

**Beginning:** 12:05 am                      **Closed:** 12:15 pm

**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 12:03 pm.

**Next Meeting:**

**October 17, 2019 at Port Ludlow Fire Hall**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member



JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
October 17, 2019

**Members/Alternate Members Seated:**

Robert Pontius, Chair, Fire Comm. Assn  
Deborah Stinson, Vice-Chair, City of PT  
Joe Nole, Sheriff JCSO  
David Sullivan, Jefferson County Commissioner

**Other Attendees:**

Sunny Fortino, JeffCom  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Brad Martin, Fire Chief, FD#3  
Philip Morley, Jefferson County/Alternate  
Dan Toepper, JPUD Commissioner

**Members/Alternate Members Absent:**

Mike Evans, City of PT/Alternate  
Mark McCauley, Jefferson County  
Andy Pernsteiner Undersheriff  
Meril Smith, Fire Comm. Assn/Alternate

**I Call to Order** - Bob Pontius called the meeting to order at 9:06 a.m.

**II Introductions and Announcements –**

A 10:17 The “Great American Shakeout” earthquake drill will sound

**III Comments from the Public – none**

**IV Approval of Minutes**

Brad Martin made a motion to approve the August 22, 2019 minutes.  
David Sullivan seconded, and the minutes were approved.

**V Unfinished Business**

**A Regionalization –**

i Update:

- a) Negotiations continue between the City of Port Angeles, Clallam County and the Port of Port Angeles, but nothing is finalized. A discussion about a 50-year lease agreement versus owning it themselves. It is expected that an agreement will be reached. Following any agreement project management, engineering and other work will be done to ensure that the site is appropriate for the use.
- b) Karl built a combined JC & PC budget. Comes to approximately \$259K more added to budget. This includes hiring 6 additional positions, possible elimination of our grant. The additional cost funds a combined center with dedicated call-takers and dedicated fire dispatch.
  - (i) Dispatchers are freed up to just dispatch.
  - (ii) Larger center with more bench strength,

- (iii) additional deputy chief or operations manager.
  - (iv) Other bonuses: ability to move people around between day and night.  
Currently unable to move staff.
  - c) If we regionalize, we could set up an office in Jefferson County as a “backup” at our current location if something happens that requires it.
  - d) JeffCom needs to make a decision, one way or another.
- ii Data for Regional Dispatch budget.
- a) Some assumptions that need to be sorted out:
    - (i) Warrant Clerk: Jefferson LEs pay for Warrant Entry Clerk Position. PenCom incorporated it into overall user fees.
    - (ii) New Worlds SSMA (Service Support Maintenance Agreement)
      - 1. Jefferson LEs pay for their portion of the SSMA for New World – about \$60,000
      - 2. PenCom incorporates all but Jail module into overall user fees.
  - b) Will ONP continue to pay \$34,000?
  - c) Will DOC continue to pay \$4,000?
  - d) How will we determine user fees and user fee formulas?
  - e) Fire RMS – PenCom pays for everyone except Fire#3. This is billed only to fire agencies as part of their formula for user fees.
  - f) LERMS – SSMA is calculated to LE users only and incorporated as part of their user fees. They pay for additional licenses.
- iii In 2019 budget the following is true:
- a) JC needed to make up \$1,005,012 from user fees
  - b) PC needed to make up \$1,216,000 from user fees.
  - c) Total \$2,221,012.
- iv Difference \$259, 324 – this include hiring 6 additional positions, with the possible elimination of our grant.
- v The single most impactful work will be determining how we will calculate user fees.
- a) In all cases using current calculations, PC will pay more user fees and JC less user fees.
  - b) Using Raw calls – this includes everything but errors and broadcast. It counts all Fire/EMS as 1 call, ALL officer contacts both self-initiated and dispatches as 1. Percentages of Call Volume is currently:
    - (i) Clallam Law – 60.57%
    - (ii) Jefferson Law – 21.62%
    - (iii) Clallam Fire – 12.56%
    - (iv) Jefferson Fire – 5.24%
    - (v) Clallam represents 73.13% of total combined call volume
    - (vi) Jefferson is 26.87%

- vi Leases: Currently PC pays zero in lease. JC pays about \$48,000/year. New facility about \$50,000 for total/year City contribution. PC will be a portion of that because other users will be sharing the building. That includes lease for dedicated space, partial cost of shared space, maintenance and utilities.
  
- vii PenCom receives:
  - a) CPD Grant \$46,000
  - b) Sale and Use Tax \$1.2 million
  - c) Phone Excise Tax \$711,000
  
- viii JeffCom receives:
  - a) State Grant \$319,000
  - b) Sales and Use Tax \$539,000
  - c) Phone Excise Tax \$340,000
  
- ix We need to make a decision soon, to regionalize or not, and then work towards whatever path we choose. Even if we choose to move to the regionalize, nothing is definite until we negotiate with Clallam County. Operations, Budget, Governance, etc.
  - a) Milestones dates? PenCom could be there if 6-9 months, as well as JeffCom. These timeline steps need to be set up during the negotiation process.
  - b) Regardless of regionalization, JeffCom has its own issues to decide such as the Tyler server upgrade, console equipment, overcrowding and potential expansion or relocation to a different JC location.
  
- x Commentaries:
  - a) David Sullivan.
    - (i) Old agreements in the past are eventually unknown by current staff. Elections bring in new personnel who are unaware of this history of this discussions. We're always going to have to bring them "up to speed".
    - (ii) Does PC want us as a partner?
  
  - b) Deborah Stinson
    - (i) Thanked Karl for all this information presented.
    - (ii) She suggests getting a Governance and an Operations team together, to go talk to PC and the City and start moving on having some serious discussions. We can't make an informed decision, until we have this information.
    - (iii) We need to be careful to not place blame and recognize that each county is looking out for their best solution for their communities.
  
  - c) Brad Martin –
    - (i) From an optimistic view: he and Jim Walkoski agree we need to look to the future, better redundancy and interoperability.
    - (ii) From a pessimistic view: JeffCom has poured a lot of time into this. PC has not

made attempt to reach mutual benefit between our counties. We come in “secondary, with Clallam in the driver’s seat. We bring a lot to the table but weren’t not even “at the table”. Overall from the operational side, we can’t overlook our communities here, or the impact on our current employees with additional drive time, etc.

- (iii) States that Jefferson has been the active agent in trying to discuss this with Clallam, but to no avail.
  - (iv) We also need to include the labor groups in this discussion
- d) Karl – this is why we make “a decision”. Is the benefit of regionalizing, riding on Clallam’s urgency, relevant and worth us moving in this direction? One of two things have to happen soon. We have a day when this has to take place. What is in our best interest.
- e) Philip –
- (i) Each of you have been eloquent about your concerns, and PC/Clallam are recognized as working in their communities’ best interest. Most of the efforts have been moving quickly in Clallam county based on their urgency. There has not been that kind of effort made my Jefferson County, not thoroughly prepared to be prepared to engage in discussion at the board meetings.
  - (ii) At some point, Karl needs a planned decision to occur, and soon.
  - (iii) Suggests an all-day retreat, with advanced preparation, discussion, and ultimately decision making. Become a real working board.
  - (iv) Perhaps early December and bringing in a retreat facilitator such as Bob Wheeler, with the intent to find the direction that we want to go.
- f) David –
- (i) Most of the regional boards he has been on has been pushed by legislation or changes in law that have necessitated a decision below. Negotiations have been beneficial for all, and for other communities, even when we’re working on coming to consensus.
- xi Philip provided documents
- a) JeffCom – PenCom Facility Options in Jefferson County, preliminary information 10/16/19
    - (i) Option 1: Expand the current JeffCom 911 Dispatch Center
    - (ii) Option 2: Partner with the Port of Port Townsend to build a new facility at the Jefferson County International Airport

**B TAC Channels for Fire** – no updates

**C Update on camera installation at tower sites.** - ongoing

**D Strategic Planning** – ongoing

**E 2020 Budget**

- i Projected 2019 is about \$25,000 under budget.
- ii Proposed 2020
  - a) Revenue \$2.4 million
  - b) Expenditures – various scenarios presented, depending on what we want for saving toward our capital, if any
    - (i) Deb – City of PT cannot go more than a zero budget. Locked in at \$327,424.39
    - (ii) Brad – EJFR can go with \$100K net, but smaller agencies not so much. #1,#3,#4 can go to \$100K; smaller agency #2 and #5, not able to.
    - (iii) Budget at zero: The city, FD
- iii We have a concern regarding upcoming capital costs of:
  - 1. Tac Channels \$160K;
  - 2. Tyler upgrades of \$200K; and
  - 3. Console upgrade \$120K
- iv Do we want to allow those users that can contribute more commit to the higher budgeted amount?
  - a) Dave – County can go to \$50K, which would be \$417,985.43
- v Philip recommends that we budget for saving for capital requirements, as well as make a policy for future budget negotiations for allowing for these budget calculation issues addressing users who cannot go above zero, and allow others to budget more if they choose.
- vi MOTION #1: David Sullivan made a motion to approve the 2020 Budget as presented, with the following Call for Service Fees; Port Townsend PD, F#2 and F#4 will pay at the amount that provides a neutral budget (see below). JCSO, EJFR, FD3 will all contribute at a higher rate that would provide for \$50,000 budgeted for the Capital Fund. These amounts are listed below. Bob Pontius seconded, and the Budget was approved

- a) Consensus of the Board: Call for Service fees as discussed, will be:

PTPD - \$327,424.39  
JCSO - \$417,985.43  
EJFR - \$133,045.11  
FD2 - \$ 15,557.34  
FD3 - \$ 24,717.93  
FD4 - \$ 12,404.57  
FD5 - \$ 3,687.67

Total: - \$934,822.44

- vii MOTION #2: David Sullivan made a motion to approve the budget with the general

operating expenses as presented. Brad Martin Seconded and the operations budget was accepted with the revised call for service fees.

viii MOTION #3: David Sullivan made a motion to create a policy on budget negotiation parameters for capital funding planning. Deborah Stinson seconded and the motion was approved.

## **VI New Business –**

**A November 13<sup>th</sup> – 9:00 am Special Meeting, at Port Ludlow.**

**B December 19, 2019 Board meeting and Retreat**

David Sullivan made the motion to have a retreat on December 19<sup>th</sup>, Deb Stinson seconded the motion and it passed unanimously.

## **VII Director's Report**

**A** We will not have to go into Executive Session today. Karl is meeting with the union next week.

**B** Staffing: one in training/ one in background/policy/psych. Same applicants in both JC and PC

**C** Karl thanked Sunny for helping at PC. PC will cover Sunny's OT rate incurred. The benefits between the two centers is significant.

**D** On the JC side Sunny is looking at making some changes in JC CAD after viewing PC's.

**E** WCIA audit passed with flying colors! We used about 2/3<sup>rd</sup> benefit from the policy to pay our costs.

**F** Karl presented the City of Port Angeles budget for PenCom for 2020.

**G** Karl's Presidential term for WA State APCO/NENA is now completed. He will continue with the State Advisory Committee, working on legislative issues and serve as the Outgoing President for 2 years.

## **VIII Approval of Payments – September 2019**

**A** Bob Pontius made a motion to approve the September 2019 payments. David Sullivan seconded and the payments were unanimously approved.

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

Planning strategy to be taken during collective bargaining - Cancelled

## **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 11:47 pm.

**Next Meeting:**

**December 19, 2019 Meeting and retreat at Port Ludlow Fire Hall**

**A special Meeting will be held November 13, 2019.**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member





JeffCom Administrative Board Minutes  
At Port Ludlow Fire & Rescue Station  
November 13, 2019

**Members/Alternate Members Seated:**

Robert Pontius, Chair, Fire Comm. Assn  
Deborah Stinson, Vice-Chair, City of PT  
Joe Nole, Sheriff JCSO  
David Sullivan, Jefferson County Commissioner

**Members/Alternate Members Absent:**

Mark McCauley, Jefferson County  
Andy Pernsteiner Undersheriff  
Meril Smith, Fire Comm. Assn/Alternate

**Other Attendees:**

Peter Brummel, EJFR  
Mike Evans, City of PT/Alternate  
Sunny Fortino, JeffCom  
Art Frank, Fire Commissioner District 2  
Karl Hatton, JeffCom Director  
Lisa Johnson, JeffCom Office Manager  
Brad Martin, Fire Chief, FD#3  
Frank Montane, Quilcene Fire District  
Philip Morley, Jefferson County/Alternate  
Donna Stamper, JeffCom

- I Call to Order** - Bob Pontius called the meeting to order at 9:02 a.m.
- II Introductions and Announcements –**
  - A Agenda Change: Approval of the minutes is for October Only.
- III Comments from the Public –** none
- IV Approval of Minutes**

Deborah Stinson made a motion to approve the October 17, 2019 minutes.  
Joe Nole seconded, and the minutes were approved.
- V Unfinished Business**
  - A Regionalization –**
    - i Board Retreat**
      - a) Scheduled for Dec 19<sup>th</sup> to discuss the 5 options for JeffCom
      - b) Karl has had weekly meetings with the County and the City user agencies to discuss their concerns and gather input. Karl is creating discussion points and the format of the meeting. He is gathering cost projections from Jefferson County as well as potential debt schedules for the funding models for remodeling or building a new facility.
      - c) Bob Wheeler will be the mediator for the retreat. Our last retreat was June 27, 2018. Karl has asked board members to refresh themselves on the subject by reviewing the ADCOM baseline report, recommendations report and separate Clallam County Radio Study, as well as minutes from the June 27<sup>th</sup> meeting. Karl will send data and worksheets on the 5 options being discussed.
    - ii The 5 options for JeffCom are**

- a) Regionalization
- b) Co-location with PenCom as a potential step towards regionalization long-term
- c) Status Quo with interoperability with Pencom and developing a 5 year plan; stay where we are, with necessary upgrades to maintain functionality and potential increase in tax rates
- d) Adding on to our existing facility: Jefferson County as funding models and projected debt schedules
- e) Building at the Jefferson County airport
- iii Deborah Stinson suggests that we revisit our goals from the last retreat and re-establish what our goals are for this retreat.
- iv New information – The City of PA, Clallam County and the Port of Port Angeles have agreed to lease terms for the airport, potentially signing it soon after due diligence. They have sent out RFQ's (request for qualifications) to engineering and architectural firms for the due diligence required for the ground study and earthquake analysis for the potential 50-year lease. Pencom will be moving regardless, as well as the EOC and a West side Fire department. They are not discussing regionalization, or governance at this point in time because there is too much going on right now. They have also applied for several grants to cover all the costs.

**B TAC Channels for Fire** – Chris Palmer said that we're waiting for a signature from the Chief of the Graham Fire District who is currently in possession of the frequency channel but are not using it. Estimated cost is \$160,000 to upgrade all the hardware and software for the ability to use this TAC channels. Since already have the license for the channel the FCC has to approve it, and then it goes back to Canada for a final review. The frequency pair is not completely nailed down yet.

**C Update on camera installation at tower sites.**

- i Maynard tower is now set up for email notifications for information if doors are opened; room temperature; propane levels; if the generator kicks on, if there is a low voltage issue, etc.
- ii D&D Electric has serviced and upgraded a lot of the original equipment that has been failing. 90% of this work has been completed.
- iii We're also putting in the final installs before the snow comes.

**D Strategic Planning –**

- i Deborah Stinson suggests that we need to continue to look at Operational and Governance structure perspective.
- ii She is proposing to reopen the Jeffcom ILA to look at the structure of this board, and to look at the level of representation is not equitable between our existing user agencies. We need to take a harder look at this board, and the ILA, and look at the draft Clallam County ILA as a reference.
- iii Currently, the Fire Departments pays the least and has 2 represented on the board.
- iv The County has been "over-represented" and has a much larger voice than the City,

and they need to re look at this. This potential increases now with another Jefferson County staff member being appointed to role of Fire Commission of Fire District 2. This would essentially be three votes for the county.

- v The city is the second largest financial contributor, and they only have one vote. They need more representation.
- vi Suggests that we either have two boards for each (Operational and Governance)) or that we reopen the ILA and give the City 2, possibly three seats on the board, within our strategic planning efforts.
- vii Joe Nole states that he looks at us all as equal voices, but yes, it's hard to keep only Jeffcom "hats" on, and not to look through the lenses of our individual agencies.

**VI New Business – none**

**VII Director's Report**

- A Staffing – We still have one position available. Our recent trainee has been released to full duty. 2 other applicants were unavailable, or did not pass background.
- B Recently installed an additional monitor at each of the 4 dispatch stations.
- C There is a WA state contingency with NENA that is traveling to represent 911 agencies Federally, to Washington DC in February 2020. Karl has been asked to attend.
- D Brad asked for the current CFS as approved by the board last month, to be emailed to him. They're in the minutes form last month.

**VIII Approval of Payments – October 2019**

- A Joe Nole made a motion to approve the October 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 –  
9:40 – 10:10 am. Session was closed with no decisions made.

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

- A Deborah reiterated her intent for Strategic Planning, stressing more equitable representation, and reopening the ILA for question about the City of PT seats on the board.

**XI Public Comments regarding New Business only. - none**

**XII Good of the Order - none**

**XIII Adjourn**

The meeting adjourned at 10:15 am.

**Next Meeting:**

**December 19, 2019 Meeting and retreat at Port Ludlow Fire Hall, 0900-1500 with a working lunch.**

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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  
December 19, 2019

**Members/Alternate Members Seated:**

Robert Pontius, Chair, Fire Comm. Assn  
Deborah Stinson, Vice-Chair, City of PT  
Joe Nole, Sheriff JCSO  
David Sullivan, Jefferson County Commissioner

**Other Attendees:**

Mike Evans, City of PT/Alternate  
Karl Hatton, JeffCom Director  
Willie Kneopfle, Fire Dist. #5  
Lisa Johnson, JeffCom Office Manager  
Mark McCauley, Jefferson County  
Philip Morley, Jefferson County/Alternate  
Meril Smith, Fire Comm. Assn/Alternate  
Ariel Speser, PT City Council Position#2  
Donna Stamper, JeffCom  
Jim Walkowski, East Jefferson Fire

**Members/Alternate Members Absent:**

Brad Martin, Fire Chief, FD#3  
Andy Pernsteiner Undersheriff

- I Call to Order** - Bob Pontius called the meeting to order at 8:04m.
- II Introductions and Announcements** –
- III Comments from the Public** – none
- IV Approval of Minutes**
  - Deborah Stinson made a motion to approve the November 19, 2019 minutes.
  - Joe Nole seconded, and the minutes were approved.
- V Unfinished Business**
  - A Regionalization** –
    - i Postpone for now until**
  - B TAC Channels for Fire** – We already have the license for the channel the FCC has to approve it, and then it goes back to Canada for a final review. Once we get the approval, then we have to install and test all the equipment, bring it into Dispatch and test recording. We’re moving toward the dedicated fire channel and call taker.
  - C Update on camera installation at tower sites.**
    - i** Maynard tower is nearly fully functional. We receive email notifications for information if doors are opened; room temperature; propane levels; if the generator kicks on, if there is a low voltage issue, etc.
    - ii** The cameras are not yet installed but are currently being worked on in IT
  - D Strategic Planning** –
    - i** Postpone until afternoon retreat

## **VI New Business –**

- A Gratitude for Deborah** – The board shared thanks to Deborah’s for her commitment and contribution to the advancement of Jeffcom’s continued service to the community and Public Safety. She has been a steadfast and effective President and Board member since the inception.

Deborah introduced Ariel Speser, Port Townsend City Council. She will be an effective contribution to the efforts of JeffCom

We will need to replace Deborah Stinson as the authorized signer on our bank accounts.

### **New Signatory on the bank account for 2020**

- i Bob Pontius made the motion to keep Deb on as our signatory until the first payroll in January 2020 are covered. Joe Nole seconded and the motion was passed.
- ii Bob Pontius made the motion to amend the first and to keep and authorize Deb on until the end of January 31, 2020. Joe Nole seconded and the motion was passed. The board approves this and they agree to provide indemnification except for any actions that are ultravires.
- iii Deborah made a motion to authorize Joe Nole as the new signatory for JeffCom. Bob Pontius seconded and the motion was covered.
- iv Joe Nole made a motion to hold a special meeting, at a date to be determined, to approve the December 2019 meeting minutes, in order to complete the paperwork at the bank to set up Joe Nole as our new signatory. David Sullivan seconded it and the motion was passed.
- v Bob Pontius made a motion to amend the motion to hold the special meeting “at a date” to be determined and the Discussion ensued and the date was established for January 3<sup>rd</sup>, 2020 at Port Ludlow Fire Station at 9:00 a.m. Joe Nole seconded and the motion was passed.

### **B Set Board Meeting dates for Feb 2020-Jan2021**

- i We will set these dates at the January 23<sup>rd</sup> meeting.

### **C Tribal interest in dispatch services**

- i Two tribal agencies have approached Karl to request dispatch services by JeffCom911. The Hoh and Port Gamble.
- ii Primary agency is with the Hoh Tribe. Their intent is to have up to 4-6 officers and provide dispatch services to tracking their units, and status tracking.

Estimated \$8-10,000/year for two officers. History shows about 100 calls there with the sheriff's department under the existing contract. Covers licensing for mobile data terminals. They would share frequency with current west-end law enforcement.

They would not be a voting member, just a contracted agency.

**VII Director's Report**

- A Staffing – one person in background
- B Temp Contract with Pencom; recouping \$14K for services by JeffCom staff.
- C Karl will be helping to cover PenCom console through the holidays.

**VIII Approval of Payments – November 2019**

Deborah Stinson made a motion to approve the November 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 –  
8:50 – 9:00 am.  
9:00 extended  
Session was closed with no decisions made.

Joe made a motion to authorize Karl to continue negotiations  
Jim Walkowski seconded and the motion was approved.

Philip Morley requested a policy procedure with Pencom to quit “ping ponging” the rate table structures.

**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 9:10 am.

**Next Meeting:**

**January 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