

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
January 26, 2012

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
Conner Daily, City of Port Townsend Alternate
Ron Garrison, Fire Comm. Assn
Pat Nicholson, Fire Chief's Association

Members/Alternate Members Absent:

David Timmons, City of Port Townsend

Other Attendees:

Philip Morley, County Administrator/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Gordon Pomeroy, East Jefferson Fire Chief
Bob Herbst, Brinnon FD
Brad Martin, PLFR
Robert Moser, Quilcene FD #2
Robert Low, EJFR
Ted Krysinski, EJFR
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Carl Miller, Olympic ESD 114/EJFR

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, December 15, 2011
Voucher Summaries, December 2011/January 2012
JeffCom Interlocal Agreement with proposed changes

1. Meeting Called to Order & Public Comments

Chairman John Austin called the meeting to order at 8:36 a.m. There were no public comments.

2. Agenda review and approval

The agenda was reviewed. Janet Silvus requested an Executive Session be held after the regular board meeting to discuss management issues with New World. **Conner Daily made a motion to approve the amended agenda and Ron Garrison seconded; the motion was unanimously approved.**

3. Meeting minutes review and approval

The minutes from the December meeting were reviewed. John Austin questioned the interpretation of David Timmon's motion under bullet #5 in the Director's Report because it was his understanding that the Interlocal Agreement was still a working draft. Other members said they understood that the agreement was finalized, with the exception of minor housekeeping changes, and in fact, EJFR had signed their signature page. Janet Silvus said that everyone had been given a chance to submit their changes and she had only received a few minor corrections. Tony Hernandez said that he thought there were concerns about the language of appointing a commissioner. John said that we want to have an agreement that everyone is good with, but the minutes before us need to be voted on or amended. **Ron Garrison made a motion to approve the December minutes as written, Conner Daily seconded. The minutes were approved by a simple majority vote of 3 for and 2 against.**

4. Voucher review and approvals for payment

The December 2011/January 2012 vouchers were reviewed. **Ron Garrison made a motion to approve the vouchers, Pat Nicholson seconded; and the vouchers were unanimously approved.**

5. Director's Report - Janet Silvus

- **Connectivity of RMS** - Janet said that Chic has the client server up and running. She said that it has been installed on Bob Herbst's system in Brinnon and is working well. Janet said that Chic has sent the discs out and plans to go out to smaller agencies to install it for them.
- **MOU with DOC** - Janet said she is still working on the MOU with Dept. of Corrections.
- **Resolution for Defeasement Fund** - Janet said that the Resolution has been sent to the attorney for review and she is waiting on him for comments. Philip Morley said that Judi Morris requested language change because she said that the money doesn't necessarily need to be in a separate fund, but held as reserved funds within the account. Conner Daily said that since David Timmons had made the motion, he would like to have the opportunity to take it back to David for review. Janet said that Judi has requested a list of assets obtained through the bonds for depreciation purposes. Tony said that since JeffCom used the County to get the bonds then we need to show that we still have those assets.

(John Austin granted a 5 minute break.)

6. Old Business

- **JeffCom Interlocal Agreement** – Janet said that some last minutes changes have been proposed by Tony Hernandez. The following proposed changes were discussed by the group: balance of voting powers regarding supermajority vs. simple majority approvals on matters of importance; frequency of meetings; effective date of agreement; separation language and distribution of assets; and indebtedness obligation. John Austin requested that the Interlocal Agreement Committee review the proposed changes and bring back a recommendation at the next Board Meeting. Janet said the inventory list is being finalized and she is nearly finished updating Exhibit 1.
- **RMS Maintenance** - This item was not discussed.
- **Emergency Reporting** – Janet said that Emergency Reporting was paid through December 2011 and not budgeted for 2012 because RMS was to be in place by then. With the delays in RMS going live, Janet said the Board would need to make a motion to expend funds to reactivate Emergency Reporting. **Tony Hernandez made a motion for JeffCom to pay up to \$10,000 for Emergency Reporting for 2012 based on the same proportionate split as 2011 until the Fire Districts deem that New World RMS is fully operational. Pat Nicholson seconded the motion and it was unanimously approved.**

7. New Business

None.

- 8. **Executive Session – was held from 10:30 to 11:30 to discuss Public Contracts and to review items that could increase costs per RCW 42.30.110(1)(d). No decisions were made during the Executive Session.** After reconvening at 11:30 discussions took place between the JeffCom Board and New World with board members expressing frustration over product issues and lack of good management of the RMS system installation, training, and technical issues. Tony requested on behalf of the Board that weekly conferences take place. He suggested that a chairman be appointed at the first meeting who will serve as the sole

contact with New World on technical issues and that person will disseminate answers back to the group so that New World isn't answering emails to each person.

9. Public comments regarding new business only.

There were no public comments.

Tony Hernandez made a motion to adjourn the meeting, Conner Daily seconded, and the motion was unanimously approved. The meeting adjourned at 12:10 pm.

Next meeting: Thursday, February 23, 2012 PORT LUDLOW FIRE STATION at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
February 23, 2012

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Ron Garrison, Fire Comm. Assn
Gordon Pomeroy, EJFR Chief/Alternate

Members/Alternate Members Absent:

Tony Hernandez, Jefferson County Sheriff
Pat Nicholson, Fire Chief's Association

Other Attendees:

Philip Morley, County Administrator/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Conner Daily, City of Port Townsend Alternate
Bob Herbst, Brinnon FD
Robert Low, EJFR
Judi Morris, JC Treasurer
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, January 26, 2012
Voucher Summaries, February 2012
JeffCom Interlocal Agreement with proposed changes

1. Meeting Called to Order & Public Comments

Chairman John Austin called the meeting to order at 8:35 a.m. A public comment was made thanking JeffCom for including detailed voucher materials in the handout and recommended that the BOCC do the same so the public can see where the money is being spent.

2. Agenda review and approval

The agenda was reviewed. Janet Silvus requested the following changes to the agenda: under Director's Report strike Training/Advisory Committee Meeting and under Old Business add Bond Indebtedness. Gordon Pomeroy requested that Rules of Order/How we Vote be added under New Business. **Gordon Pomeroy made a motion to approve the amended agenda and Ron Garrison seconded; the motion was unanimously approved.**

3. Meeting minutes review and approval

The minutes from January 23, 2012 were reviewed. Hearing no changes, **Ron Garrison made a motion to approve the January minutes as written; Gordon Pomeroy seconded and the motion was unanimously approved.**

4. Voucher review and approvals for payment

The February 2012 vouchers were reviewed. **Gordon Pomeroy made a motion to approve the vouchers, Ron Garrison seconded and the vouchers were unanimously approved.**

(Bond Indebtedness discussion-see below)

5. Director's Report - Janet Silvus

- **Budget** - Janet said that the budget is in good shape and her next task will be to set up a reserve for Fund 119. Judi Morris said that we may want to wait until JeffCom becomes independent because BARS numbers will need to be changed to the "600" series.

- **Vacant Positions** - Janet said the State 911 office will be funding the full amount of the grant so she would like move forward to fill the vacant dispatcher and IT positions. **Ron Garrison made a motion to approve funding of the dispatcher and IT positions; Gordon Pomeroy seconded and the motion was unanimously approved.**
- **Training/Advisory Committee Meeting (removed from agenda)**
- **Complaints** - Janet said that she has heard concerns from the Sheriff about users not wanting to bring their complaints about JeffCom to the Director because of bad past experiences. She said that she would like to remedy this by setting up a place on our website where agencies can report an incident that they would like investigated and addressed.

6. Old Business

- **Bond Indebtedness** – Judi Morris said that the county holds 3 bonds for JeffCom and as County Treasurer she wants to make certain that the debt is paid in a timely fashion. She said that a verbal commitment had been made to set aside the 1/10% in a defeasement fund and she proposes collecting 100% of the money and then on a quarterly basis transfer the surplus to JeffCom. After discussion it was determined to further review the best way to fund the bonds and still keep adequate reserves available for JeffCom’s operational expenses. **Gordon Pomeroy made a motion requesting Judi Morris set up a subcommittee to include herself, the County’s bond counsel, Janet Silvus, and attorney Joe Quinn for the purpose of drafting an Interlocal Agreement to service the debt for JeffCom; David Timmons seconded and the motion was unanimously approved.** During discussion it was agreed that the defeasement fund would not be included in the agreement. **David Timmons made a motion to not include the defeasement fund in the Bond Indebtedness Interlocal Agreement. Robert Pontius seconded, and the motion was unanimously approved.** *Judi Morris leaves at 9:17am.*
- **JeffCom Interlocal Agreement** – Janet said that the Interlocal workgroup had met to discuss the changes that were presented at the last meeting and also to correct a few items that had been inadvertently missed. Janet said that the ILA before the group today included those changes and represents the workgroups recommendation. **Ron Garrison made a motion that when it comes to documents regarding Interlocal Agreements, any changes should come before the Board at least a month before the meeting; Gordon Pomeroy seconded and the motion was unanimously approved.** Janet added that the Exhibit has also been modified to remove the Hadlock Tower and the Coyle Tower from the list of assets because, as Philip Morley explained, David Alvarez’s research turned up paperwork indicating that the County has always been the rightful owner of those two towers. **David Timmons made a motion to move forward with the JeffCom Interlocal Agreement as amended and also strike the Coyle and Hadlock towers from the asset list. Gordon Pomeroy seconded and the motion was unanimously approved.** Philip Morley suggested putting an agreement into place between JeffCom and the County that wherever we are currently co-located that we mutually agree that we continue to co-locate and comingle in perpetuity.
- **RMS Maintenance** – Janet said that she received a bill from New World in the amount of \$130,000 for maintenance when she had been told that it would be around \$90,000. Janet said that she and Brett Nalder will get together and calculate what portions of the bill belong to fire and to law and will report back at the March Board Meeting.

7. New Business

• **Rules of Order/How we Vote**

Gordon Pomeroy said that when a disagreement arises during *Meeting Minutes Review and Approval* and it concerns a voting member who was listed in those minutes, but is currently absent, then it presents a conflict as to whether the absent party should be given a chance to review the proposed change. After discussion it was agreed that instead of individual's names the record should reflect who they represent. In the future, if the motion is not unanimous then yes/no votes will be listed by their respective association titles: Fire Commissioners Association, Fire Chiefs Association, Sheriff, County, or City.

8. Public comments regarding new business only.

A citizen commented on how listing titles instead of names gives the appearance of secrecy. Gordon Pomeroy said that on any given date the alternate could be filling that role and the voting members are the spokespeople for the respective associations.

Gordon Pomeroy made a motion to adjourn the meeting; Ron Garrison seconded, and the motion was unanimously approved. The meeting adjourned at 10:35 a.m.

Next meeting: Thursday, March 23, 2012 PORT LUDLOW FIRE STATION at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
March 22, 2012

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Tony Hernandez, Jefferson County Sheriff
Pat Nicholson, Fire Chief's Association
Robert Pontius, Fire Comm. Assn/Alternate

Members/Alternate Members Absent:

Ron Garrison, Fire Comm. Assn
Gordon Pomeroy, EJFR Chief/Alternate
Philip Morley, County Administrator/Alternate

Other Attendees:

Conner Daily, City of Port Townsend/Alternate
Bob Herbst, Brinnon FD
Brad Martin, PLFR
Judi Morris, JC Treasurer
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Mike Whittaker, JCFPD #2
Ron Helmonds, PLFR

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, February 23, 2012
Voucher Summaries, March 2012
Budget materials
ILA-Bond Indebtedness

I Call to Order

John Austin called the meeting to order at 8:35 a.m.

II Changes to the Agenda

Patrick Nicholson requested that the LOSAP Module be added as New Business, Item C.

David Timmons made a motion to approve the amended agenda; Robert Pontius seconded and the motion was unanimously approved.

III Comments from the Public

There were no public comments made.

IV Consent Agenda

David Timmons made a motion to approve the consent agenda; Robert Pontius seconded and the motion was unanimously approved.

V Unfinished Business

A JeffCom Interlocal Agreement

Fire District #2 and the County have not signed the Interlocal Agreement so Janet asked what should be done if they do not sign. John Austin said that the County intends to sign once the Bond Indebtedness is signed so that both agreements can go before the BOCC at the same time. Discussion took place over various concerns and it was agreed that Janet will speak with JeffCom's attorney about two of the most pressing issues. **David Timmons made a motion to have Janet work with Joe Quinn on developing a policy statement on how to treat agencies that are not party to the Interlocal Agreement. Robert Pontius seconded; and the motion was unanimously approved.** A second **motion was made by David Timmons asking Janet to discuss with counsel about a deadline to establish a date-certain for the Interlocal Agreement.** Discussion took place about the interlocal extension that is currently in place and when to put the new one into effect. **A vote was taken and the result was: 4 yes, and 1 nay (County); the motion passed.**

B Bond Indebtedness ILA

John Austin said that the proposed change is about whom disputes will be brought to, which now reads “appealing to County Administrator”. This change will follow the guidance of paragraph 10 of the JeffCom Interlocal Agreement. David Timmons said that the Bond Indebtedness ILA does not individually bind an agency but it encumbers the entire amount of the bond, a housekeeping issue that should have been dealt with at the beginning of the loan. **David Timmons made a motion to amend paragraph 8, sentence 3 from “appealing to County Administrator” to “following the same grievance procedures as outlined in the JeffCom ILA”;** Robert Pontius seconded and the motion was unanimously approved. A second motion was made by David Timmons to have the amended ILA sent out by the Director and each user agency have the signed ILA returned by the April Board Meeting or a letter of refusal to sign. Tony Hernandez seconded and the motion was unanimously approved.

VI New Business

A CAD XML Interface – Bob Herbst

Bob Herbst said he inquired who authorized the removal of XML from the CAD and was told by Brett Nalder that no one had authorized it. Bob said that during the fire RMS demo in May he announced that Brinnon would not be using it and went forward with signing an agreement with Emergency Reporting to use their services. He said that as a user agency he is not being represented and requested that the Board make a motion to have the XML interface put back into the CAD. Janet Silvas said that she is working with Brett and there may be a solution to announce by the next Board meeting that will satisfy Bob’s request. **David Timmons made a motion to ask the Director to prepare a policy statement that will define services and systems that JeffCom will support. Robert Pontius seconded and the motion was unanimously approved.**

B Rules of Procedure

Janet said that she would like to make the board meetings more professional and organized so she met with the City Clerk of Port Townsend to see how they compile their materials. She also said that it would be nice to have a binder of information and rules of conduct for new members about what is required and expected of them as new board members. **David Timmons made a motion to instruct the Director to compile Rules of Procedures and a handbook for new board members to make the JeffCom Board meetings more efficient and productive. Patrick Nicholson seconded the motion and it was unanimously approved.** During discussion, David Timmons said that he would like to see things such as where and when the meetings are held and where that information is posted. Robert Pontius requested that the 3 minute comment rule be looked at because when people are respectful then they should not be limited to 3 minutes.

C LOSAP Module – Patrick Nicholson

Patrick Nicholson said that it was his understanding that New World would provide the LOSAP module so they would have the ability to export the required data to the State of Washington. New World is now asking \$9,800 for this module and discussion took place about switching back to Emergency Reporting. What was originally thought to have been included may have only been presented as an option and it was agreed that an internal audit of the original contract should be done since New World is only bound by the signed contract.

VII Director's Report

Janet said that a request had been made for her to see what it would take to get Kathy Young bonded since because of her involvement with JeffCom finances. Janet said that Washington Cities Insurance Association has offered blanket coverage to everyone employed in our center to cover losses up to \$2.5M per incident. The annual cost of \$168.00 for their crime/fidelity insurance covers theft, forgery, robbery, and computer fraud. **Robert Pontius made a motion to purchase the Crime/Fidelity Insurance Coverage; Patrick Nicholson seconded and the motion was unanimously approved.**

Janet said that she will be going to Missouri in May and Sunny Fortino will be in charge during her absence.

Janet said that Maynard Peak may have a new tenant soon. It's a company that does emergency dispatching for distressed mariners.

Staffing: Janet said that Kathy O'Neal has been hired as a dispatcher and is training on the night shift. Chic Stout sent an email to Doug Noltemeier asking what his skill set is to see if we can contract for services before we go out for advertising.

New World Training: Janet said they are waiting on the fire folks to get their computers operational. Jeff Sanders came out this week and worked with EJFD and determined that it was EJFD's computer that was the problem. Janet said she will get back into the loop and help coordinate the training.

Janet said that she will be inspecting the APSAP and plans to have the junk removed from it. She said that she is also looking at moving the APSAP due to possible tsunami, earthquake or other disasters. Ideally, she would like to see an exact duplicate of what the dispatchers sit down to now.

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

IX Good of the Order

David Timmons asked if a final Bond Indebtedness Interlocal would be sent out, and Janet replied that she would do it today.

X Public Comments regarding New Business only

There were no public comments made.

XI Adjourn

The meeting adjourned at 9:50 a.m.

Next meeting: Thursday, April 26, 2012, PORT LUDLOW FIRE STATION at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
April 26, 2012

Members/Alternate Members Seated:

David Timmons, City of Port Townsend
Tony Hernandez, Jefferson County Sheriff
Pat Nicholson, Fire Chief's Association
Philip Morley, County Administrator/Alternate
Ron Garrison, Fire Comm. Assn

Members/Alternate Members Absent:

Gordon Pomeroy, EJFR Chief/Alternate
Conner Daily, City of Port Townsend/Alternate
John Austin, County Commissioner

Other Attendees:

Robert Pontius, Fire Comm. Assn/Alternate
Bob Herbst, Brinnon FD
Brad Martin, PLFR
Robert Low, EJFR
Moe Moser, FD#2
Donna Eldridge, Jefferson Co. Auditor
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Chris Palmer, Greentree Communications
Terry Taylor, JeffCom

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, March 22, 2012
Voucher Summaries, April 2012
BIAS Software Bid

I Call to Order

Vice Chairman Ron Garrison called the meeting to order at 8:35 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

Public Comments: A comment was made asking why the County recently sent out a letter and blank Bond Indebtedness Interlocal Agreement to user agencies. Another comment was made about the signature page not showing which ILA they are signing.

Board Response: Janet Silvus said that she will handwrite a footer indicating which ILA has been signed. Philip Morley apologized by saying that his staff was on auto-pilot and he should have given them direction about the ILA and to please disregard what was sent out.

IV Consent Agenda

A Approval of Minutes – March 22, 2012

Philip Morley made a motion to approve the March 22, 2012 minutes; Pat Nicholson seconded and the motion was unanimously approved.

B Approval of Vouchers – April 2012

Philip Morley made a motion to approve the April 2012 vouchers; Pat Nicholson seconded, and the motion was unanimously approved.

V Unfinished Business

A JeffCom Interlocal Agreement

Janet collected signature pages and reported on which ones were still needed. She said she will give an entire set to everyone once they are all gathered.

B Bond Indebtedness ILA

Janet collected signature pages and reported on which ones were still needed. She said she will give an entire set to everyone once they are all gathered.

C CAD XML Interface – Bob Herbst

Bob said that Janet is still working on this issue, so he has no further comments today.

VI New Business

A County to discontinue services of payroll and accounting – Donna Eldridge

Donna Eldridge spoke to the Board about her decision to discontinue accounting and payroll services with JeffCom when it goes stand-alone. She said that in 2003 the State Auditor's Office said that it is not the county's responsibility to make sure special purpose district expenditures were appropriate, but falls to their respective boards to review and authorize those expenditures. Donna said that the county also learned that they would be responsible for any liabilities and penalties associated with payroll taxes, which could be incurred due to errors or omissions by the Districts and said that the risk was too great. She said that her office will work with JeffCom for a smooth transition when they become an administrative agency (pursuant to RCW 39.34.010) effective 90 days after the Interlocal is filed with the Auditor's Office. *Tony Hernandez arrives at 8:45.*

B Using ADP Services & BIAS Software

Janet said that she and Kathy have looked at accounting systems and would like to purchase BIAS for accounting and ADP for payroll. Discussion took place about reports, costs, training, and whether it includes asset depreciation. **David Timmons made a motion to contract with BIAS for accounting software and ADP for payroll services; Tony Hernandez seconded and the motion was unanimously approved.** Philip Morley asked Kathy to keep exploring asset depreciation and when it becomes available to let the Board know.

C Narrow Banding – Chris Palmer

Chris Palmer gave a brief presentation on what is needed to move forward on narrow-banding. He said that it is mandated by 2013 but Janet's goal was to complete it this year. Chris said that it is progressing well but he needs to set a date for final cutover. The city is already done making the mobile changes and he is hoping that the county will keep up. Janet asked about PL tones and Chris said he is verifying 167.9 for fire and output will stay the same. He said that the higher tones make them a little quicker to respond to. Chris said that he is communicating with adjoining counties and emails are going out to them.

D Ham Radio Antenna – Chief Nicholson

Patrick Nicholson requested permission to install a Ham Radio Repeater on the JeffCom Tower located at Station 16 to use during emergency operations. Janet said that she checked with Bob Hamlin and he said that he doesn't have an issue with it. Pat said that the tower was vacated by the hospital and the antenna is no longer being used so he would like to install it for public use but dedicated to agencies. He said that he will use his FCC license and test to make sure it doesn't interfere, and the equipment would be housed at East Jefferson. **Ron Garrison made a motion to have the Director authorize her consent, through an Agreement, for Pat Nicholson to install a Ham Radio Repeater on the Station 16 tower. Tony Hernandez seconded the motion and it was unanimously approved.**

VII Director's Report

Janet said that now that the agreements are nearly in place and JeffCom is graduating into its own she would like to do a space needs assessment, as she will be working with the county on a space agreement. She said that we are outgrowing the space we are in. Janet said that she will look to APCO first and see if there is a standard for each workstation space. **David Timmons made a motion for Janet Silvus to conduct a space needs analysis not to exceed \$1,500; Philip Morley seconded and the motion was unanimously approved.**

Janet said that she received a letter from Adcomm Engineering that they are building a backup EOC at the Maritime Center and requested permission to be co-locaters and users on our FCC licenses. After discussion about the intended use of backup center, and regulations covering actual emergency use of FCC frequencies, Janet said she will send them a response that it is not necessary to go to that extent.

Janet said that she got a call from a company that wants to go on our tower at Maynard and she is going to finalize the agreement with them. She said the monthly rent would be in the area of \$400.

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

It was agreed to invite NoaNet to the next meeting and Janet asked everyone to send her an email with questions to propose to them for information and discussion.

Janet said that Sunny Fortino will be acting director in her absence and she will send out the phone number to use; and Tony Hernandez will be her backup.

IX Good of the Order

Janet said that there was a nicely written article in the Port Townsend Leader about JeffCom becoming independent and she thanked everyone for their nice comments and passed around the article for the Board members to sign as a memento.

It was agreed that at the next meeting all agencies will affirm their representatives to the new board and designate who is primary and secondary delegates.

Philip Morley thanked Janet and Kathy for the new board packet format, and Janet in turn thanked the City of Port Townsend for their suggestions and assistance.

X Public Comments regarding New Business only

Bob Herbst asked everyone to take note of NoaNet every time they are in the paper because there are a lot of holes in this project. He said that particularly they are being deceptive about the connection and usage costs and recommended that the Board get their deliverables in writing.

XI Adjourn

The meeting adjourned at 9:55 a.m.

Next meeting: Thursday, May 24, 2012, PORT LUDLOW FIRE STATION at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
May 24, 2012

Members/Alternate Members Seated:

David Timmons, City of Port Townsend
Tony Hernandez, Jefferson County Sheriff
Pat Nicholson, Fire Chief's Association
Philip Morley, County Administrator/Alternate
Ron Garrison, Fire Comm. Assn

Members/Alternate Members Absent:

Gordon Pomeroy, EJFR Chief/Alternate
Conner Daily, City of Port Townsend/Alternate
John Austin, County Commissioner

Other Attendees:

Robert Pontius, Fire Comm. Assn/Alternate
Bob Herbst, Brinnon FD
Brad Martin, PLFR
Robert Low, EJFR
Moe Moser, FD#2
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, April 2012
Voucher Summaries, May 2012

I Call to Order

Chairman John Austin called the meeting to order at 8:30 a.m.

II Changes to the Agenda

Hearing no changes, Ron Garrison made a motion to approve the agenda; Patrick Nicholson seconded and the motion was unanimously approved.

III Comments from the Public

A Public Comments: A comment was made asking NoaNet to provide information about who they are, their references, what their financial structure is, and also their plans for broadband.

B Board Response: no response.

IV Consent Agenda

A Approval of Minutes – April 26, 2012

B Approval of Vouchers – May 2012

Ron Garrison made a motion to approve the Consent Agenda; Pat Nicholson seconded, and the motion was unanimously approved.

V Unfinished Business

A JeffCom Interlocal Agreement and Bond ILA

Janet said that all signature pages have been collected for both ILAs. (*David Timmons and Conner Daily arrive at 8:35*) Janet said she that would like to record the JeffCom Interlocal Agreement so that becomes effective at the first of a quarter for purposes of payroll functions. **Ron Garrison made a motion for Janet Silvus to file the JeffCom Interlocal Agreement so that the effective date falls at the first of the 4th Quarter 2012; Patrick Nicholson seconded, and the motion was unanimously approved.**

B CAD XML Interface – Bob Herbst

Janet said that she is working with New World on the fire swap and is still not happy with what they are offering. She said that Sunny Fortino attended the last Fire Chief's meeting and reported that they

unanimously voted to not use New World fire records. Janet said that anyone going to Emergency Reporting will need to pay for it themselves. *(Tony Hernandez arrives at 8:40)*

VI New Business

A NoaNet discussions with Mike Henson, Peter Quinn, and David Shambley

Janet said that the Board has questions about where NoaNet is at and what their intentions are as it relates to JeffCom and our infrastructure. Mike Henson gave a background of NoaNet from its inception in 2000 and their goal to provide service to rural areas with the cost spread out over larger areas. Mike said they operate as a mutual non-profit under the utility district and are self-supporting *(Philip Morley arrives at 8:45.)* Members of the board asked about their expansion plans, corporate structure, right-away & easement process. Mike explained that they are working with a 4.5M project which would give people 100M, Jefferson would be 4M, and anything with 3M would be eligible. Discussion took place about potential costs that users may bear to bring the connections into their buildings. Mike said that the next 6 months will firm up that information. He said that an anchor institutions meeting on the 29th at Team Jefferson site is open to anyone who would like to attend to hear more discussion about costs.

David Timmons expressed concerns about JeffCom's stake in this and the need to review the project and have access to the contract between NoaNet and the PUD. He requested that an agreement be formalized between parties because the large local match-share investment warrants more than the letter that was provided. Another broader agreement should be established about the terms and use of the system, deployment, rates, and access agreements. Also, if the system is going to access the JeffCom towers then there needs to be a special agreement reached between JeffCom and the PUD to establish the relationship of who we are dealing with. David said that the RFP does not address security and agreement of access to data so JeffCom needs to have representation in the RFP because of technical issues.

Further discussions took place about PUD being the owner and therefore responsible for liabilities, service coverage areas in Jefferson County, cost estimates and future rates, and the need for correct information due to the number of rumors circulating. David Timmons suggested that the board give Janet the authority to act on the board's behalf regarding agreements, legal support, technical support and recommendation of gadgets needed. Janet said that she would like to involve Brian Gunnerson because of his cellular experience or ask him to recommend someone.

Regarding tower space needed and costs Mike said that they don't know yet which towers may be needed but are going to use a formula: value of tower + value of connection = the +/- amount to be set in the Interlocal Agreement. He agreed that now is the time to have those discussions since the grant is due to be completed by August 2013.

David Timmons made a motion to authorize Janet Silvus to arrange technical resources and the legal representation that she feels are necessary for JeffCom's participation in NoaNet as it relates to agreements and also to represent the public safety's interest in the broadband project. Tony Hernandez seconded and the motion was unanimously approved. Janet was asked to bring a budget proposal back to the Board.

Ron Garrison made a motion to have NoaNet added to the monthly JeffCom Admin Board meeting agendas; Tony Hernandez seconded and the motion was unanimously approved.

B Elections/Appointment of Board Members

Janet asked to strike this until the ILA goes into effect. David Timmons suggested that maybe each agency should affirm their representatives.

C Contract with Boat America, Inc.

Janet said that the contract is in their hands and she is waiting for it to come back and then they can go into the building and get started.

D Administrative Board Rules of Procedure

Janet said that she sent out a draft copy. John Austin asked Janet to look at striking the first 6 pages and begin with page 7 so that it's not in conflict with the ILA.

VII Director's Report – Janet Silvus

A Follow-up items:

- 1) The MOU with Pat Nicholson to add a ham radio antenna on the Station #16 tower has been completed.
- 2) The space needs analysis is being done by Watson Furniture at no charge to us.
- 3) A reply was given to Adcomm that they are allowed to use our frequency according to FCC rules.

B Budget - Janet reported that the Dept. of Revenue gave us too much money in December so they have stopped wireline payments until the amount levels out. The downside is that State will not allow us to collect reimbursements until we catch up, so we are running short on available cash.

C Staffing - we just hired the final telecommunicator who is going through testing. The dispatch center will now be fully staffed.

D Audit - An Access NCIC audit is complete and we passed with only minor issues to be corrected.

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

IX Good of the Order

X Public Comments regarding New Business only

No public comments were made.

XI Adjourn

The meeting adjourned at 10:25 a.m.

Next meeting: Thursday, June 28, 2012, PORT LUDLOW FIRE STATION at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
June 28, 2012

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
Conner Daily, City of Port Townsend/Alternate
Robert Pontius, Fire Comm. Assn/Alternate Pat
Nicholson, Fire Chief's Association

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
Ron Garrison, Fire Comm. Assn

Other Attendees:

Gordon Pomeroy, EJFR Chief/Alternate
Philip Morley, County Administrator/Alternate
Brad Martin, PLFR
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Mike Henson, NoaNet
David Shambley, Jefferson County
Chris Palmer, Greentree Communications

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, May 2012
Voucher Summaries, June 2012
Resolutions 2012-01 and 2012-02
Agreement with Boat America, Inc.
Budget Update

I Call to Order

Chairman John Austin called the meeting to order at 8:32 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

A Public Comments: A citizen requested information about the public records policy and who the public records officer is for the Board.

B Board Response: Janet Silvus said that she is would need to check on whether there is a public records policy in place for the JeffCom Admin Board. *(Tony Hernandez arrives at 8:37)*

IV Consent Agenda

A Approval of Minutes – May 24, 2012

One correction was made to the May 24, 2012 minutes: Ron Garrison called the meeting to order.

B Approval of Vouchers – June 2012

There were no questions or comments regarding vouchers.

Conner Daily made a motion to approve the Consent Agenda; Pat Nicholson seconded, and the motion was unanimously approved.

V Unfinished Business

A NoaNet Discussions – Mike Henson

Mike Henson said that they are in the wireless phase and will move forward with analyzing the RPFs after the July 20 closing date. Mike said that “make work ready” is being done by PSE on the utility poles on Oak Bay road and they are ahead of schedule. He said that regarding the budget, they are working off of estimates right now but will be able to firm up better numbers when the bid package is

received. Mike said that administrative details such as agreements will need to be worked out between entities regarding accessing their sites and systems.

Questions & Answers:

- What is the status of District 5 - Mike responded that they were not originally included in the grant application but added after the fact.
- What is JeffCom's obligation to NoaNet - Mike said that if the towers are used then an antenna will be placed on the tower by the winning vendor of the wireless RPF who in turn will provide ISP to interested providers for retail sale.
- Will NoaNet use JeffCom microwave dishes – Mike said they have no plans to use our microwave dishes because they would not want to use any spectrum or take away from future expansion possibilities.
- If we pledged our assets why do we have to buy from providers? – Mike said they don't know if our laws allow for other provisions, and it is expected that JeffCom would receive compensation or a swap for services. Discussion took place about forming a consortium for getting the biggest bundle for lower costs and possibly having JeffCom distribute to the network.
- What are NoaNet's Assets – Mike said that a majority of their assets are equipment buildings, a variety of cable in the ground and air, and electronics. He said that all these items are depreciated per the GAAP rules.

VI New Business

A Resolution 2012-001 for Social Security Benefits

Janet asked the board to pass a resolution that would allow JeffCom to maintain employee eligibility of Social Security benefits after the transition. **Robert Pontius made a motion to adopt Resolution 2012-001 which will allow social security benefits to continue for JeffCom employees, Conner Daily seconded the motion and it was unanimously approved.**

B Resolution 2012-002 for Deferred Compensation Benefits

Janet asked the Board to pass a resolution that would allow JeffCom employees to maintain deferred compensation after the transition. **Robert Pontius made a motion to adopt Resolution 2012-002 which will allow deferred compensation benefits to continue for JeffCom employees, Patrick Nicholson seconded the motion and it was unanimously approved.**

C Contract with Boat USA

Janet said that Boat USA, Inc. has signed the agreement to go on Maynard Peak and she thanked Chris Palmer for recommending that they seek us out. **Conner Daily made a motion to adopt the agreement with Boat USA; Robert Pontius seconded the motion and it was unanimously approved.**

VII Director's Report – Janet Silvus

A Follow-up items:

- 1) Janet said that August is the target for narrow banding. Chris Palmer said that he is working to make certain that everyone is ready to go and will do site visits and early morning testing.
- 2) We are still waiting on Watson Furniture for the space needs analysis.

B The Department of Revenue overpaid us in December so the State 911 office has been withholding payments from us until the revenue leveled out. As of last month we are again seeing wireline

revenue and are slated to receive a final payment from the State in July for around \$100,000.

- C Janet said she has been busy getting ready for the breakaway and will file the Interlocal Agreement with the Auditor on July 3rd. Janet said she will also apply for a business license application on that day.
- D Janet said that she will be meeting with Philip Morley regarding a license to be in the building and also about tower issues.

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

IX Good of the Order

X Public Comments regarding New Business only

No public comments were made.

XI Adjourn

The meeting adjourned at 10:46 a.m.

Next meeting: Thursday, July 26, 2012, PORT LUDLOW FIRE STATION at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
July 26, 2012

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
Ron Garrison, Fire Comm. Assn
Deborah Stinson, City of Port Townsend
Nicholson, Fire Chief's Association

Members/Alternate Members Absent:

Gordon Pomeroy, EJFR Chief/Alternate

Other Attendees:

David Timmons, City of Port Townsend/Alternate
Conner Daily, City of Port Townsend Philip
Morley, County Administrator/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Robert Low, EJFR #1
Moe Moser, JCFD #2
Brad Martin, PLFR
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Mike Henson, NoaNet
David Shambley, Jefferson County
Joe Quinn, Attorney

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, June 2012
Voucher Summaries, July 2012
Resolutions 2012-03 and 2012-04

I Call to Order

Chairman John Austin called the meeting to order at 8:31 a.m.

II Changes to the Agenda

Janet Silvus said that the executive session will not be needed.

III Comments from the Public

A Public Comments: Moe Moser said he would like to know where we are with New World on the bridge to ER.com and will we be held responsible for it.

B Board Response: Janet Silvus said that it is on the agenda under item 5C.

IV Consent Agenda

A Approval of Minutes – June 28, 2012

B Approval of Vouchers – July 2012

Ron Garrison made a motion to approve the Consent Agenda; Pat Nicholson seconded, and the motion was unanimously approved.

V Unfinished Business

A NoaNet Discussions – Mike Henson

Mike Henson said that the original letter which pledged JeffCom's towers as assets had been put on County letterhead and needs to be corrected by putting it on JeffCom letterhead. He said there is also a covenant agreement that will need to be signed to show the federal government that the assets will be used as promised and to ensure that parts are not sold off or flipped for profit. *(Tony Hernandez arrives at 8:46)* Mike said that they are working on landlord agreements with anchor point properties. Several people asked that they put something in the

paper as the public has the expectation that they will be receiving this for free. Mike said that public relations are not their strength. Mike said that August 3rd is the closing date for the RFP. He said that they will be placing the fiber order on Monday and should have it in the yard toward the end of September and then they will do the RFP for construction to begin in October through next year. In answer to questions about tower capacities at maximum capacity Mike said that Port Hadlock is no longer as important because the design has changed. Mike said that an improvement is classified as added equipment, an antenna, wave guide, wires etc. Ron Pontius asked if the community can ask for a location. Mike said that there are a lot of access points and almost any intersection or major housing development is an easy place to splice into the road to expand.

B Tower Space Availability

Janet Silvus said that this has already been covered.

C New World - Fire

Janet Silvus said that the fire departments have agreed that they do not want to use the New World RMS package, but would like to return to ER.com. Janet said that she had been working with Brett Nalder toward a suitable agreement when Brett quit and now New World is taking the stand that if we want the bridge we will have to pay for it. Janet said she is requesting a motion to purchase the bridge to ER.com. After much discussion, **Ron Garrison made a motion to ask our legal representative, Joe Quinn, to review the New World contract and if the problem is determined to be ours then we correct it, and if the problem is determined to be theirs then they need to correct it. Tony Hernandez seconded the motion and it passed with 4 approvals. The City of Port Townsend abstained from voting.** Janet said that regardless of comes from Joe Quinn there is still the need to establish a bridge for the fire departments. **Ron Garrison made a motion to authorize Janet Silvus to work with New World to establish a bridge to ER.com for up to \$14,000 but continue to negotiate with New World; Patrick Nicholson seconded. The motion was unanimously approved.**

VI New Business

A Resolution 2012-003 Public Employees Retirement System

Janet Silvus said that employees are currently enrolled in PERS and want to maintain their eligibility so she is requesting a motion. **Ron Garrison made a motion to approve Resolution 2012-003 Public Employees Retirement System; Patrick Nicholson seconded and the motion passed with 4 approvals. The City of Port Townsend abstained from voting.**

B Resolution 2012-004 Bank Account with Bank of America

Janet asked the Board to pass a resolution that would allow JeffCom to open a bank account with Bank of America. **Ron Garrison made a motion to adopt Resolution 2012-004 allowing JeffCom to open a bank account with Bank of America; Tony Hernandez seconded and the motion passed with 4 approvals. The City of Port Townsend abstained from voting.**

VII Director's Report – Janet Silvus

Janet said that she has already discussed everything.

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

IX Good of the Order

X Public Comments regarding New Business only

No public comments were made.

XI Executive Session – cancelled.

XII Adjourn

The meeting adjourned at 10:46 a.m.

Next meeting: Thursday, August 23, 2012, PORT LUDLOW FIRE STATION at 8:30 a.m.

JEFFCOM Administrative Board Member
Member

JEFFCOM Administrative Board

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
September 27, 2012

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons (8:38-8:45am), City of PT
Deborah Stinson (after 8:45am), City of PT
Gordon Pomeroy, EJFR Chief/Alternate
Tony Hernandez, Jefferson County Sheriff
Ron Garrison, Fire Comm. Assn

Other Attendees:

Robert Pontius, Fire Comm. Assn/Alternate
Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend/Alternate
Pat Nicholson, Fire Chief's Association
Brad Martin, PLFR
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, July 2012
Voucher Summaries, August/September 2012

I Call to Order

Chairman John Austin called the meeting to order at 8:38 a.m.

II Changes to the Agenda

Janet Silvus requested that the employee Teamster's Union Contract be added under New Business. David Timmons asked for the 2013 budget to be moved from the Consent Agenda to New Business. With those changes made **Tony Hernandez made a motion to approve the modified agenda; Ron Garrison seconded and the motion passed.**

III Comments from the Public

A Public Comments: No public comments were made.
B Board Response: N/A

IV Consent Agenda

A Approval of Minutes – July 26, 2012
B Approval of Vouchers – August/September 2012
Gordon Pomeroy made a motion to approve the consent agenda; Ron Garrison seconded and the motion was unanimously approved.

V Unfinished Business

A NOANET Discussions

David Timmons said that after a discussion with Larry Southwick that it's become clear that the build-out deployment is between Noanet and PUD meaning that the anchor institutes do not have a say in build-out matters. David said that we need to move away from that and focus on pricing because NoaNet and PUD will be doing business with us through ISPs. If your facility was identified then they will have to provide you with a 1G connection to your facility at no charge, but you will have to go through an ISP for the pricing to use the internet. David said that we need to focus on looking at how as a group we can utilize this and get the best pricing structure.

VI New Business

A Resolution 2012-005 to adopt Jefferson County 911 Policy Manual

Janet said that this manual will govern the daily operation policies of JeffCom except where the union contract prevails. **Ron Garrison made a motion to adopt the Jefferson County 911 Personnel Policy Manual; Tony Hernandez seconded and the motion was unanimously approved.**

B Resolution 2012-006 to obtain corporate credit cards

Janet said that a resolution is needed to obtain credit cards for Jefferson County 911. **Gordon Pomeroy made a motion to adopt Resolution 2012-006 to obtain corporate credit cards; Ron Garrison seconded and the motion was unanimously approved.**

C Board Appointments

The following board appointments were made effective October 1, 2012

Chair: Deborah Stinson, City of Port Townsend	Alternate: David Timmons
Vice Chair: Tony Hernandez, Sheriff	Alternate: Mike Stringer
County seat: John Austin, Commissioner	Alternate: Philip Morley
*Fire Commissioner: Ron Garrison	Alternate: Robert Pontius
*Fire Chief: Patrick Nicholson	Alternate: Gordon Pomeroy

**These appointments rotate each January*

D Union Contract

Janet said that the union contract expired in December 2010 and employees would like to keep their medical benefits so she has been working with the union to come up with the best agreement in the shortest amount of time to accomplish this before going stand-alone and requested a motion to approve. **Ron Garrison made a motion to accept the Director's recommendation to approve the recently negotiated union contract, Gordon Pomeroy seconded and the motion was unanimously approved.**

E 2013 Budget

Janet presented the 2013 budget and requested a motion to pass it in order to keep the requirements of the ILA. She said that she would like to set up a financial retreat to sit down with everyone and determine what our needs are and where we are going in the future. Janet said that she has been looking at how other communication centers are accessing fees and distributing costs across agencies.

Discussion took place about the county cost allocation which raised questions about how the county arrived at such a high number. Philip Morley said that in the past year there has been a resource management program, portable public meters put on circuits revealing new information on the jail complex and JeffCom usage which he said was larger than previously billed. Janet disagreed with the \$13,000/yr charge saying that everything plugged into our UPS system shows that we are using 8kw per hour, even with others plugged into that system so the costs equates to around \$7,000/yr.

David Timmons asked where we are on subleasing rights on Coyle and Janet said that the county has not responded to repeated requests to clear up this issue so we can move forward with adding vendors to the tower, and have lost at least 4 months' rent so far.

After further discussions, **Tony Hernandez made a motion to adopt the 2013 budget and John Austin seconded, adding a provision to amend the budget as needed. There were 4 yeas, and 1 nay (Fire Chief) and the motion passed.** Janet Silvas, Robert Pontius will meet with the County for negotiations on lease space.

VII Director's Report

Janet said that she needs to set up a financial retreat with the Board. Deborah Stinson proposed that this take place after negotiations and Tony Hernandez suggested that we have available all revenue and expenditure information, such as the sublease figures. Kathy Young will put out a "doodle poll" with date suggestions.

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

IX Good of the Order

Gordon Pomeroy said he was proud to announce that in tight partnership with JeffCom there is now an identifier that goes out over the radio. Gordon said that it would be nice to have it displayed on their board but it caused a whining sound so the Chief's Association has paid for the equipment chip and Jeffcom has provided the labor through Greentree.

X Public Comments regarding New Business only

No public comments were made.

XI Executive Session

None needed.

XII Adjourn

The meeting adjourned at 10:34 a.m.

Next meeting: Thursday, October 25, 2012, Port Ludlow Fire Station at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
October 25, 2012

Members/Alternate Members Seated:

Deborah Stinson, Chair of Board, City of PT
John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
Ron Garrison, Fire Comm. Assn
Pat Nicholson, Fire Chief's Association

Other Attendees:

Robert Pontius, Fire Comm. Assn/Alternate
David Timmons, City of PT/Alternate
Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Gordon Pomeroy, EJFR Chief/Alternate

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, September 2012
Voucher Summaries, October 2012

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:38 a.m.

II Changes to the Agenda

Janet Silvus requested that a contract amendment from the State 911 office be added to New Business.
Deborah Stinson requested that the vouchers be moved from the Consent Agenda to Unfinished Business.

III Comments from the Public

- A Public Comments:** No public comments were made.
B Board Response: N/A

IV Consent Agenda

A Approval of Minutes – September 27, 2012

John Austin made a motion to approve the September 27, 2012 minutes, Patrick Nicholson seconded, and the motion was unanimously approved.

B Approval of Vouchers – October, 2012

(This item was moved to Unfinished Business)

V Unfinished Business

A Approval of Vouchers – October, 2012

Deborah Stinson explained that since she is new to the Board she wanted a little more time to ask questions and educate herself on JeffCom's financials. Janet Silvus answered questions about various vouchers that had been paid and after further discussion **Deborah Stinson made a motion to approve the vouchers for October 2012 and John Austin seconded; and the motion was unanimously approved.**

VI New Business

A Dates for Financial Retreat, Nov/Dec Board Meetings

Janet suggested that with the holidays approaching we should combine the November monthly board meeting and financial retreat together and meet on November 29th. After discussion, it was agreed that the Board meeting will take place from 8:30am to approx. 9:30am and then adjourn. The financial

retreat will begin shortly after 9:30 and go until about noon. Janet said she would provide pre-reading materials to the group. The location of the meeting will be Mountain View and Kathy will notify the papers of the change and post to the website.

It was agreed to change the December meeting date to the 20th at Port Ludlow FD. Kathy will notify the papers and post to the website.

VII Director's Report

Janet said that the State 911 office amended their contract due to personnel changes and also shortened the number of meetings required per year and this document now needs Board signature. **Deborah Stinson made a motion to approve the contract amendment and Ron Garrison seconded; and the motion was unanimously approved.**

Janet said that the BIAS financial program is working well and she was able to run the draw payroll and Kathy ran the accounts payable program with no problems.

Janet said that this years' Washington Cities Insurance Authority audit focused on Cyber Liability and JeffCom met the compact agreement. She added that we passed the Criminal Justice Information audit but need to make changes to the server rooms by adding locks to the door to meet their requirements.

Janet said that we have 3 new employees: Tobey Coats is the new Dispatch Communications Officer and 2 "casual" labor employees have been hired, one for IT and one for GIS. Janet said we could not find an applicant that had combined experience in both areas.

The State 911 conference in Yakima was attended by Janet and Kathy. She said that the State is no closer to finding out about the raiding of the 911 funds by Dept. of Corrections and we are waiting to hear if the State will need to repay a \$1.5M federal grant. There is a pool of money for Next Generation 911 that some think need to be spent down to show the State the intent to begin upgrades to the system.

Janet said that she has been talking to Chris Palmer about becoming an ISP to service public safety groups. Chris is exploring that and looking at getting a license to buy from the wholesalers to sell to us.

Janet said that she is meeting with Gooding and O'Hara, CPAs to go over JeffCom financials and get advice on how to move forward. *(Tony Hernandez arrives at 8:57 am)*

Janet said that she has her ER&R list ready and has been looking for alternate locations for the 911 center. A list of User Fee Comparisons were added to the agenda and provided by Peggy Fouts from Gray's Harbor 911 who collected this information from com-centers to look at how fees are assessed by different counties.

In talks with the Summit Law firm Janet said she would like to begin negotiating a new union contract. This group was recommended by WCIA. She said the contract ends December 2013 and she does not want to wait and drag this out.

Janet said that there is still no resolution to the license agreement for the building or subleasing agreement. She said that Philip Morley sent her an email. Philip said he wants to make sure that it is fair and proportionate and he is following up on usage for 2012 and going forward. Janet said that the 2012 amount was already set and agreed upon in 2011 and she doesn't want to get into that battle now because it is between the JeffCom attorney and the County. Janet said that going forward she suggests sub metering so we can pay

our own utility bills and not have it attached to the rental costs. Philip said that when they began metering in 2012 they found significant changes and recognizes the difficulty it creates for JeffCom. Janet said that it is the County's difficulty now that we have separated and Philip will need to articulate every penny of that increase.

Ron Garrison said that as every district grows bigger he wonders how long it will be before JeffCom outgrows their space. Janet said we have already grown out of it as evidenced by the storage unit we are renting. She said she is looking around for larger space which will need a direct shot to Maynard Peak and is following up on various suggestions that have been made to her.

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

IX Good of the Order

Patrick Nicholson said he has come up with a numbering system for the push-to-talk identifier which Chris Palmer will program into the system. When implemented this will tell dispatchers which district, resource type, and where the portables are located and also help with open mic problems.

Patrick said that he has taken on the New World RMS and gave an update on what has been accomplished and still needs to be done to meet his goal of a January migration. He said that he will work with Janet on privileges in order to set up new users and Emergency Reporting for scripting changes. Janet asked if this is all being done at no cost and Patrick said that Craig Nelson of New World said the costs would be minimal because Emergency Reporting is working with them.

Robert Pontius said that the County needs to absorb the cost of the increased cost allocation because the budget had been approved by the BOCC, JeffCom Board, Fire Commissioners and the County cannot come back later and say they need more money.

X Public Comments regarding New Business only

No public comments were made.

XI Executive Session

None needed.

XII Adjourn

The meeting adjourned at 9:30 a.m.

Next meeting: Thursday, November 29, 2012, Mountain View, Port Townsend at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Mountain View, Port Townsend
November 29, 2012

Members/Alternate Members Seated:

Deborah Stinson, Chair of Board, City of PT
John Austin, County Commissioner
Ron Garrison, Fire Comm. Assn
Patrick Nicholson, Fire Chief's Association
Mike Stringer, Sheriff's Dept/Alternate

Members/Alternate Members Absent:

Tony Hernandez, Jefferson County Sheriff

Other Attendees:

Robert Pontius, Fire Comm. Assn/Alternate
Gordon Pomeroy, EJFR Chief/Alternate
David Timmons, City of PT/Alternate
Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend
Brad Martin, FD #3
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, October 2012
Voucher Summaries, November 2012
Resolution 2012-007

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:30 a.m.

II Changes to the Agenda

Patrick Nicholson requested that Radio Caller ID be added to Unfinished Business.

III Comments from the Public

A Public Comments: Robert Pontius said that the charge allocation memo from the County was received by email at 11:08pm and didn't think it was appropriate for the Board to discuss it on such short notice.

B Board Response: Deborah Stinson said, that because it was received so late, we will add it to the December agenda.

IV Consent Agenda

A Approval of Minutes – September 27, 2012

B Approval of Vouchers – October, 2012

Patrick Nicholson made a motion to approve the consent agenda, Ron Garrison seconded and the motion was unanimously approved.

V Unfinished Business

A Radio Caller ID – Patrick Nicholson

Patrick said he wished to update the Board on the radio caller project which allows dispatch and fire to see where the mobiles are. (John Austin and Philip Morley arrive at 8:35am) Patrick said that equipment is installed, Greentree has done their installation and Pat has begun programming and testing. He said that all IDs are in except FD #3. Due to personnel attrition it was decided that the database will contain the apparatus number and duty officer type, and will also contain a silent alarm. Patrick said that he would like to have a discussion later with Janet and the fire chiefs about assisting in the funding of the enhancement to the infrastructure.

VI New Business

A Resolution 2012-007 Bank Account with any State Authorized Banking Institute

Janet said that when JeffCom formed she tailored the original resolution to Bank of America because that is the bank that the County uses. Since then, she has determined it's in our best interest to expand the resolution to include any bank that is authorized by the State of Washington to hold public funds. **Ron Garrison made a motion to approve Resolution 2012-007 Bank Account with any State Authorized Banking Institute, Patrick Nicholson seconded and the motion was unanimously approved.**

VII Director's Report

Janet said that she was supposed to go down to the State last week to discuss phone equipment but the meeting has been moved to December 11th. She said that the State would like to talk to us about combining our phone system with Clallam County. Our current system, Lifeline 100, will no longer be support after April 2013.

Janet said that Philip Morley has sent out an explanation of equipment costs but people have not had time to read it and digest the information or request additional documents and agrees that this item should be postponed until the December meeting.

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

IX Good of the Order

Gordon Pomeroy said that we should take a peek at the market for a new facility for JeffCom that could be purchased using the funds that have been paid as rent to the County in order to give JeffCom more elbow room. Janet said that she has been and will follow-up on all the leads she is given.

Deborah Stinson said that it was not feasible to have the financial retreat today so it will be moved to begin immediately after the January 24, 2013 board meeting.

X Public Comments regarding New Business only

No public comments were made.

XI Executive Session

None needed.

XII Adjourn

Ron Garrison made a motion to adjourn the meeting, John Austin seconded and the motion was unanimously approved. The meeting adjourned at 8:53 a.m.

Next meeting: Thursday, December 20, at Port Ludlow FD #3 at 8:30 a.m.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member