



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

Members/Alternate Members Seated:

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

Other Attendees:

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

Members/Alternate Members Absent:

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

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

II Introductions and Announcements –

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

III Comments from the Public – none

IV Approval of Minutes

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

V Unfinished Business

A Regionalization –

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

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

compliance can run legal risk vs. a financial hurdle.

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

B TAC Channels for Fire – No update

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

D Strategic Planning – discussed with Regionalization.

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

VI New Business –

A Set Board Meeting dates for Feb 2020 – Jan 2021

i 4th Thursdays

February 27, 2020. Big decision day

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

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

Bob Pontius seconded, and the date was unanimously approved.

B Elect Officers

(a) Chair:

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

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

(b) Vice Chair:

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

2020 Board Members/Alternates

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

VII Director's Report

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

VIII Approval of Payments – December 2019

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

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

Planning strategy to be taken during collective bargaining –
10:45 am to 11:15 am.
11:15 am to 11:30 am extended
Session was closed with no decisions made.

Joe Nole made a motion to approve the union contract as presented.
Brad Martin seconded, and the union contract were unanimously approved.
Contract will now go to the bargaining group for ratification.

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

XI Public Comments regarding New Business only. – none

XII Good of the Order - none

XIII Adjourn

The meeting adjourned at 11:38 am.

Next Meeting:

February 27, 2020 Meeting at Port Ludlow Fire Hall

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JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



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

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

Other Attendees:

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

Members/Alternate Members Absent:

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

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

II Introductions and Announcements –

III Comments from the Public – none

IV Approval of Minutes

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

V Unfinished Business

A Regionalization –

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

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

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

- ix Technology upgrade
 - a) Tyler CAD contract is definitive. Both JC and PC are signing contracts today to have a combined Data Sets that will benefit the region for both counties.
 - b) Redundancy is an issue if we co-locate. We need plan for “what if” scenarios.
 - c) Currently we are intentionally looking at black consoles at Jeff Co EOC’s facility that can be activated at either location. We need to add this scenario in our projected budgets.
 - d) Kitsap County Richard Kirton is looking at having redundancy support. They’re bringing on ESChat as well, and Mason County also utilizes ESChat
 - e) If JeffCom were to build, we need to consider enough capacity to cover redundancy support for our neighboring counties in the event of an emergency.
- x Art Frank: Ultimately, it comes to an issue of at some point that there will be a human cost if JeffCom911 reaches a point of equipment failure that impacts our county. We must upgrade
- xi Andy Pernsteiner: How do you cost the service and the convenience of JC/EOC/JCSO/Jail being next to each other. Close proximity now is helpful. Co-location reduces that.
- xii Philip Morley: Living with uncertainty is a given, but we can give good analysis on a ‘range’ of the good and bad on both variables. There will always be impact no matter what decision is made. There will be differences and trade-offs, and we can respect each other through the processes. It’s a lengthy, multi-step process.
- xiii Negotiations have to occur on many levels. Does the County build and we lease, or does JC take out a loan and pay for the cost of building? But that doesn’t make sense since we don’t own the existing building or property!
- xiv Ariel Speser: We need commit to give Karl serious consideration about the Director/Deputy Director request, at a minimum and give him some relief.
- xv Brad Martin: What is the pulse of the community, and has there been any input from the community on the 1/10th of 1% tax increase?

B TAC Channels for Fire – Chris Palmer submitted his bid. Still waiting on the final approvals from FCC and Canada.

C Update on camera installation at tower sites. – no updates

D Strategic Planning – discussed with Regionalization.

E Set Board Meeting dates for Feb 2020- Jan 2021 Dates will be:

Mar - meeting cancelled

Apr 23

Sep 24

May 28

Oct 29

Jun 25

Nov 19

July 23

Dec 17

Aug 27

Jan 28, 2021

Ariel Speser made a motion to approve the 2020 meeting dates.

Andy Pernsteiner seconded, and the date was unanimously approved.

VI New Business

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

VII Director's Report

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

VIII Approval of Payments – January 2020

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

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

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

X Public Comments regarding New Business only. – none

XI Good of the Order –

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

XII Adjourn

The meeting adjourned at 11:47 am.

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

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JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



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

No meeting was
scheduled this month



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

No meeting was
scheduled this month



JeffCom Administrative Board Minutes

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

April 23, 2020

Members/Alternate Members Seated:

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

Other Attendees:

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

Members/Alternate Members Absent:

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

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

II Roll Call - Introductions and Announcements –

III Approval of Minutes

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

Art Frank seconded, and the minutes were approved.

IV Unfinished Business

A Regionalization –

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

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

B IT Position – Ray Stout’s Retirement

- i Retirement date will be May 3,2021

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

V New Business

A IT Position – GIS/IT Technician

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

B Director's Absence

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

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

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

- D JeffCom911 Board Composition – Ariel Speser is requesting an additional voting seat on the Board for the Port Townsend City Police Department

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

VI Approval of Payments – February and March 2020

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

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

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

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

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

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

IX Public Comments regarding New Business only. – none

X Good of the Order –

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

XI Adjourn

The meeting adjourned at 11:49 am.

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

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JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



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Jim Walkowski, Fire Chief FD#1 East Jefferson

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III Comments from the Public – none

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 - a) Chief asked for comps for Director, Deputy Director, or an Operations Manager position.
 - b) City of PA had asked to meet with the County for an update from Karl on our financial picture at JeffCom.
 - c) They have an expectation that elected officials from Jefferson County were to reach out to the Clallam County elected officials, and were to have a report back later today, gaging the temperature on regionalizing, or potentially co-locating.
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 - c)** Philip mentioned that both he and John Mauro spoke separately with Nathan West, the Port Angeles City Manager, who are both interested in co-location. They discussed time frames of the city and the county. The City is very interested in due diligence in ascertaining capital costs of the relocations, as well as the on-going operational budget. They extended a warm invite from the City to JC; they do not have a hard timeline. They're fine with taking a few more months to fine tune and then meet to discuss later.

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

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

VI New Business

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

VII Director's Report

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

VIII Approval of Payments – January 2020

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

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

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

X Public Comments regarding New Business only. – none

XI Good of the Order –

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

XII Adjourn

The meeting adjourned at 11:47 am.

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

.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



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

No meeting was
scheduled this month



JeffCom Administrative Board Minutes

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

April 23, 2020

Members/Alternate Members Seated:

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

Other Attendees:

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

Members/Alternate Members Absent:

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

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

II Roll Call - Introductions and Announcements –

III Approval of Minutes

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

Art Frank seconded, and the minutes were approved.

IV Unfinished Business

A Regionalization –

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

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

B IT Position – Ray Stout’s Retirement

- i Retirement date will be May 3,2021

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

V New Business

A IT Position – GIS/IT Technician

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

B Director's Absence

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

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

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

- D JeffCom911 Board Composition – Ariel Speser is requesting an additional voting seat on the Board for the Port Townsend City Police Department

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

VI Approval of Payments – February and March 2020

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

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

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

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

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

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

IX Public Comments regarding New Business only. – none

X Good of the Order –

A Bob wanted to let Ariel, and the city of PT to know that as past president, he always looked to the Chief of Police for input on issues

B Joe apologized for the cancellation of the executive session on the 14th. With all the changes in the OPMA rules due to Governor Inslee’s mandate for groups not to gather.

XI Adjourn

The meeting adjourned at 11:49 am.

Next Meeting: May 28, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom Administrative Board Minutes

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

May 21, 2020

Members/Alternate Members Seated:

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

Other Attendees:

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

Members/Alternate Members Absent:

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

II Roll Call - Introductions and Announcements –

III New Business

A Acceptance of Karl Hatton’s resignation letter

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

B Discussion of appointing an Interterm Executive Director

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

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

C Discussion of a recruitment process for a permanent Executive Director

D Discussion of resume received for the Executive Director position

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

There are others interested as well.

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

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

V Adjourn

The meeting adjourned at 11:49 am.

Next Meeting: May 28, 2020 Meeting via Teleconference.

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JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom Administrative Board Minutes

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

Members/Alternate Members Seated:

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

Other Attendees:

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

Members/Alternate Members Absent:

- Jim Walkowski, Fire Chief FD#1 East Jefferson

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

II Roll Call - Introductions and Announcements –

III Approval of Minutes

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

Brad Martin made a motion to approve the May 21, 2020 minutes. Lisa will change the date from May 22 to May 21st!
David Sullivan seconded, and the minutes were approved.

IV Unfinished Business

A Regionalization –

i **Placeholder** for later discussion

B IT Position – Ray Stout’s Retirement

- i Ray is retiring May 2021. We have posted both position descriptions in the Port Townsend Leader, APCO, Facebook, as well as by email to all department heads in both Jefferson and Clallam County. Please forward to your staff.
- ii June 15th deadline.

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

C IT Position – GIS/IT Technician

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

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

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

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

- i Ariel suggested holding off as well

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

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

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

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

V New Business

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

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

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

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

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

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

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

VI Approval of Payments – April and May 2020

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

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

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

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

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

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

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

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

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

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

X Good of the Order –

XI Adjourn

The meeting adjourned at 12:53 pm.

Next Meeting: June 25th, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom Administrative Board Minutes
Zoom meeting
June 4, 2020

Members/Alternate Members Seated:

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

Other Attendees:

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

Members/Alternate Members Absent: J

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

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

II Roll Call –

III Introductions and Announcements –

IV Unfinished Business

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

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

A Time begin 2:10 – ends 2:30

Executive Session ended and no decisions were made

VI New Business

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

i Background checks

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

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

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

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

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

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

VIII Adjourn

The meeting adjourned at 2:36 pm

Next Meeting: June 25th, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom Administrative Board Minutes
Zoom meeting
July 23, 2020

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



JeffCom911 Strategic Planning and Budget Workshop 2021 No. 1
**Special Meeting ** GoToMeeting
August 25, 2020

Members/Alternate Members Seated:

Brad Martin, Fire Chief, FD#3 Pt Ludlow
Art Frank, Fire Commissioner
Andy Pernsteiner Undersheriff
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent: J

Philip Morley, Jefferson Co Admin/Alternate
Joe Nole, Chair, Sheriff JCSO

Other Attendees:

Pete Brummel, EJFR assistant chief
Jenny Dyste, JeffCom
David Fortino, Jeff Co Jail
Sunny Fortino, JeffCom
Lisa Johnson, JeffCom Office Manager
Willie Knoepfle, Discovery Bay Fire
Ted Kryszinski, Fire Chief, FD#1
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2
Tim Manly, Brinnon Fire Chief
Nora Mitchell, City of PT
Bob Pontius, Fire Commissioner/Alternate
Ray Stout, JeffCom
Troy Surber, City of PT/Alternate
Brian Tracer, EJFR

- I Call to Order** – Brad called the meeting to order at 9:09 am.
- II Roll Call** –
- III Agenda** – Ariel Speser made a motion to accept the agenda; Bob Pontius seconded and the agenda was accepted.
- IV The Purpose of this workshop and planning session is to address the future of JeffCom with respect to growth, progress, and budgeting**
 - A** Ted presented a power point presentation with his SWOT (Strengths, Weaknesses, Opportunities, and Threats) observations of JeffCom’s SWOT
 - i** Ted addressed that the purpose of today’s meeting is to discuss the Operations, Technology and Human factors of JeffCom, and specifically the wants vs. the needs of the center, and to bring to address the significant obstacles facing JeffCom911.
 - ii** Ted’s Strategic Planning Walk Away Points are:
 - a)** Funding
 - b)** Agency Support
 - c)** Organizational Structure
 - d)** Replacement Plans
 - e)** Marketing/Promotions

- iii Ariel recommended that we have additional workshops regarding the three main discussion points:
 - a) Operations
 - b) Technology
 - c) Human Resources
- B David Sullivan referred to the long term history of the Call for Service user fees.
 - i We want to focus on safety first, and not limit our users' staff from calling JC911 due to budget concerns.
 - ii We want to be aware that as a government agency we cannot "campaign" for funds. We can provide information but should seek legal advice.
- C Budgeting
 - i Ted Reviewed the budget line by line and discussion ensued among the attendees.
 - ii No decisions were made.
 - iii Budget discussions will continue and workshop dates will be scheduled at our next board meeting.

V Adjourn

The meeting adjourned at 11:14 pm

Next Meeting: August 27th, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Strategic Planning and Budget Workshop 2021 No. 1
**Special Meeting ** GoToMeeting
August 25, 2020

Members/Alternate Members Seated:

Brad Martin, Fire Chief, FD#3 Pt Ludlow
Art Frank, Fire Commissioner
Andy Pernsteiner Undersheriff
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent: J

Philip Morley, Jefferson Co Admin/Alternate
Joe Nole, Chair, Sheriff JCSO

Other Attendees:

Pete Brummel, EJFR assistant chief
Jenny Dyste, JeffCom
David Fortino, Jeff Co Jail
Sunny Fortino, JeffCom
Lisa Johnson, JeffCom Office Manager
Willie Knoepfle, Discovery Bay Fire
Ted Krynsinski, Fire Chief, FD#1
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2
Tim Manly, Brinnon Fire Chief
Nora Mitchell, City of PT
Bob Pontius, Fire Commissioner/Alternate
Ray Stout, JeffCom
Troy Surber, City of PT/Alternate
Brian Tracer, EJFR

- I Call to Order** – Brad called the meeting to order at 9:09 am.
- II Roll Call** –
- III Agenda** – Ariel Speser made a motion to accept the agenda; Bob Pontius seconded and the agenda was accepted.
- IV The Purpose of this workshop and planning session is to address the future of JeffCom with respect to growth, progress, and budgeting**
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 - ii We want to be aware that as a government agency we cannot "campaign" for funds. We can provide information but should seek legal advice.
- C Budgeting
 - i Ted Reviewed the budget line by line and discussion ensued among the attendees.
 - ii No decisions were made.
 - iii Budget discussions will continue and workshop dates will be scheduled at our next board meeting.

V Adjourn

The meeting adjourned at 11:14 pm

Next Meeting: August 27th, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom Administrative Board Minutes

** Online GoToMeeting call-in due to Governor Inslee’s Directive**
August 27, 2020

Members/Alternate Members Seated:

Joe Nole, Chair, Sheriff JCSO
Art Frank, Fire Commissioner
Ted Krysinski, Interim Director
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent:

Philip Morley, Jefferson Co Admin/Alternate
Troy Surber, City of PT/Alternate

Other Attendees:

Jennifer Dyste, JeffCom
David Fortino, JC Jail
Sunny Fortino, JeffCom
Karl Hatton, City of Port Angeles
Lisa Johnson, JeffCom Office Manager
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2 alternate
Andy Pernsteiner Undersheriff
Robert Pontius, Fire Comm. Assn
Donna Stamper, JeffCom
Troy Surber, City of PT
Dan Toepper, PUD

- I** Call to Order – Joe Nole called the meeting to order at 9:08 am.
- II** Roll Call - Introductions and Announcements –
- III** Approval of Minutes
David Sullivan made a motion to approve the July 23, 2020 regular minutes.
Bob Pontius seconded, and the minutes were approved.
- IV** Approval of Payments – July 2020
Brad Martin made a motion to approve the July 2020 payments
Andy Persteiner seconded, and the payments were unanimously approved.

Changes to the Agenda

- A** Add Interim Executive Director’s Contract to the agenda
- B** In Old Business, add Port Angeles contract regarding Karl Hatton, Director
- C** New Business Items
 - i Purchase of Nutanix Server
 - ii Signature for HOH contract
 - iii Cancel Exec session due to logistical issues with GoToMeeting

Ariel made a motion to approve these changes to the Agenda.
Bob Pontius seconded, and the motion to revise the agenda was approved.

- V** Director's Report – (Please review emailed report)
- A** Ted discussed the Cash Flow Statement. Overall we are at 67% of budget.
 - B** Carpet replacement is being researched. Facilities says there is budget money for the carpet, but not the costs of the move of equipment required.
 - C** Researching Technology Support from OSD Carl Miller moving all our server email and to Office 365 and the cloud.
 - D** Considering a shared GIS position with PenCom (due to their staff retiring) to update roads and addressing of both centers.
 - E** We had a catastrophic 14-hour loss of our servers last week. The concerns of our outdated equipment is reflected in our budget
 - F** Radio Towers need back up battery systems for AC and DC
 - G** Discussions are continuing regarding the operating systems for a joint license JC/PC shared system with Tyler. We are also looking at a stand-alone purchase of a single license
 - H** Human resources: We have three staff leaving due to a career change, FMLA leave, and retirement. We have active search ongoing for Dispatchers.
 - I** We're asking to have a shared Finance Clerk with Port Ludlow to provide redundancy and backup. Fortunately, we are both on the same BIAS accounting software.
 - i** Ariel asked for clarification on Enterprise/NewWorld/Tyler: Is leasing a possibility? What is the timeline on the purchase of the new software? PenCom had a pressing certification criteria that Clallam County was facing with the State E911, and that pushed the timeline ahead of ours. We have to meet CJIS requirements with both Hardware, Operating System and Software
 - ii** There are 5-6 major software vendors for CAD (Computer Aided Dispatch) services. New World is one of them. Originally JeffCom911 used Positron which changed 12 years ago to New World. Tyler purchased New World.
 - iii** Today, the current CAD operating software runs on a MSP (Microsoft Platform) under the MS Windows 7, but the new software platform requires Office 365 and cloud based services. Enterprise is run on a Windows 10 platform.
 - iv** The shared software expense with a joint venture in PC & JC is a 2/3 to 1/3 split.
 - v** Karl Hatton stated that we have to meet the WA State criteria with CJIS requirements for both Hardware, Operating System and Software. If we don't share a single license, we won't have interoperability, criminal history, and mapping with Clallam County.
 - vi** Regarding Fire perspective: Brad Martin stated that both JC and PC have agreed on call types and unit numbers; Bob Pontius stated we need the access to criminal history
 - vii** David Sullivan: single license vs joint venture license: What is it? He hesitates to step into the operations side, when he really doesn't know the consequences of a decision he is asked to make, so he doesn't what's best without guidance. "Work it out"
 - viii** Ted says that he is getting conflict from two agencies who don't agree on the platform for Law, Fire and corrections. If everyone agrees, a single license shared is best. If they can't come to agreement, then it is a problem.
 - ix** Ariel asked for clarification as to where we are in relation to the user groups meeting to work out these issues, and the differences and to come to consensus.
 - x** Joe referred to the issue with the two Jails have not come to agreement. Operationally, the two agencies are entirely different which adds to the complication.

- xi Brad stated that Law and Fire are on two different systems. Law can do the same as Fire had to do, when Sunny Fortino helped in listing the call types for each, and it assisted the agencies incoming to consensus on terminology.
- xii Karl: for us to merge data bases EVERYONE has to change. Work has been happening on that for the past two years. Sunny has had discussion with validation sets for Fire, and both sides worked together and changed and came up with a new validation set. Now, Law is working on the same.
- xiii Currently, the Jail modules are facing a dilemma with which we were unaware last year. We were under the impression that none of the language in the Jail modules, that it was separate, and we had reassurances from New World that it was just a matter of "training", and it had to change. Karl apologizes for not having "dug deeper" to know that. Karl talked to Clallam Co. Sheriff Benedict about it, and he is committed to seeing the jails work together as he sees the benefit of sharing licensing. Two separate licenses can't share the data (motor vehicles, property, guns, etc.) and won't connect between the two: you won't be able to see car units crossing the mapping borders, or across dispatch platforms.

It might be set up that the Jail Validation sets have a "J" or a "C" in front of the code, to distinguish by agency. It doesn't necessarily have to derail the whole plan. Karl asked if there was a way to filter by ORI (original agency) and pull up just their agency val sets but we're not sure that it will work.

- xiv When we first set up New World, our user agencies have had to "put the hammer down" to get the JCSO, Fire and the City of PT and to meet the requirements to have meshed systems. Now we're tackling that on the county level. History shows us that it can happen successfully.
- xv New World is going to stop supporting our current Jeff Co Jail System in 5-8 years, regardless. The jail would have to move to a Tyler jail platform that is operated out of the court system called Odyssey. Either way, change is inevitable, and data val sets are going to have to be addressed, regardless. Most Jail support comes from the Tyler Court System, in addition to the "Law, on the road side" of data sets.

Odyssey is a Tyler system that is their Court software and is far more extensive (for Jail/Court systems) than just software for the "in the field" system.

The call types names drive specific responses. It's preferable to minimize the number of call types Dispatch needs for response to field units. Then when the user gets back to their stations, they may need to modify the call types in their individual RMS (records management systems) to better suit their internal needs. We need to come to agreement between the two agencies to have as much common codes as possible, so that later when research is needed, it will be help on data searches.

- xvi David Sullivan mentioned that eventually comes down to an informed decision, for budgetary reasons. This decision will be based entirely on the expertise of those that can give recommendations

- xvii Joe Nole asked who is working on these call types? David Fortino and Brett Anglin are working on this
- xviii Ted stated that Interoperability and redundancy is the goal. He's just been tasked by two of our user agencies that have asked him to find out other options. Joe wants to have more information about the cost. Regardless of which way we go on software, both agencies HAVE to update their hardware.
- xix Karl is going in front of the city Council Tuesday night, and his advisory board on Thursday evening for approval to purchase the hardware. It is to be getting up and running by spring of 2021 to support Enterprise solution for CAD and then import the new data sets.

They will continue to work on the combined Validation. We are still pushing for the original 18-month date of completion of December 2022 "Go Live Date" and not change to Tyler's modified 3-year plan change. It is essential that we meet our goal deadlines, or this date will be pushed out further.

90% of the Validation sets have to do with LAW enforcement records. All our major user agencies are working on this. The critical point now is the Jails' progression.

VI Old Business

- A** Contract with Karl Hatton and Clallam county.
 - i Joe Nole will send the letter to Clallam County Police Chief Smith to cancel the contractor for cost sharing for Director Hatton.

VII New Business

- A** Review Finance Clerk 1 -
 - i Ted is making a recommendation to add this position between JC and PLFR
 - ii Brad and Ted will draw up the proposal, and then bring it to the board for approval.
 - iii Ted is looking for direction. Ariel asked for the costs. (43K and benefits, and then shared 50%) Brad stated that we're just asking for support to move forward with the concept.

Ted McKern makes a motion to approve moving forward on this joint venture concept. Joe Nole seconded, and the motion was carried.

- B** Policy for funds expenditure for kitchen cleaning supplies and purchase of kitchen appliances
 - i Discussion tabled
- C** First draft for 2021 JeffCom Operations Budget
 - i Ted suggests we set up some further budget special meeting sessions in 7-10 days
 - ii Ariel suggests a special meeting for budget approval. Chief McKern says it has to be at a regular meeting.
 - iii Tim McKern suggested establishing a finance committee for budgeting, and then report to the board, for voting. Ted suggests a workshop for these discussions.

- iv Ted recommends that JC Finance will work with City and County about firm numbers, and discuss at the workshops and present it to the user agencies. Bob Pontius suggested adding Fire Commissioners' representation to the workshop. Brad wants this as well.
- v Ted gave a true reflection in the budget was what he suggests and sees that JC needs to face in the future, and staffing issues that need to be addressed. Where do we want to be in the future?? This will drive the budget, but we are in a quagmire because we have not addressed the critical issues in the organization.
- vi Ariel appreciates all the information that Ted has provided. With this COVID climate, it will be difficult for the city to have much more funding available to JC911 given the declining tax base.
- vii Bob Pontius requested that Ted please send out the Budget documents to all the Fire chiefs
- viii Thursday Sept 3rd – 10:00 am – 1:00 pm, special meeting to discuss budget

Bob Pontius made a motion to hold a special meeting Sept 3rd 2020
David Sullivan seconded the motion and it passed.

D Approve and sign new IRS Power of Attorney for Ted and Lisa

Bob Pontius made a motion to update an IRS Power of Attorney;
David Seconded, and it passed.
Joe will sign the form; Lisa will contact Joe.

E Purchase of Nutanix Server,

- i We need authorization to purchase server at \$190,644.
- ii Once ordered, 6-8 weeks to point of delivery
- iii We will need to transfer these funds from Capital.

Bob Pontius made a motion to approve the Nutanix Server Purchase of \$190,644.
David Sullivan seconded the motion and the motion was passed.

A resolution will be prepared for approval at our next public meeting.

F HOH E-911 agreement authorization and signature by the Chair

- i Ted requested approval and signature for HOH dispatch contract, three years, fixed rate. Then it will convert to a call for service fee structure like other agencies

Brad Martin made a motion to approve the HOH Dispatch contract
Ariel Speser Seconded, and the motion was passed.

- ii Lisa will contract Joe when it is ready to sign

G Interim Executive Director's Contract

- i Brad mentioned that the contract expires Sept 8, 2020
- ii During the past 3 months, Director Krysinski has worked above expectations, working to come up to speed, identify and address critical issues facing JeffCom911. His presentation Wednesday was above and beyond expectations.
- iii Brad requested that we extend his contract for another 90 days. He stated that Ted has performed his duties exceptionally these past three months: we may need to consider possibly just promoting him to Executive Director.
- iv Ted believes in helping JeffCom as the interim, however he's getting paid part time wages for a fulltime position. Not as an ultimatum, but realistically we need to push towards finally filling the Fulltime Director position.
- v Ariel; recommends extending the 90 day, and then have an exec session for just the ED position. We need to move forward, put it on the agenda for Sept, and schedule an Exec Session for further discussion.
- vi Brad – we can have a separate Exec Session in early Sept
- vii Ted believes he is the best candidate, but that we should still publicly offer the ED position to the public, since that is in the best interest of JC911. He won't keep renewing interim.

Ariel Speser made a motion to extend the interim contract 90 days to December 7th
Andy Pernsteiner seconded, and the motion was passed

viii Special meeting planned

Executive Session Planned Sept 17, 2020
9:00 am – 10:00 am

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

No Exec session due to logistical issues with GoToMeeting not having a "private room" available for Exec Sessions. We will follow-up for next month,

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

- A** Ariel – needs more schedule and clarification to know about LAW and Jail, high level view. What is the plans to bring this together?

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

- A** PUD Commissioner Dan Toepper mentioned that the PUD legal counsel has drafted an ILA for engineering, GIS, and Human Resources services and will be discussed at their next meeting.

He anticipates that it will be on Ted's desk in the next week or two for consideration by JC911.

XI Good of the Order –

- A** David S – Be sure to follow the social distancing guidance, and keep the masks on and model the governor's directive on public safety.

XII Adjourn

Joe made a motion to adjourn the meeting.
Ariel seconded. The meeting adjourned at 11:58 am pm.

Next Meeting: September 3rd, 2020 - Special Budget Meeting
 September 17, 2020 - Executive session regarding the Exec Director Position
 September 24, 2020 - Regular Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom Strategic Planning and Budget Workshop 2021 No. 2
** Online GoToMeeting call-in due to Governor Inslee’s Directive**
September 03, 2020

Members/Alternate Members Seated:

Joe Nole, Chair, Sheriff JCSO
Ted Krysiniski, Interim Director
Tim McKern, Fire Chief, FD#2 Alternate
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Other Attendees:

Jennifer Dyste, JeffCom
Lisa Johnson, JeffCom Office Manager
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Mark McCauley, Jefferson County
Robert Pontius, Fire Comm. Assn
Troy Surber, City of PT/Alternate

Members/Alternate Members Absent:

Art Frank, Fire Commissioner
Philip Morley, Jefferson Co Admin/Alternate
Andy Pernsteiner Undersheriff

I Call to Order – Joe Nole called the meeting to order at 10:04 am.

II Roll Call - Introductions and Announcements –

III Budget Discussion

- A** The purpose of this workshop and planning session is to address the future of JeffCom with respect to growth, progress and budgeting
- B** Per directions from the board Ted and Lisa had a phone call with Nora Mitchell, Finance Director at the City of Port Townsend. She is wondering how to fund the agreed amount if there is a budget shortfall due to declining tax revenue base.
- C** Troy Surber, Chief of Police, requested that his budget staff needs are priority over the JeffCom911 Call for Service increases.
- D** Ted is trying to adequately present significant short-falls and funding with infrastructure and personnel for providing public safety
- E** David Sullivan also experiencing the same issues as the City. Surprising the tax revenue has been better than they had anticipated, primarily perhaps due to online purchases that taxes have been funneled. Funding a position at JeffCom comes with the cost of about 45% at the county, as well as the city about 36-39%. These are the tough choices with which we are faced.
- F** Ted recognizes those concerns, but unfortunately as the Board they have to shoulder that

- responsibility. Ted made a proposal, yet can reduce it accordingly by direction of the board, but the positions and the money requested truly are in need, and without adequate funding there are services that may not be provided, and equipment that may fail if not funded. He wants to make sure that the Board is well informed of his concerns.
- G** Ariel requested Ted's top priorities, recognizing the reality of what we face now in the current environment.
- H** Ted mentioned that we recently had to take down our entire server, due to critical issues, not knowing if it would come back up satisfactorily. There are catastrophic issues to consider. We are purchasing a new Nutanix server which will deplete our capital fund by about \$215,000.
- i The critical issues currently are as follows:
 - a) We need to fund a shared finance clerk position with Port Ludlow Fire. Having a single point of failure with one Finance person, in the event that something happens to either of their Office/Finance managers would have a significant impact on the agency. We need redundancy and cross training.
 - b) The Second position critical need is a Radio Technician. We have a contractor that fills our radio needs adequately for us, but it has to fall in priority of his other clients as well. We need someone inside the organization who can manage and prioritizes JeffCom911 as needed in crisis.
 - ii The "can has been kicked down the road" for a long time. The Piper is coming due. We need to have a plan
- I** Joe asked how we have got along so far so well without a radio Tech. Ted replied that we don't need to replace our Contractor, Chris Palmer but we need someone to manage that whole division. It is because we have staff that are 100% dedicated to the service and the give service above and beyond what we pay for. Currently we have Ray Stout who is our: IT systems manager; GIS guy; computer desktop guy - he is the general fix-it "Swiss-army knife" kind of guy that can keep trying to patch the issues now. Our system relies on one person. There is no redundancy.
- J** There is a lot more to the radio structure than just Chris. There is the internal infrastructure, just doing radio maintenance, but he has other clients as well that pull him away. He has been doing some home "desk work" to get parts back in service. These radios affect the city and the county radio fleets. By bringing some of these in house, we have better prioritizing capability.

Ted had a radio technician come in and assess our situation, with the idea that he might work one day a week in this capacity, but he determined that the work load we have could not be completed on just one day a week. Some of our equipment is belong its service life, and we're buying time.

We also need to get a second tactical repeater channel for Fire, but we've been waiting on

the Canadian authorities. If we have someone in house, those issues would get addressed sooner. Each of the board members represent the public, and ultimately a potential failure comes down to each of us taking responsibility for the decision we make.

David Sullivan mentioned the on-going costs vs one-time costs. This is probably a good time to look at the issue. Could some of the costs from the county or City be shifted to shared costs and have JeffCom911 manage this for all?

Currently the fire maintains their own radios, but it's dependent on our radio infrastructure.

- K** Ariel requested that we get the budget documents a week in advance of the meetings so that each of the board members can have time to review with their respective agencies. We should approve the final budget at our regular board meeting on Sept 24th.
- L** Brad cautioned us on NOT having a meeting before the regular board meeting. He suggested meetings prior to the board meeting to discuss details further. We can always cancel.

IV Good or the Order

- A** Ariel wanted to acknowledge the time and the effort that Ted and Lisa have put into the budget so far, and many thanks.
- B** Joe agreed and stated how it's easy to think "why don't you just make do with what you have", but then realizes that that is just kicking the can down the road further. He appreciated the effort to do the right thing and present real concerns.
- C** David mentioned that "the solutions of the past have led to the problems of today, and our solutions today will lead to the problems of the future; so that's Government"
- D** Lisa asked Joe to come over to the office to sign the Hoh contract.

V Adjourn

Brad made a motion to adjourn the meeting. Tim McKern seconded. Joe adjourned the meeting at 11:24 am.

**Next Meeting: September 17th, 2020 Special Budget Meeting with Executive Session
September 24th, 2020 Regular Board Meeting via Teleconference.**

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom Statagic Planning and Budget Workshop 2021 No. 3
Special Budget Meeting with Executive Session
** Online GoToMeeting **
September 17, 2020

Members/Alternate Members Seated:

Art Frank, Fire Commissioner
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Andy Pernsteiner Undersheriff
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent:

Joe Nole, Chair, Sheriff JCSO
Robert Pontius, Fire Comm. Assn
Troy Surber, City of PT/Alternate

Other Attendees:

Pete Brummel, EJFR, Assistant Chief
Jennifer Dyste, JeffCom
Karl Hatton, PenCom911
Lisa Johnson, JeffCom Office Manager
Ted Krysinski, Interim Director
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2 Alternate Tim Manly,
Fire Chief, FD#4 Brinnon
John Mauro, City of Port Townsend
Philip Morley, Jefferson Co Admin/Alternate
Brian Tracer, EJFR, Assistant Chief

I Call to Order – Brad Martin called the meeting to order at 8:00 am.

The purpose of this workshop and planning session is to address the future of JeffCom with respect to growth, progress, and budgeting.

II President’s Memorandum on Deferring Payroll Tax Obligations issued Aug 8, 2020
August 28, 2020 IRS Notice 2020-65

It was decided to “stay the course” and continue to withhold payroll taxes as is customary.

III HRA-VEBA policy review and adoption for Staff Participation

- A** JeffCom911 has two long-term employees retiring within the next nine months
- B** Post separation tax free benefit for retirees that can take sick leave and put it in trust for funds for usage post-retirement, rather than “cashing out” their sick leave and incurring taxable income.
- C** It reduces employer FICA Taxes as well as employees’ taxes.

Brad will make a motion to accept Resolution 2020-0004, authorizing the establishment of the Health Reimbursement Arrangement voluntary employee benefits known as HRA-VEBA

David Sullivan Seconded and discussion followed. (The highlighted portion of the HRA-VEBA document is the portion that the Teamsters CBA (Collective Bargaining Agreement) required to be added into the document language. It is not a “draft”, but just pointing out the addition. This is to be re-evaluated by the Union on an annual basis for the agency.

The Board voted and approved Resolution 2020-0004 unanimously.

IV Budget

- A** Ted presented three budget scenarios:
 - i Zero-budget – it is actually an increase of 3-8% based on contractual stipulations with labor and maintenance contracts that are already in place.
 - ii 50% -
 - iii 100% - Strategic Planning budget for 1-5 year goals and sustainability of JeffCom911
- B** Benefits/Wages need to be looked at specifically since the benefits and taxes are in line with wages
- C** Bond Debt payment increases
 - i 2021-2026 – increases \$74K/year, therefore less tax revenue is going towards operations due to principal additions to the previous interest only payments
 - ii 2027 drops down
 - iii 2030 drops down again
- D** The board reviewed the budget line by line, and it was recommended that the County (Mark McCauley) and City (Nora Porter) meet with JeffCom to provide budgetary oversight and assist in fine tuning the budget scenarios. We need a Status Quo budget and continuity with historical processes.
- E** Brad Martin: Regarding the Interim Director contract extension and the Permanent Director.
 - i Create a hiring committee
 - a) Two representatives and an alternate?
 - b) Art Frank, Ariel Speser and Tim Manly were appointed to the committee.
 - c) Create a job description, advertise and funnel applications to the Point of Contact person.
 - ii Point of Contact person: Joe Nole was appointed.
 - iii

- V** Executive Session - Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment.
Meeting Login information will be emailed directly to the Board Members
No executive session was needed.

VI Adjourn

Brad adjourned the meeting at 11:02 am.

| | | |
|---------------|--------------------|--|
| Next Meeting: | September 24, 2020 | - Regular Board Meeting via Teleconference. |
| | October 01, 2020 | - Strategic Planning & Budget Workshop No. 5 |

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
GoToMeeting
September 24, 2020

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Other Attendees:

Pete Brummel, Assistant Chief EJFR
Jennifer Dyste, JeffCom911
David Fortino, JC Jail
Sunny Fortino, JeffCom
Art Frank, Fire Commissioner
Lisa Johnson, JeffCom Office Manager
Ted Krysinski, Interim Director
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2 alternate
John Mauro, City of Port Townsend
Nora Mitchell, City of Port Townsend
Philip Morley, Jefferson Co Admin/Alternate
Robert Pontius, Fire Comm. Assn
Public Attendee
Donna Stamper, JeffCom
Ray Stout, JeffCom
Troy Surber, City of PT/Alternate
Brian Tracer, EJFR
Dan Toepper, PUD

- I** Call to Order – Brad Martin called the meeting to order at 9:00 am.
- II** Roll Call - Introductions and Announcements – Completed by Lisa Johnson
- III** Approval of minutes: August 27th, September 03rd, 17th & 24th Meetings

Ted Krysinski requested that the minutes be recorded and that this will help reduce the meeting notes in detail that are required. Ariel Speser requested that the meeting notes also be reduced and combined down into a brief version.

- A** Board Minutes Pending: September 24
- B** Board Minutes Pending: September 3
- C** Board Minutes Pending: August 27th
- D** Board Minutes Pending: Sept 17th

- IV** Approval of payments: August 2020
Art Frank made a motion to approve the vouchers
Ariel Speser seconded and the payments were approved.
- V** Director's Report: Ted stated he sent out the fire report. Agency and system is working 24 hours a day. Commended the crew on working through everything. Senior Supervisor is retiring in September (Donna Stamper). Brought on contract service with OSD 114 that helps 1 day a week with computer issues and with the O365 transition. Software vender for CAD Tyler was attacked with a malware. Ted stated that the malware attackers are attacking all portals and if we can go to O365 that will help us keep the infrastructure safe. Seeking replacement for Ray Stouts position, the process is slow because of our location in relation to Seattle. Pay being competitive is challenging. GIS position is also having a difficult time being filled. Sharing duties with PUD. Jail had a fairly significant electrical issue that worked its way through to Jeffcom. Cannot pinpoint electrical failure or whether or not it was the actual cause of the 911 system going down. Discussed the aging infrastructure of the systems within Jeffcom. Discussed battery issue with Coyle tower. Discussed the jails need to make a decision about whether or not they are going to go with the Tyler upgrade. Joe Noel stated that he has been in discussions with David Fortino and Karl Hatton regarding this issue. Human relations items – discussed staffing levels and recruitment. Phillip Morley suggested that with reduction in staffing that Jeffcom possibly reach out to Pencom for assistance if needed. Ted stated he had talked with Karl about it and Pencom is also extremely short staffed. Phillip asked Ted how they are advertising for dispatcher positions. Ted stated they were using APCO, NPSTN, newspapers, website, etc. Strategic planning is ongoing.
- VI** Old Business
- A** Review Finance Clerk co-op with PLFR – Ted discussed where this is at and if the board is willing to accept the proposal for this position. Brad Martin discussed it in detail. Phillip Morley suggested that the position be looked at for 2021 budget. No decision was made some requests for clarification were made. Ariel Speser made a motion to go ahead and allow Ted Krynski to continue the research on the position. David Sullivan seconded the motion.
- B** Ted asked Lisa to discuss the direction received reference the Executive Session. It was stated that we need to dismiss to executive session and record the times and the extensions as needed. No time is required for executive sessions. They can be started at any time.
- C** 2021 JeffCom Operations Budget – Ted discussed the 2021 budget. Several meetings on where the budget is at, where it is going. Ted submitted multiple examples of budgets for

review. Ted discussed the 2 options (The zero budget and the AP budget) and discussion was had regarding the details of each budget. Ariel Speser made a motion that the board come back on October 1 to have a meeting to review and make a decision on the operating budget. And also discuss Capital improvements that are needed and how we will move forward with that. David Sullivan seconded the motion. Tim McKern asked for the budget report from BIAS for the board to review.

- D** Policy for funds expenditure for kitchen cleaning supplies and purchase of kitchen appliance. – Ted asked to have that moved to the October meeting. That was approved.

VII New Business

- A** PUD Interlocal Agreement for GIS support – Ted discussed the GIS support position. It has been a verbal agreement up to this point. The ILA is being discussed and worked through with attorneys and others to ensure that this will be able to continue.
- B** JeffCom Executive Director Selection Process – Ariel Speser discussed putting together a hiring packet for the executive director search. There are some questions for the board regarding the packet. Requested from the board clarification on salary range, who would be the point of contact for accepting applications for the position and also have actual application sent for review through a legal section for language clarification. Art asked the board for clarification on the salary. Phillip Morley suggested the position be posted at \$90,000 to \$115,000. Art suggested \$100,000 as a low and \$120,000 as the high. Ariel made the motion to propose the range be \$100,000 to \$115,000. David Sullivan seconded the motion. Phillip stated that Ariel and Art will do the initial review of the applications that are sent to Sheriff Joe Nole.

VIII Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment, Executive Director Position.

- A** 11:52 -12:07 Session extended for 15 minutes
It was decided that the executive session was not needed and the issue was discussed in the regular meeting forum. Ted brought to the board an accounting error that was made in regards to the Office Manager position and that there was back pay due to her. Ted brought the Office Manager contract to the board and asked for it to be reopened for discussion regarding pay and benefits. Ariel Speser made a motion to authorize Ted to revise the employees pay scale according to work being done and to have it match the job description. Also needs to be put through legal to make sure it is appropriate and cleared. David Sullivan seconded the motion. Ariel amended the motion to state that the Chair will review the final contract.

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

- A** Ariel Speser asked that the meeting agenda and notice be given out ahead of time and that those agenda items are included in the meeting request.
- B** Brad requested that changes be made to the format that roll call will come first then agenda items.

X Public Comments to be submitted via email to lajohnson@jcpsn.us 24 hours before 9:00 am

XI Good of the Order – Nothing.

XII Adjourn
Joe adjourned the meeting.

Next Meeting: October 1st, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Strategic Planning and Budget workshop 2021 No 5 Minutes
GoToMeeting call-in due to Governor Inslee’s Directive
October 1, 2020

Members/Alternate Members Seated:

Joe Nole, Chair, Sheriff JCSO
Ted Krysinski, Interim Director
Tim McKern, Fire Chief, FD#2
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent:

Troy Surber, City of PT/Alternate

Other Attendees:

Jenny Dyste, JeffCom
Sunny Fortino, JeffCom
Art Frank, Fire Commissioner
Lisa Johnson, JeffCom Office Manager
Brad Martin, Fire Chief, FD#3 Pt Ludlow
John Mauro, City of PT
Mark McCauley, Jefferson County
Nora Mitchell, City of Port Townsend
Philip Morley, Jefferson Co Admin/Alternate
Andy Pernsteiner Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Paul Sardinias, Public
Unidentified Public attendees

I Call to Order – Joe Nole called the meeting to order at 9:09 am.

II Roll Call - Introductions and Announcements –

III Approval of minutes: August 27th, September 03rd, 17th & 24th Meetings

Staff has been unable to finish the minutes due to time constraints and multiple weekly meetings. The will be presented at the next board meeting for approval.

IV 2021 Strategic Planning and Budget workshop

- A Ted thanked Mark, Nora, Lisa and Philip for their extensive involvement in our budget process.
- B Two scenarios were presented. First a Call for Service increase of 5%, and then a second scenario for a 10%. It was decided after the meeting with the city and the county to focus on the 10% version. The fee per call increased from \$29 to approximately \$36 per call.
- C The bond payments are increasing substantially this year.
- D A majority of our costs are fixed by contracts.
- E We have taken money out of our capital budget in 2020 to fund the new upgrade within our software and hardware for CAD, which is a requirement from the State for security measures, and the systems are no longer supported with the hardware and the vendors (namely Tyler Industries) that provide the software.

- F** We've reduced the budget substantially to get through the economic times we are facing during this Pandemic and the effects it is having on 2021.
- G** Ted emphasized that there has not been any specific intent established to put any money to into our capital funds. We will address that as economic changes will allow us to in 2022.
- H** Ted recommended establishing a budgeting finance committee and/or a strategic planning committee to address the future concerns in staffing needs, space constraints and failing infrastructure.
- I** Philip reiterated that we are here to accomplish the following.
 - i Approval of 2021 operating budget, and
 - ii A 2021 Capital Budget
- J** David Sullivan agreed that the county can accept the 10%; Primarily, is EJFR prepared for the larger increase in their portion of the CFS fees.
- K** Ariel confirmed that the City is also prepared to accept the 10% budget scenario.
- L** Art Frank has stated that we have to move forward and the commissioners are aware of the scenarios presented.
- M** In support of the 10% increase scenario, Philip pointed out that we are still eating into our operating fund balances by almost \$135,000 and in the long term that is not sustainable. In 2022 we will need to prepare for the inevitable that we will need to close that gap. We know that there will be a jump to the end users, even without a cost increase in our regular operations budget. But there will be operating increases, so this gap is going to be substantial in next year's budget negotiations. We need the stability of a health operating fund balance going forward, and Philip strongly supports the 10% rather than the 5%, based on the reasons stated.
- N** The New World upgrade, the bond payments increase, we had the payouts come due on Karl's resignation, we have the cost of the Nutanix Server of \$200K. Unfortunately, these costs added up significantly.
- O** Our State Grant has remained stable, but as not increased to support our needs. These additional costs are "chickens coming home to roost", and we cannot delay these upgrades any further.
- P** In prior years we have spent less than our appropriated budgets, so we were able to put the budget savings into our capital funds. Additionally, in the past we "budgeted" an "x" amount of money to try to increase our capital budget balances.
- Q** Ariel reiterated the need to have a finance committee. She also questioned whether JeffCom has an established policy that requires us to have a certain percentage that we are putting into the capital reserve fund each year. Perhaps 15-16% as a goal?
- R** Currently we do not have clarity from the board on what that percentage should be.

V 2021 Budget Adoption

- A** Ariel Speser made a motion to approve the capital and operating budgets as presented with the 10% increase, as well as requiring the Jeffcom Board to establish a budget committee to begin meeting as early as next month, November 2020 to include a discussion about new positions and how they are to be funded.

- B** David Sullivan seconded. Discussion ensued.
- C** Philip Morley requested Ariel rephrase her motion into two motions. 1) Adopt the budget and then the 2) Finance Committee.
- D** As amended, Ariel clarified for the record. Ariel made the first motion to approve the capital and operating budgets as presented with the 10% increase. David Sullivan seconded and the motion was carried.
- E** Ariel made a second motion to requires the JeffCom Board to form a finance committee that will discuss JeffCom's financial future to also include possible new positions, funding for those positions and would begin meeting as early as November 2020. David Sullivan seconded.
- F** Ted suggested that the Finance committee also addresses procedure and policy for future cost limitations and working thresholds.
- G** Ariel clarified and added this to the motion.
- H** Art Frank asked what the composition of the committee will be. Full Board, no quorum??
- I** Philip stated that a smaller, more nimble, working group may have some representation from the Admin board or alternates, but may also include financial staff from the different organizations that are not alternated, or voting members, so the group could work and prepare material information to present to the board without the constraints and necessity of notice of public meetings, keeping minutes. They can do the work more at a staff level with some representation from the Admin Board.
- J** Ariel clarified her motion the makeup of the committee. The chair can appoint committee members. He can contact them later. This will align with Philips recommendations to give operational insight, and avoid a quorum of the Admin Board.
- K** Ariel revised the 2nd motion to include:
- i The JeffCom Board will create a finance committee. This finance committee will be tasked with looking at financial matters that concern the board, including, but not limited to financial policy and procedure, and limitations on JeffCom financing that are relevant for creating a sustainable operating and capital budget moving forward. This committee will be appointed by the chair of the JeffCom Board and will be comprised of representation from the JeffCom Administrative Board, as well as staff from the Administrative Board agencies. The committee will not constitute a quorum. The first meeting will be as early as next month, November 2020.
 - ii David Sullivan seconded the motion
 - iii The second motion was unanimously passed.
- L** Joe had a question; this committee will meet for the first time, next month, November, for their first meeting.
- M** As long as it's not a quorum of the board, the meetings can occur without the OPMA requirements.
- N** Philip is cautious about OPMA and public records compliance. He will run it by legal counsel. We want to have a working committee and staff that can have the flexibility of getting the work done, and then bring back the options they present to the full Admin Board for discussion in an open public meeting forum. This will allow staff the flexibility to get the work done in an efficient way without having to be taking minutes in the midst of their work. We want to make sure that there is representation of the admin board at the table;

but it is not a sub-committee, but rather a working body that includes representation.

- O** Ariel thanked Philip, and asked for us to clarify the legal requirements.
- P** Brad Martin mentioned that as long as you don't have a quorum, you are not under the requirement of the OPMA, and you can do the business to be done.

VI Good of the Order

- A** Lisa mentioned that Donna Stamper retired September 30th, after 20 years of service. JeffCom had a little celebration and send-off party for her and thanked her for her loyalty and steadfast service over the years. She will be missed.

VII Adjourn

Joe made a motion to adjourn the meeting at 11:58 am.

Next Meeting: October 29th, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Strategic Planning and Budget workshop 2021 No 5 Minutes
GoToMeeting call-in due to Governor Inslee's Directive
October 29, 2020

Members/Alternate Members Seated:

Joe Nole, Chair, Sheriff JCSO
Art Frank, Fire Commissioner
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent:

John Mauro, City of PT
Nora Mitchell, City of Port Townsend
Troy Surber, City of PT/Alternate

Other Attendees:

Jenny Dyste, JeffCom
Sunny Fortino, JeffCom
Lisa Johnson, JeffCom Office Manager
Ted Krysinski, Interim Director
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2, Alternate
Philip Morley, Jefferson Co Admin/Alternate
Andy Pernsteiner Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Dan Toepper

- I. Call to Order – Joe Nole called the meeting to order at 9:09 am
- II. Roll Call
- III. Agenda – additions, changes and approval
 - Brad Martin added an item under New Business, Item A
 - Discussion on the 2021 budget and the finance committee
- IV. Approval of minutes:
- V.
 - A. Board Minutes for August 27th, Sept 24th and Oct 1st.
 - B. Special Budget Meetings September 03rd & 17th
Approval deferred until next month
- VI. Approval of Payments: September 2020
 - A. Art Frank made a motion to accept the payments
 - B. Brad Martin seconded and the motion was carried
- VII. Director's Report - (see Ted's Director's report)
 - A. Tyler has been unable to produce the quote for the stand alone due to their recent security breach on the ransomware. Their internal mail systems have been compromised.
Crew Force is also on hold due to the same internal constraints.
 - B. We're moving to Office 365 to comply with security requirements.
- VIII. Old Business
 - A. Director Search Committee Report
 - i. Art Frank stated we have 8 applicants and the first review is next Monday November 2nd.

- ii. He's requesting one more third non-board member to assist the vetting process in addition to Art Frank and Ariel Speser. Joe mentioned Amanda Hamilton. Philip Morley said that Erin Lundgren is available to assist.
- B. Finance Committee report
- i. Art Frank stated we were unable to schedule a finance meeting.
 - ii. Philip suggested that we consider that the purpose of group is that it be advantageous to the Director and Staff, and that we do not want to have a quorum. The finance group is for advising Ted and Lisa. They will then report any relevant issues to the Board
 - iii. Therefore, he is recommending that we replace the motion from Oct 1st admin board meeting with the following revision

Colleagues, I recommend the Admin Board consider and adopt the following:

Motion to repeal and replace the October 1 2020 motion on a Finance Committee with the following: Request that the JeffCom Administrative Board Chair appoint a Financial Working Group to include financial staff from the County and City, as well as some representation from Fire and Law, to work with the JeffCom Director and staff in looking at financial matters of concern as determined by the Group with input from the JeffCom Director. The intent is that the Financial Working Group be a resource to staff to provide staff financial expertise and advice on such matters as financial policy and procedure, routine budgeting and financial monitoring, developing a sustainable operating and capital budget moving forward, et cetera. To avoid creating a quorum of the Admin Board, no more than a total of two Board members and/or Alternates should be appointed. The Working Group is not required to make recommendations to the Board. Rather, the JeffCom Director should keep the Board apprised of his work with the Working Group through his regular reports to the Board on JeffCom finances.

David Sullivan made a motion to accept Philip's request to replace the motion from October 1st with the statement above.

Art Frank seconded. Brad objects to the language and did not approve, but the motion was passed.

(This motion was taken off the table for further discussion for Brad Martin's comments. The board reconfirmed this motion after the following discussion.)

IX. New Business

- A. Discussion on the 2021 budget and the finance committee (working group)
 - i. Brad suggested that we defer the motion above and take it off the table for discussion.

On Sept 24th we met for to strategic budget planning to facilitate our users to create their individual budgets. As a board we decided to have the county and city assist and possibly advise Ted since he came into a very intertwined web of issues. On October 1st we met again. The CFS fees were drastically reduced. We broke protocol or tradition in that we didn't have much further discussion. Brad took responsibility for his part and not asking more questions then: we did not really review or discuss the budget. we just accepted the 10% scenario with little discussion. Brad reconsidered this later in the day and he has concerns. Brad reached out to Ted Krynski later that day with his concerns.

There was guidance that this is your budget and this is all we can afford." There were many prolific cuts made that we should have considered keeping in the JC budget.

Historically, we have not served JC911 well, and kept kicking the can down the road. It became a budget workshop. Only City and county were present. The fire and Law was not represented. This has caused a lot of financial concern for Brad. We developed a Finance committee, but they have not advised. It became a workshop.

After reading through Philip's proposed revised motion in (VIII (B) iii) amending Oct 1st motion, he has even greater concerns as it is guided by only what the county and city can pay. As the Admin Board, it is our job to make sure JC911 is financially sustainable. The 10% scenario budget is guided by what the city and the county can pay and We (Fire Districts) are not adequately represented. We are setting JeffCom11 up for failure.

For example, the removal of the Communication Supervisor's position (due to Donna Stamper's retirement should not be decided by the County or City. This is JeffCom911 budget; not a city or county's. It should not be forced on JC since we are setting JC911 up for failure. If we can't afford \$35+ call for service fees, there is no way that we can consider coming CFS fees with PC911 or Cencom911 at a much higher rate. Brad has great concern from the representation from the fire chief's side. At the rate were going, at some point the system is going to break.

- ii. Mark McCauley stated that he, Nora Mitchell, and Tony Hillman did a lot of work on the budget that was initially proposed and quite frankly it was unaffordable. He realizes it is a JeffCom911 budget, but the city and county do not have infinitely deep pockets.
- iii. Brad stated that that statement alone indicates the city and County's biases on the JeffCom911 budget. We did not have representation by all the board. It was a work

group and they did not advise. We have no attrition carry overs. It was given to Ted and it was not done right. There is no attrition carry overs.

- iv. David Sullivan stated that he couldn't disagree with Brad more; we made a responsible Budget. Brad had the option to ask questions at any point. The city and county pays about 80% of the fees for Jeffcom911. We have to have the city and county to look at this. Philip Morley has been repeatedly asked for his support and for answers about OPMA questions. David expressed that he feels we have been responsible and provide assistance to JeffCom, and the county has been more than willing to help.
- v. Brad stated that he disagrees with David. The advisors from the City and County did not include all the users involved in the details.
- vi. Philip stated that he agreed that the budget is a starting place. A financial working group is to address ongoing challenges and issues that we have to address. When the final budget was presented, we presented it to make it affordable for the rate payers.
- vii. Mark M. felt that the board was diligent in reviewing to the board on October 1st, and comments were welcome. It was not a "fait accompli", here it is, take it or leave it.
- viii. Art frank stated that we need to make crucial decisions about issues in the future of JC911. We had to have a budget approved. Art was aware of the cuts made, but speculated that we would be addressing issues in January or so, and prioritizing for the future, to address the overall strategic plan.
- ix. Art understands what Brad is stating. The finance committee will hopefully address the issues of concern.
- x. David stated that the process was not improper, but that he (Brad) is at fault for not being prepared and for approving it last meeting. David states that the only impropriety was on Brad's part, not the county or City.
- xi. Brad agrees that he did wrong, but he is bringing it up now and he is bringing up for discussion NOW. He takes ownership for not. Regardless, he feels that is needs to be addressed now. For Commissioner Sullivan to state that Brad has not taken responsibility when he's stated his mistake multiple times is an improper in itself, because he (Brad) has.
- xii. Philip wants to change the trajectory of this discussion; the issues Brad has mentioned seems to be:
 1. Looking to the past practices, and
 2. How do we move forward...?

The city and county have very dedicated and qualified professionals (Nora and Mark M-CPA) and were brought to the table to bring the best resources available to assist. Law and fire are not an afterthought and have to have representation at the meetings. That was the intent retrospectively to be in alignment with what Brad is addressing.

We want to make sure that the financial expertise is involved in the budget process at JeffCom.

We had several gyrations of the budget last month with discussion by the board.

There needed to be some “pencil sharpening” to fine tune it. At any point the fire or law could have asked to be included in that process. Nothing was done improperly, but was done with good intent.

- xiii. Brad; first he did not at all make any derogatory comments regarding Mark or Nora. That is not in question on his part. He just feels that their BIAS's played into it. Having their knowledge base is very appreciated. He apologized if it came across negatively. That was not his intent.
- xiv. Philip recalls that the request for the working group was to help prepare a “status quo” scenario, as well as 5% and 10% increase in CFS.
- xv. Brad stated that as Board Representatives for JeffCom911, we need to honestly advocate the pressing issues that JeffCom911 has. Regarding decisions, In the past, we have historically kicked the can down the road. We did not look at the total costs as Ted presented to see the issues he was highlighting and his suggestions to address key issues, and to advocate for them.
- xvi. Andy P thought it was prudent to involve Mark and Nora for this expertise. He doesn't think there was a BIAS from the County, otherwise JCSO rates would have gone down!
- xvii. Brad: moving forward we have to be cognizant that we should not set JeffCom911 budget up to let the “payee” determining to the “creditor” what your bills will be. The board should be an advocate of JeffCom's pressing needs.

B. Scope of Director and Hiring of Network Administrator

- i. Joe mentioned Ted's question on what is his authority to hire at this point?
- ii. Art mentioned that Ted has the full authority as interim to hire. But if it's outside what is budgeted, it needs to go to the Board.
- iii. Hiring a network Administrator may require more money than the previous compensation package may need to be changed. The pay difference may make or break the hiring. We may be looking at it in a different position description to make the applicant have a similar compensation package as they currently have. The general response to our 2 IT positions has been very low, and we are not competitive.
- iv. Philip: Ted has full authority to hire. If you're proposing to change the compensation that's a budgetary issue that needs to be approved by the board. We will have to hold a special meeting. If this is outside the CBA, we would need to have a new MOU to color outside the lines of our current CBA.

C. Scope of Director and Hiring of Dispatcher – no discussion.

D. Scope of Director Expired Office Manager

- i. Contract has expired

- ii. Needs to address the exempt, confidential secretary is an exempt position not covered under the CBA. Paid hourly currently. The workload is more than the Position Description.
- iii. Philip suggests writing up a proposal, run it by the chair, and then the two of you can review the proposal. You can bring it to the board
- iv. Art: similar as the IT position; make a proposal and present it to the board.
- v. Philip commented:
 - 1. Our Office Manager is very valued as an employee
 - 2. Given the nature of the organization and the nature of the OM duties, it is appropriate that It be an FLSA salary exempt position, and automatically renewing each year with an annual wage adjustment.
 - 3. Wage should move up each year and also be amended by the board if needed through budgetary action by the board.
- E. Scope of Director Funding disparity for Warrant Clerk
 - i. The warrant clerk reimbursement to Jeffcom form the City and the county has not been consistent for the actual costs incurred. We are currently supporting this differential "out of pocket" for the differential that is substantial.
 - ii. Philip suggested that Ted bring a proposal to the board for discussion, and possible modification or approval.
- F. Establish JeffCom Fund Balance Policy
 - i. Ted we need to establish this policy with the finance committee.
 - ii. Philip : Develop a proposal and bring it back to the board for consideration
 - iii. Brad: our capital fund is dropping drastically and we need to be concerned.
- G. Strike Carl Miller (OSD114 from Kitsap county) from October New Business will be on November report
 - i. Carl wants to make a presentation to the board next month
- H. Strike Public Records Fee Structure: will be on November report
- X. Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment, Executive Director Position.
- XI. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Art Frank suggested a financial report to be presented each month.
 - B. Philip agrees; we want to mindful of the admin burden. Are we tracking on Revenue/Expenses?
 - C. We need to not use the chat function; it's a public record difficulty
 - D. Lisa requested that people be aware of the emails for meeting login. We start with GoToMeeting, and if we go to Executive session that will be via Zoom.
- XII. Public Comments to be submitted via email to ljohnson@jcpsn.us 24 hours before 9:00 am

- XIII. Good of the Order
- XIV. Adjourn
Joe made a motion to adjourn the meeting at 11:58 am.

Next Meeting: November 19th, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Special Meeting

****GoToMeeting call-in due to Governor Inslee’s Directive****
November 12, 2020

Members/Alternate Members Seated:

Andy Pernsteiner Undersheriff
Ted Krysinski, Interim Director
Tim McKern, Fire Chief, FD#2
Ariel Speser, City of PT
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Art Frank, Fire Commissioner
Philip Morley, Jefferson Co Admin/Alternate

Other Attendees:

Jenny Dyste – zoom identity only
Mark McCauley, Jefferson County
Terry Taylor – zoom identity only

Members/Alternate Members Absent or excused:

Lisa Johnson, JeffCom Office Manager
Joe Nole, Chair, Sheriff JCSO
Robert Pontius, Fire Comm. Assn, alternate
David Sullivan, Jefferson County Commissioner

- I. Call to Order** – Brad Martin called the meeting to order at 3:01 pm.
- II. Roll Call**
- III. Network Administrator Over-Hire for retiring network Administrator:** Art Frank made the following motion:

The Jeff Com Admin Board authorizes the Jeff Com Interim Director to hire the replacement for the IT Administrator as soon as practical. This single position will be an over hire of the single budgeted position and the pay scale shall comply with the current CBA that governs that position. It is understood by the board that the impact to the current 2020 and upcoming 2021 budget will be neutral. The cost to over hire this position will be funded by salary savings of the current vacant IT Technician combined with funds already authorized in the 2021 budget. Absent additional action by the Admin Board no hiring of the IT Technician may occur. Once the current IT administrator retires, the vacant IT position may be filled.

This motion was seconded by Ariel Speser and approved by all.

IV. Executive Director hiring process update:

- A. Interviews to occur December 4, 2020 on Zoom.
- B. Two interview panels:
 - i. Preferred panel, five admin board members and two Directors from adjoining dispatch center.
 - ii. Four current Jeffcom staff members.

- V. Executive Session - RCW 42.30.110 (1)(g)** to evaluate the qualifications of an applicant for public employment, Executive Director Position. Duration of meeting 1555 hours to 1610 hours. No action taken.

VI. Adjournment

Brad Martin adjourned the meeting.

Next Meeting: November 19th, 2020 Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting

GoToMeeting call-in due to Governor Inslee’s Directive
November 19, 2020

Members/Alternate Members Seated:

Andy Pernsteiner Undersheriff
Ariel Speser, City of PT
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Art Frank, Fire Commissioner
David Sullivan, Jefferson County Commissioner

Other Attendees:

Ted Krysinski, Interim Director
Rich, Public
Jenny Dyste – zoom identity only
Karl Hatton, Pec
Lisa Johnson, JeffCom Office Manager
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2
Philip Morley, Jefferson Co Admin/Alternate

Members/Alternate Members Absent or excused:

Joe Nole, Chair, Sheriff JCSO
Robert Pontius, Fire Comm. Assn, alternate

I. Call to Order – Brad Martin called the meeting to order at 9:00 am

II. Agenda – Additions, changes and Approval.

- A. Art Made a motion to approve.
- B. Ariel seconded and the motion was carried

III. Roll Call

IV. Approval of minutes

- A. Board Minutes for August 25th, Sept 3rd, Oct 1st and November 12th
 - i. Ariel made a motion to accept the minutes as listed above.
 - ii. David Sullivan seconded and the motion was carried (5 aye, 0 Nay)
- B. Board minutes pending: August 27th, Sept 17th, Sept 24th and October 29th

V. Approval of Payments: October 2020

- A. Art Made a motion to approve.
 - i. Andy Pernsteiner seconded and the motion was carried (5 aye, 0 Nay)

VI. Director's Report - (Please see Director's report emailed to the board)

- A. RQI billing will be billed to PenCom911 for their portion of the costs which amounts to \$10,184.25. This will favorably offset our overage in our Professional Fees expenditures budget line
- B. 911 outage affected most of western Washington
 - i. How does the community get in touch with JeffCom911 if the 911 system goes down? We only have one "copper wire" phone into JeffCom911. We have no way to put phones on hold and stack calls.
 - 1. The public notice of optional numbers to call did not list Jefferson or Clallam County
 - 2. Ariel asked what number, and if EOC is involved.
- C. Costs for Tyler/ CAD costs for Stand-alone for JeffCom911. Ted has a partial quote, but is still trying to get the entire quote. The Malware/Ransomware attack issue has not helped this task move quickly.
 - i. We are currently running forward in the intent to share systems with PenCom, but we are still looking into legal matter since we don't have a clear governance board for guidance.
 - 1. JeffCom would host the shared server.
 - 2. Clallam county is upgrading their system first, so we have to get our electrical upgraded and then the PenCom data will be converted from the old MSP Windows 7, to the Windows 10 in January 2020. Then JeffCom911 will follow in August 2021.
 - 3. The Jail Superintendent, Dave Fortino, says the conversion will not work, For that reason we are also looking into the stand-alone scenarios.
 - ii. Ariel questioned what the reason was for stating it "would not work"
 - a. Is it a training issue?
 - b. Or, is it a hardware compatibility issue?

Andy Pernsteiner stated that this is a significant re-training/cost issue.
- D. Brad suggested putting together a separate workshop joint meeting with JeffCom911/PenCom911.
 - 1. Philip encourage us to consider to continue to move towards full interoperability between both agencies. Stand-alone invites divergence. Let's consider this as we look at these costs.
- E. Brad – Stated a couple of comments:

- i. In reference to the intrusion notification security measures at the radio repeater sites, he suggests that we have another contractor available for backing up Chris Palmer on issues including generator, fuel, batteries, and accessibility in the snow or foul weather. Chris Palmer has purchased a snow-cat to assist in winter time access issues.
- ii. Tac Fire Channels with Canadian Status.
 1. How are we following up? Ted is in discussion with Chris Palmer who is our Liaison.
 2. What will be the costs to implement that? Get a cost together and then present it to the Finance workgroup to fund it

VII. Old Business

- A. Director search Update
 - i. Interviews to occur December 4, 2020 on Zoom.
 - ii. Two interview panels:
- B. Finance Committee update
 - i. Art – Meeting again next Monday November 23rd. Looking at short term and long term goals.
 - ii. Philip – we have a Finance Working group, not a “committee”, due to OPMA.
- C. Network Administrator update
 - i. We had discussions last week at the finance committee and we made a conditional offer to the candidate. We are protecting their identity for his current employment

VIII. New Business

- A. Jefferson County Fire Chief Association Rep to the Jeffcom911 Board.
 - i. Brad mentioned that there will be a change on the board next year.
 - ii. Tim McKern, Fire Chief, FD#2 has been appointed as the new chair.
 - iii. Pete Brummel, will be the alternate

IX. Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment, Executive Director Position.

Executive session was not requested

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

- A. Brad - Tac Fire channel funding issues
- B. Philip – Follow-up on having a joint discussion work group with PenCom911.
 - i. Ted will reach out to Mr. Hatton to have a presentation to the board.

- ii. Philip – in addition to Karl, he would recommend another voice from the Clallam county City or Police. He suggested that Ariel reach out to the mayor of the City.
 - iii. Ariel mentioned that Clallam county has a City Council... They are not structured like JeffCom911. They don't pursue the issues in detail like we do. She will follow up.
 - iv. David commented on the issue of board continuity. He will be leaving soon, the fire chiefs changed, and new city council and county seats will be new to the discussion.
- C. Brad – Suggests that we schedule a meeting after the interviews for the Executive Director recruitment on December 4th.
- i. A Special meeting was scheduled for 5:00 pm.
 - ii. We will post the Agenda and go into Executive session to choose the candidate and make an offer.

XI. Good of the order:

- A. Brad thanked Art for all his assistance this past month in moving the processes forward.
- B. Brad thanked Ted for working very actively for JeffCom911 in this interim period.

XII. Adjournment

Brad Martin adjourned the meeting at 10:12 am.

Next Meeting: December 4th – Special Meeting at 5:00 PM
December 17th, 2020 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Special Meeting

via ZOOM

December 04, 2020

Members/Alternate Members Seated:

Joe Nole, Chair, Sheriff JCSO
Art Frank, Fire Commissioner
Tim McKern, Fire Chief, FD#2
Philip Morley, Jefferson Co Admin/Alternate
Ariel Speser, City of PT

Other Attendees:

Karl Hatton, Pencom
Maria Jameson-Owens, Kitsap 911, Deputy Dir.
Andy Pernsteiner Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Troy Surber, City of PT, Alternate

Members/Alternate Members Absent or excused:

Brad Martin, Fire Chief, FD#3 Pt Ludlow
David Sullivan, Jefferson County Commissioner

- I. Call to Order – Joe Nole called the meeting to order at 8:38 am
- II. Roll Call
- III. Announcements
- IV. Unfinished Business
 - A. Discussion of Interim Director: No action
 - B. Discussion of Executive Director: No action before executive session.
- V. Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment, Executive Director Position.
 - Interviewing of Candidates
 - Returned to public meeting at 12:45 pm. Discussion regarding the afternoon session and zoom detail for afternoon session
- VI. Recess from 1:00 until 5:00 pm
- VII. Reconvene at 5:00 pm
- VIII. Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment
 - Board will discuss candidates for the new director position and may take action regarding hiring a candidate.
 - A. Executive session Called at 5:08pm to return at 5:38pm

The following JeffCom staff members participated in a separate interview panel, Not part of the open public meeting. They attended the executive session to provide insight related to their interviews.

1. Courtney Ellis
2. Summer Sutherland
3. Katie Dressler
4. Ray Stout
5. Lisa Johnson
6. Melanie Patterson (Jeff County PUD – Moderator)

- B. Executive session extended until 5:56 pm.
- C. Executive session extended until 6:06 pm.
- D. Staff members excused from executive session.
- E. Executive session 6:07 pm until 6:37 pm
- F. Executive session extended until 6:51 pm
- G. Executive session extended until 7:06 pm
- H. Executive session extended until 7:07 pm
- I. Executive session extended until 7:17 pm
- J. Executive session extended until 7:23 pm
- K. Return to Public Meeting at 7:23 pm
- L. Philip made a motion to schedule a special meeting for December 8 at 3:30 to 5:00 pm or later. At that time board will consider possible extension of current Interim Director contract, and also may take action on selecting an applicant for the permanent Executive Director position for Jeffcom.
 - a. Motion was seconded by Sheriff Joe Nole
 - b. Motion was approved by all.

IX. Adjourn

Joe Nole adjourned the meeting at 5:28 pm.

Next Meeting

January 28th, 2021 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Special Meeting

****via Zoom****

December 8, 2020

Members/Alternate Members Seated:

Joe Nole, Chair, Sheriff JCSO
Brad Martin, Fire Chief, FD#3 Pt Ludlow
David Sullivan, Jefferson Co. Admin
Ariel Speser, City of PT

Other Attendees:

Art Frank, Fire Commissioner
Lisa Johnson, JeffCom911 Office Manager
Tim McKern, Fire Chief, FD#2
Philip Morley, Jefferson Co Admin/Alternate Andy
Pernsteiner Undersheriff
Robert Pontius, Fire Comm. Assn, alternate

Members/Alternate Members Absent or excused:

- I. Call to Order – Art Frank called the meeting to order at 3:30 pm ton
- II. Roll Call
- III. 3:35-4:05 - Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment and review the performance of a public employee with members and alternate members of the JeffCom Administrative Board, and a candidate. Board will interview a candidate and discuss candidates for the permanent Executive Director position. Following the Executive Session, the Board may take action in Open Session.
- IV. 4:05-4:35 - Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment and review the performance of a public employee with members and alternate members of the JeffCom Administrative Board. Board will review the performance of a public employee. Following the Executive Session, the Board may take action in Open Session.
 - A. Time extended to 4:56 pm
 - B. Philip Morley addressed the board with a suggestion that the board consider a motion to authorize moving forward with background check and contract negotiations with Stacie Huibregtse to become our next Jeffcom Director. Stacie has extensive experience within the state for 17 years with the Washington State patrol, as well strong support within their command structure.an
David Sullivan made the motion to move forward with a background check and contract negotiations.
Motion was seconded by Ariel Speser.

No discussion. Approved by all. No member against.
 - C. Phillip Morley made an additional recommendation to the board having tentatively chosen Stacie tentatively and provisionally. We have not chosen Ted Krynski who has helped

shepherd and steward Jeffcom forward through this difficult time. I think all of us on the board have tremendous respect and appreciation for Ted. There is no question he has thrown all of his heart and commitment into trying to help Jeffcom move forward. The board recognized his good heart and how well he has worked with staff. He had expressed some interest in being done with the interim position especially moving into the holiday season.

The board may make a motion to thank Ted Krysinski for his heartfelt service and to not further extend the interim director position and the Sheriff will provide temporary supervision at Jeffcom until the Ms. Huibregtse is ready to start.

- D. David Sullivan made a motion to thank Ted Krysinski for his service as the Interim Director and extending it when it was needed, and to authorize our Chair Sheriff Nole to provide interim supervision at Jeffcom until we hire a new director and he be able to delegate other tasks to staff.

Motion is seconded by Ariel Speser.

Philip Morley commented how much he appreciates everything Ted has done.

Ariel Speser wanted to make sure our gratitude is conveyed to Ted.

Sheriff Nole commented that Ted’s heart was into what was best for Jeffcom, even in a temporary role. His efforts are very much appreciated.

Approved by all.

Phillip Morley clarified that Sheriff Nole has the same authority during the transition as if he was the Executive Director. David Sullivan said that is understood.

- V. Good of the Order

Sheriff Nole gave his thanks to all involved in this process. Philip Morley commented on his appreciation to the staff involved in the hiring process and their insight.

- VI. Adjourn

Joe Nole adjourned the meeting at 5:50 pm.

Next Meeting

December 17th, 2020 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting

****GoToMeeting call-in due to Governor Inslee's Directive****
December 17, 2020

Members/Alternate Members Seated:

Joe Nole, Chair, Sheriff JCSO
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Art Frank, Fire Commissioner
Ariel Speser, City of PT
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent or excused:

Other Attendees:

Rich, Public
Brett Anglin, JCSO
Allen Coleman
Kate Dexter, Mayor, City of PA
Jenny Dyste, Jeffcom911
Dave Fortino
Sunny Fortino, JeffCom911
Jason Greenspan, City of PT
Stacie Huibregtse, applicant
Karl Hatton, Pencom
Lisa Johnson, JeffCom Office Manager
Mark McCauley, Jefferson County
Tim McKern, Fire Chief, FD#2
Philip Morley, Jefferson Co Admin/Alternate
Andy Pernsteiner Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Brian Smith, City of PA Police Chief
Ray Stout, JeffCom911
Dan Toepper, PUD
Brian Tracer, Chief EJFR

- I. Call to Order – Joe Nole called the meeting to order at 9:05 am
- II. Agenda – Additions, changes and Approval.
 - A. David Sullivan Made a motion to approve the agenda
 - B. Ariel Speser seconded and the motion was carried
- III. Roll Call
- IV. Approval of minutes
 - A. Board Minutes for November 19th
 - i. Art made a motion to accept the November 19th minutes as listed above.
 - ii. Joe Nole seconded and the motion was carried
 - B. Board minutes pending: August 27th, Sept 17th, Sept 24th and October 29th
- V. Approval of Payments: November 2020
 - A. Joe Nole Made a motion to approve.
 - B. Art Frank seconded and the motion was carried
- VI. Director's Report -
- VII. Old Business

- A. Director search Update
 - i. Stacie H should start the second week of January. Background, Polygraph, and Psych Evaluation.
 - ii. Employment agreement is in the works.
 - iii. Will hold a special meeting, most likely the first week of January 2021
 - iv. Art met with Ted Wednesday morning December 9th.
 - v. He left everything in a smooth transition
- B. Finance Committee update
 - i. Art – meeting was cancelled due to lack of director.
 - ii. Will resume in January
- C. Network Administrator update
 - i. Art took this over; it's looking promising
 - ii. Probably will be taken care of the first part of January
 - iii. Possibly moving to a salaried position off the CBA

VIII. New Business

- A. Board meeting Dates:
 - 1. January 28th – 9:00 am
 - 2. February 25th – 9:00 am
 - 3. March 25th – 9:00 am
 - 4. April 22 – 9:00 am
 - 5. May 27th – 9:00 am
 - 6. June 24th – 9:00 am
 - 7. July 22nd – 9:00 am
 - 8. August 26th – 9:00 am
 - 9. September 23rd – 9:00 am
 - 10. October 28th – 9:00 am
 - 11. November 18th – 10:00 am
 - 12. December 16th – 10:00 am

Ariel made the 1st;
Brad made the 2nd and the motion was carried

- B. 2021 Chair and Vice-Chair Elections
 - Ariel nominated Art Frank
 - Brad and Ariel nominated Tim McKern

Ariel made the motion for Art Frank to be the Chair and Tim McKern for Vice-Chair.

Joe Nole seconded and the motion was carried

C. City of Port Angeles/PenCom911 and Jeffcom911 CAD cost sharing agreement

CAD Upgrade

- Both Counties require a CAD upgrade
 - Supports current and evolving security requirements
 - Supports current and evolving 3rd party software (ESO, Crew-force)
 - Current version is no longer compatible with evolving OS requirements
- Combined CAD system
 - Designated intent of the boards of both agencies for the past 2-3 years
 - Is inherently complex
 - Provides enhanced operations capacity
 - Provides more effective APSAP support

OPSN – Olympic Public Safety Network

- Some form of network will be required regardless of CAD licensing decisions
- Will require agreements for the management of the network
- Will require consistency in the application of policy in support of the network
- Will require a definition and operational network boundaries
- Will require spending authority for the purchase of hardware/software and continued connectivity support.
 - Long term – possible microwave redundancy as a second pathway

CAD upgrade history

- Both counties have taken multiple affirmative steps to continue the project as a joint effort
- There is a current contract amendment with Tyler that the City of PA, Clallam County and Jeffcom 9-1-1 signed.
- There is a current cost sharing agreement between the City of PA and Jeffcom 9-1-1 for this project.
- Includes language that Jeffcom will “cooperate fully” with the City and Tyler
- Pay \$70,153 for its share.
- Project has been in the planning stages for several years with the ongoing support of both counties.
- Level of complexity as understood by our agencies has increased above beginning expectations.
- Hardware has been purchased by both agencies in support of this upgrade.
- Recognition that a governing authority needs to be established.
- City of PA records has extensive experience in data migration from previous projects and has taken the lead on this.
- Both Jefferson County Sheriff and Port Townsend PD have been working on

this but have both expressed a lack of resources and have deferred most of the actual data work to Clallam County

- Jeffcom initially took on the task of developing an ILA for governance and that was deferred back to Pencom due to lack of resources in Jefferson County.
- City of PA has experience in building IT networks. Neither Jeffcom, nor Pencom IT has capacity to build this and both agencies have deferred to the City of PA.
- All three of these items lend themselves to the narrative that Clallam County is taking command of this project without proper input from Jefferson.
- I have had multiple conversations with the Sheriff, under-sheriff, PT records division about the process and am under the impression that we are partnering appropriately.

Complexity

- Originally three separate contracts with Tyler. Clallam County, Pencom and Jeffcom. We have a single contract for the upgrade and migration of two platforms into a single licensing structure. This was reviewed and negotiated collaboratively between the involved agencies.
- Eventually there will be separate licensing agreements that iterate individual licensing for portions of the product to each agency indicating ownership. Mobile, CAD, Jail, etc.
- Dispatch, IT, LE records and Fire have been working together for months in combining data sets to support this effort
- Recently discovered that the two jails will have to do the same.

Current challenges

- Jails have indicated that they may not be able to merge their data
- Jeffcom board has directed Jeffcom to explore options of either splitting the jail off or separating the project completely
- Getting cost estimates for this change has been challenging with Tyler
- Unintended consequences of severing the current contract which impacts the City of PA and Clallam County as well as the longer term costing changes which they will experience.

Current Options

- There are three viable options that we are facing
- Continue on the current path and contract
- Continue on the current path and contract while splitting Jefferson County Jail off from the build.
- Sever the current contract and build two licensing structures

Current Path

- Pro's

- Fits the current contracted agreement.
- Allows for real-time sharing of mobile, mapping and CAD data
- Provides geographically distant back up and redundancy (CO-OP, DR and backup)
- Sharing of Com-Center resources using same CAD, commands, operations between centers
- Con's
 - Possible jail operations incompatibilities between systems.
 - Overall project cost and complexity greater than stand-alone.
 - Policy (security, user-access, val-sets) must be aligned and maintained as aligned.
 - Part of network agreement has to address differences of opinion in policy, upgrade timing, etc.

Split Jail

- Pro's
 - Eliminates need to merge jail data
 - Diminishes project complexity
 - Ensures project continues as designed
 - Answers the possibility of jail incompatibility.
- Con's
 - Jefferson County Jail data no longer attached to system
 - Access to booking photos, booking data, pre-booking no longer viable as they currently operate
 - Individual Jacket data divergence over time
 - Jefferson County Sheriff will take on additional costs for jail licensing and possible server home.

Two Platforms

- Pro's
 - Reduces project complexity significantly
 - Reduces PM costs
 - Agencies will not have to further compromise on val-sets and other naming conventions
 - ILA for governance of the network can be reduced significantly
- Con's
 - Severing contract has likely political and financial consequences
 - Data sharing no longer available in real time (Mobile, CAD)
 - Increased training for cross-manning between 9-1-1 centers
 - Long term SSMA and 3rd party licensing costs will increase for both parties

- Potential loss of DR at secondary site

OPSN

- Network will be required regardless of final decision
- Complexity of network and governance complexity may be less if project is split
- This network and associated costs help further eliminate the need for an in-county APSAP for each county. Jefferson County would require well over \$100,000 in capital improvements to the current APSAP at East Jefferson Fire. Clallam would require similar improvements locally
- Governance agreement is required
- Long term redundancy and path geo-diversity is being explored. Possible solution is a microwave path.

OPSN network administration agreement

- Being written by the City of PA as a response to lack of capacity expressed by Jeffcom 9-1-1.
- Includes:
 - Decision making authority
 - Network boundary definitions
 - Financial obligation and cost sharing methods
 - CJIS security responsibility
 - Domain maintenance (IP addressing, relicensing, etc.)
 - Consistency across domain for easy overhead and management
 - Contingency for unilateral upgrade vs bilateral
 - Internal security and permissions structure agreements
 - Conflict resolution pathway
 - 3rd party software and attachments to the system

Network

- Each agency will be responsible for their NX server environments.
- Each NX will host the other agencies back up data, DR and CO-OP as agreed upon.
- A third geographically distant location for BU data storage
- Redundancy to be explored – public internet, microwave, etc.
- Network authority will be responsible for the totality of the network inside and outside of application and data storage that is native only to the individual 9-1-1 centers.
- No final decision has been made as to where the single instance of CAD will be hosted. This will be based on IT recommendations as to ability to maintain, redundancy of connection, resource management and agency ability and resources to manage.

- Potentially this could be alternated on a schedule if required.
Decision Points
- Which of the three solutions are we following?
- How does Jeffcom 9-1-1 want to participate in building the ILA (resources, time and energy).
- If only one instance of CAD is running as a shared resource – which agency will host.
- Long term planning for RN connectivity
- Long term planning for GIS maintenance, ongoing updates and submission to both CAD and the State 9-1-1 office.

Karl's PowerPoint

- 1 Full merger
- 2 Jail split
- 3 Full Split

- Philip asked if we can just take #3 off the option list.
- Joe IS interested in keeping it. What is best for JC?
- Ariel not interested in any way with JC911 standing alone
- Brad suggests that the board and the alternates come to the board next meeting to make a final decision and put it to rest once and for all.
- Philip wants full-interoperability for cost savings and efficiencies and more operational flexibility between our respective agencies. Full Back up and redundancy. By sharing platforms, we have huge cost savings.
- Keeping it on the table is causing political strife.
- Ariel: newest member, yet we have been talking about this for years, there has been ample time. We should be a good partner and have consensus. If 2020 has taught us anything in this COVID-19 Pandemic, its resiliency. Our geographic location would be best served for community and regional resilience. This opens new opportunities for grants and development, and invest in our relationships with our partners. This collaboration would benefit all of us if we invest in this solution.
- Bob Pontius; agrees with Philip and Ariel; We need to move forward for our citizenry and our constituents. The Jail Supervisors should meet and resolve their issues. We should take No. 3 it off the table
- David Sullivan is in full support of Philip and Ariel, and taking "stand alone" off the table.
- David Fortino – To provide some insight: we could spend the \$20K to get over the first hurdle, but it doesn't alleviate his concerns that got us where we are

now, which is the jail's decision to manage the integrity of their data base. Splitting the jail from Tyler is essential since the corrections software is no longer being supported after this next upgrade. We could save a lot of headache in the future.

- Andy – He agrees with what David Fortino. He suggests that a board member make a motion to take #3 off the table
- Art – we're here because we "put the cart before the horse" but we are where we are.

Art makes a motion to take option #3 "stand alone" off the table and work to solve the problem that exists. (For clarity, we're not going to pull out of the agreement and leave #1 and #2 on the table.

Ariel Seconded and the motion was carried.

Stacie Huibregtse (at this point) agrees with Philip and Ariel, that we really do need to limit options and focus on viable and cost affective items that are going to move this project forward.

D. Reserve Balance % requirements

We will postpone until next month

IX. Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment, Executive Director Position.

Executive session was not requested

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

XI. Good of the order:

- A. Joe thanked Karl for all his help in putting this all in the Power Point presentation together. Joe feels we made good progress and thanked everyone for speaking their mind
- B. Philip thanks Mayor Drexler, Chief Smith, and Karl Hatton for participating. Ariel mentioned the bigger picture. We need the input from the Jail on what their decision is and what their next steps are.
- C. Karl wanted to apologize to both jails for potentially not understanding the depth of the problems that they see. He suggests that Clallam County and Jefferson County discuss with the two jail supervisors to meet and decide and make the call so that JC and PC know which direction to go.
- D. Ariel appreciates David Fortino's position and interested in moving forward now, and working towards gathering more information from key players to have that clarity in the future.

- E. This is David Sullivan’s last month and we want to thank you for all your participation over the year and for all your wisdom and insight. David thanked everyone.
 - F. Joe thanked Art for stepping up as the next interim director as delegated by him. Until Stacie comes on board, and for being willing to fill this task.
 - G. Brad scheduled the conference room for all of next year, IF we ever are able to attend in person again.
 - H. Dan Toepper sent an email “Lisa, Jefferson PUD would like to recognize JeffCom Director Ted Kryzinski for his decades of service to the community and his work at JeffCom. Thanks Ted Dan Toepper, Board President JPUD.”. Joe concurred.
 - I. Bob Pontius wished everyone “Happy Holidays”
- XII. Adjournment
Joe Nole adjourned the meeting at 12:05 pm.

Next Meeting
January 28th, 2021 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date