

JeffCom Board Minutes
January 27, 2005

IN ATTENDANCE

John Fischbach - County Administrator, Mike Brasfield – Jefferson County Sheriff’s Department, Kristen Anderson –Port Townsend Police Department, Wayne Kier, JC Fire Chief’s Association, George Eims –JC Fire Commissioner’s Association, Mike Mingee – Port Townsend Fire Chief, Ben Cooper-District 5 Fire Chief, Bob Hamlin-Emergency Management, Ken Horvath, City of Port Townsend, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for November 24, 2004
- JeffCom November, December, and 2004 paid in January Voucher’s & Budget Report
- Email quote for amplifier for Ludlow Radio
- State approval letter and payment breakdown for 4th dispatch position
- Director’s Report
- Call Volume Summary Report

Chairman John Fischbach called the meeting to order at 0840 hours. Tracy requested the renewal of Greentree Communications service and maintenance contract that expired Dec. 31, 2004, be added to the agenda. There were no other changes to the agenda.

APPROVAL OF MINUTES

John Fischbach moved to approve the minutes of the November 24, 2004, meeting. **Mike Brasfield seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the November, December, and 2004 paid in January vouchers. **Wayne Kier seconded** the motion, which carried by a unanimous vote.

GENERAL BUSINESS

Tracy advised the Board the current maintenance contract with Greentree Communications Company expired Dec. 31, 2004. After some discussion **Mike Brasfield** moved to renew the one-year contract under the current terms with Greentree Communications and schedule a discussion in six months on the possibility of requesting bids on the next contract period. **Wayne Kier** seconded the motion, which carried by a unanimous vote.

Sheriff Brasfield reported the Parks Department is going to try and utilize the dispatch services they have with the Washington State Patrol and not use the fire channels. He said to let him know if the Parks start using the fire channels again.

COMMITTEE MEETING REPORT

None

DISCUSSION

Tracy reported the Technical Committee would like the JeffCom Board to approve the purchase of a 100 watt amplifier for the Ludlow repeater. She reviewed the email quote from Greentree. After some discussion regarding legal issues and possible improvements to tone outs, **Kristen Anderson** made a motion to approve the purchase. **Mike Brasfield** seconded the motion. Motion approved.

Tracy reported the Port Gamble Fish & Game Tribal Agency has requested information on the possibility of getting dispatching services from JeffCom. They have 2 people, 2 portables, and 2 mobiles. They have dispatching services through CenCom but are in Jefferson County 99% of the time and can't always get good coverage. The JeffCom policy on the use of radio frequencies states "Any governmental agency not party to the JeffCom Inter local Agreement shall be required to pay a yearly usage fee of \$500.00". It was noted this would be on law channels only. After some discussion, including a possible 30-day trial, it was decided that Tracy would talk to the Port Gamble Police Department and CenCom and try to get a radio log to help assess their usage. Everyone felt favorable but would like to review their usage before making a commitment.

Tracy reported during the final steps for the RFP for the infrastructure engineering study, the County Commissioners office suggested she contact the County Public Works Department. The Public Works Department suggested that the RFP might not be the best use of funds. They have a Professional Consultant vendor list that they advertise for yearly and we might consider utilizing this listing. By using the Professional Consultant list we can contact agencies that specialize in public safety radio communications, set up interviews, and make our selection. Tracy said she would contact the other Washington 911 centers and request pertinent information. It was decided to pursue this alternative for the RFP.

Jeff Miller, JC Central Services, asked Tracy to remind the Fire Districts they need to get their maps from him to check addresses and return by April. He indicated that only Districts 1 and 5 have picked up their maps. Chief Kier said they have their map and are almost finished. Tracy asked Chief Kier to contact Jeff Miller.

DIRECTOR'S REPORT

Tracy reviewed the items in the Director's report including Penelope Cross's resignation, status on new hires, move into the new center and Morgan Hill.

MISCELLANEOUS

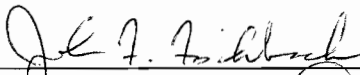
Tracy will be meeting with Ken Horvath tomorrow regarding the City putting a tower up at the new Fire Station.

Tracy went over handouts not included in the packets, Synopsis of HR 5419 EH and House Joint Memorial 4001, and discussed the implications to 911.


Tracy advised the Board she has a State News Release affirming that 911 is the only emergency number in Washington State and information on VoIP 911 limitations. She will try to get these published in the local papers.

Mike Brasfield made a motion to adjourn the meeting. Wayne Kier seconded the motion. Motion carried. Meeting adjourned at 9:13 AM.

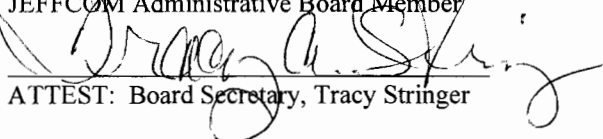
The next meeting will be Thursday, February 24, 2005, @ 08:30 at the JeffCom/EOC Conference Room.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
February 23, 2005

IN ATTENDANCE

John Fischbach - County Administrator, Mike Brasfield – Jefferson County Sheriff's Department, Kristen Anderson –Port Townsend Police Department, Bob Wilson-JC Fire Chief's Association Alternate, Ken Horvath, City of Port Townsend, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for January 27, 2005
- JeffCom Expenditure Statement by Fund for January
- Maintenance Support Options from Positron
- Director's Report
- Call Volume Summary Report

Chairman John Fischbach called the meeting to order at 0835 hours.

APPROVAL OF AGENDA

Mike Brasfield moved to approve the agenda as presented. **Bob Wilson seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

Mike Brasfield moved to approve the minutes of the January 27, 2005, meeting. **John Fischbach seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

There were no 2005 January vouchers to be approved. The Expenditure Statement by Fund for January was reviewed to introduce the new format as a result of the County's new accounting system.

GENERAL BUSINESS

Mike Brasfield announced that the Sheriff's Department has entered into an agreement with the National Parks Service to provide mutual aide upon request.

COMMITTEE MEETING REPORT

911 Ordinance – Bob Wilson reported that the 911 Addressing Committee are scheduled to have a workshop with the Commissioners on Monday, February 28th, at 2 PM at the Courthouse. With two new County Commissioners and a new County Administrator it was felt a workshop would be the best way to explain their work and recommendations. To help document the need for improvements they will be going over scenarios and explaining many of the problems they are encountering. Mike Brasfield said to let him know if they wanted representation by law enforcement. It was noted that the Postal Service has been invited to the 911 Addressing Committee meetings but has not attended.

DISCUSSION

Amplifier for Ludlow Radio -Tracy reported Tony, from Greentree, received the new amplifier yesterday and should have it installed by the end of the week. Testing on the improved volume output and the possibility of

eliminating one repeater will start next week. She reminded everyone that the changes to the tone out schemes might also be affected.

Usage Report for Port Gamble Fish & Game (Tribal Agency)- Tracy reported the Port Gamble Fish & Game Tribal Agency has never used a dispatching center so there are no numbers available from CenCom or the Port Gamble Police Department. They utilize computers in their vehicles and are self initiated. After discussing the situation with both Sheriff Brasfield and Police Chief Anderson it has been suggested we do a 30-day trail to determine their usage and compatibility. The PG Fire & Game has indicated they will purchase radios necessary to interact with JeffCom. Charges to be assessed will be evaluated after the 30-day trail. It was noted there is a minimal charge in our agreement.

Infrastructure Study - Tracy reported we would not be doing a RFP but utilizing the Public Works Department's Professional Consultant roster. The 2005 Professional Consultant roster requests were due January 31, 2005. It appears there will be 4 companies that will be on our long list. We will be doing phone inquiries within the next few weeks to determine our short list and which time we will set up interviews. Bob Wilson indicated an interest in being on the committee for interviews.

Mapping Update – Bob Wilson reported that the districts have their maps and are working on them. They have identified lots of problems. He said it would be very helpful to have aerial maps for rural areas. The map machine has broken down and depending on repair time will determine if they are completed by April.

Technical Maintenance Agreement with Positron – Included in the packets are copies of the proposals from Positron for spare parts and a technical maintenance agreement. Tracy reported that Qwest has quoted \$50,000 for a similar agreement. After reviewing all the options Mike Brasfield indicated he felt Tracy knew best what JeffCom needs and he would like her recommendation. Tracy recommended the \$14,480.71 option. Ken Horvath questioned why all the licenses were not listed. **Mike Brasfield made a motion to approve the a Technical Maintenance Agreement with Positron not to exceed \$15,000 plus tax subject to Positron's accurate license and equipment listing.** Bob Wilson questioned revenues for payment. After further discussion **Mike Brasfield withdrew his motion** until carry over revenues from 2004 can be verified.

DIRECTOR'S REPORT

Tracy reviewed the items in the Director's report including:

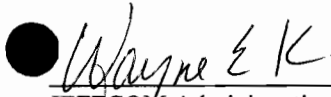
- The resignation of the new lateral due to family medical problems. The testing process for new applicants will start next week with the selection of a test date.
- The radiation study for Morgan Hill is expected within the next two weeks and then a public hearing can be scheduled.
- Training activities for Tracy, Whitney, and the new hires. New hire trainings to include CBD, Access, and Telecommunicator 11.
- Citizen's Academy.

MISCELLANEOUS

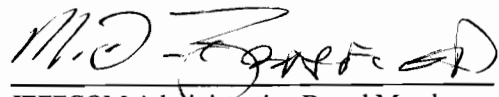
John Fischbach asked about the Citizen's Academy. Sheriff Brasfield and Police Chief Anderson explained the Citizen's Academy training and function.

Mike Brasfield made a motion to adjourn the meeting. Kristen Anderson seconded the motion. Motion carried. Meeting adjourned at 9:05 AM.

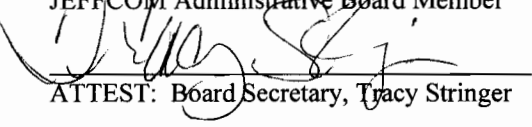
The next meeting will be March 24, 2005, @ 08:30 at the JeffCom/EOC Conference Room.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
March 24, 2005

IN ATTENDANCE

Wayne Kier–JC Fire Chief's Association, George Eims–JC Fire Commissioner's Association, Mike Brasfield–Jefferson County Sheriff, Bob Wilson -JC Fire Chief's Association Alternate, Bob Herbst–JC Fire District #4, Pat Rodgers–County Commissioner, Mike Mingee -Port Townsend Fire Department, Ben Cooper -JC Fire District #5, Ken Horvath -City of Port Townsend, Tim Perry - JC Under sheriff, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for February 23, 2005
- JeffCom Voucher Summaries for February and March
- JeffCom Expenditure Statement by Fund for February
- Maintenance Support Options from Positron
- Reclassification information
- WA State 911 Advisory Committee letter to state leadership regarding VoIP
- Director's Report
- Call Volume Summary Report
- Copies of articles regarding Communication Centers staffing configurations, shortages, etc.

In the absence of Chairman John Fischbach, Tracy Stringer called the meeting to order at 0835 hours.

APPROVAL OF AGENDA

Mike Brasfield moved to approve the agenda as presented. **Wayne Kier seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

Bob Wilson moved to approve the minutes of the February 23, 2005, meeting. **Mike Mingee seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the February and March vouchers presented. **Wayne Kier seconded** the motion, which carried by unanimous vote.

GENERAL BUSINESS

Mike Mingee requested information about funding for maintenance of ETE software for Fire Point. After he presented the information that had been given to him, Tracy said there is no maintenance contract in place at this time. She noted that Fire Point is owned by Positron and there had been difficulties as a result of downloads from Positron. Mark Peil, from JC Central Services, has written some scripts for the Fire Departments to help with these problems. These issues were between Mark Peil and the Fire Districts.

COMMITTEE MEETING REPORT

Tracy reported there are no committee meeting reports at this time. The 911 Addressing Committee needs to schedule a formal workshop with the Board of County Commissioners.

DISCUSSION

Testing Update on Amplifier for Ludlow Radio – As a result of testing the new amplifier on the Ludlow radio, Tracy has received a request from Fire District #3 to eliminate using the South Repeater on a 60-day trial basis. She asked that Fire District #2 schedule testing also. Chief Kier said reception for their area is greatly improved.

Status - Dispatching for Port Gamble Fish & Game (Tribal Agency)- The agency is ordering their radios and the 30-day trial period will begin as soon as they are ready. Tracy will alert everyone by email at that time.

Infrastructure Study – Questions for the long list telephone interviews have been prepared and the phone interviews should be completed next week. It was suggested that the Interview Committee review the questions for the short list interviews prior to scheduling. As soon as the short list is determined, the interview panel will be notified and a meeting scheduled.

Mapping Update – Chief Kier reported that Fire District #3 has completed their mapping. Bob Wilson reported that Fire District #2 is almost finished. Chief Herbst, Fire District #4, reported that are having problems with roads and driveways on the maps that do not exist. He said Jeff, from JC Central Services, has moved the date from the first of April to the end of April.

Technical Maintenance Agreement with Positron – Per the request from last month, included in the packet are copies of the maintenance proposal from Positron that contains all the license information. Tracy recommended that we disregard the \$32,000 option but accept the \$17,300 option. She noted this includes a one-time fee of \$9,750 for on-site training. Tracy will ask that Mark Peil be included as her backup. The contract will provide tech support over the phone with Positron having the ability to razz-in. The contract will cover Positron Call Center LL100, PCAD, PMAP, PMIS, PRMS both law and fire. It was noted there are currently 11 RMS licenses, law has 3 and fire has 8. **Wayne Kier made a motion** to approve the \$17,300 option. **Mike Brasfield seconded** the motion. Motion carried. Chief Mingee asked if this would cover Fire Point and how long it would be before it will be in effect? Tracy said yes, this will cover Fire Point and then explained that all contract agreements must be approved “as to form” by the Prosecuting Attorney’s office and then approved by the Board of County Commissioners. This process can take several weeks.

Request 3 more law channels and 2 more fire channels- The Technical Committee is requesting we try and secure 3 more law channels and 2 more fire channels. Tracy reported costs have not yet been determined but the additional channels are needed. Bob Wilson said they recently applied for 2 additional channels and the total cost was \$900. Going to narrow banding and the difficulty in securing additional channels was discussed. Mike Brasfield and Bob Wilson both recommended that Tracy pursue getting additional channels and keep the Board advised.

Revenue for Address Locator database - The County is presently using 3 databases for addressing and some are not getting done correctly. They would like to purchase an Address Locator database for consolidation into the AS400 system. Costs are estimated at \$18,000. The County has asked that JeffCom pay \$10,000 of the cost and John Fischbach, County Administrator, suggested using the \$10,000 Capital Improvement funds in the current budget and then replacing that money with funds received from the 1/10th of 1% Sales Tax revenue. It was noted that the 1/10th of 1% Sales Tax revenues were to be used only for improvements to JeffCom’s infrastructure. The possibility of having the County pay the entire

amount and then assessing JeffCom for use was discussed. County Commissioner Pat Rodgers noted it was his understanding that only the emergency services departments needed quick access to this information and, if it were not for the needs of the emergency services departments, the upgrade would not be pursued at this time. All the other County agencies do not have instant access needs at this time, even though they may benefit from this in the future. Tracy noted that JeffCom uses database that is downloaded by Qwest through Intrado for address access. Bob Wilson noted that one source mapping is really needed. After further discussion on mapping complexities, changing road names, and emergency services departments involvement in updating, **Mike Brasfield made a motion** to approve expending the funds in ratio requested, JeffCom \$10,000 and the County \$8,000, for purchase of the Address Locator database. **Wayne Kier seconded** the motion. Chief Eims questioned if 1/10th of 1% Sales Tax revenue would be used for this project and it was agreed they would not. Funds from previous years balance would be used. Motion passed.

Mike Brasfield asked if anyone saw in the paper that Clallam County has a new reverse 9-1-1. Tracy stated our county has been looking at one also, and had a demo scheduled, but had to be rescheduled due to lack of participation. Tracy also stated she would get more information from Naomi, Director of PenCom, on the product they purchased.

Reclassification - Reclassifying Administrative Clerk Loni Harbison to Administrative Assistant was discussed. After some discussion regarding others in the Administrative Clerk classification, Mike Brasfield suggested Tracy meet with Lorna from the County Commissioners office to discuss and advise the Board.

WA State 911 Advisory Committee Feb. 25th letter to state leadership regarding VoIP – Tracy included this letter to relay to the Board some of the problems arising from VoIP. Presently, VoIP is not required to implement the \$.50 911 taxes that land lines and cell phones charge, which will affect revenues, and there are no guidelines in place for VoIP carriers. She shared a recent incident that happened in Texas where VoIP could not reach 911. VoIP calls cannot dial the dedicated 911 lines and many carriers are claiming they are 911 compatible only to insert a warning about 911 in small print in another area of their contracts. Chief Kier asked if there was any information available he could use when answering questions about VoIP. Tracy said she would send out information sheets to everyone.

Run Statistics for the City of Port Townsend and District 6 - Tracy said she has received a letter from Chief Minge regarding Calls for Service charged to both District 6 and Port Townsend Fire Department. The Port Townsend Fire District and Fire District 6 have consolidated into one, but both Port Townsend Fire and District 6 are still being charged for the same call, tripling District 6's call volume. Tracy noted that this is the same for mutual aid or if the Sheriff's Department is called to assist the City Police Department. What does the Board want to do at this point? A lengthy discussion was held regarding several issues, including PT Fire Department and District #6 asking to be consolidated with JeffCom, possible other future consolidations, single dispatching, unit based dispatching, revamping basis for charges, etc. It was suggested a subcommittee be formed to further review options such as payment for usage and/or going with a flat fee. Tracy said she would set this up and email the information.

DIRECTOR'S REPORT

Tracy reviewed the items in the Director's report including:

- Testing scheduled for Friday, March 25, at 6:00 PM at the Chimacum Fire Station. Anyone interested in observing is invited to show up.

- The radiation study for Morgan Hill has been completed and forwarded to the City. The answers to some technical questions are being reviewed by ADCOM before the public hearing can be scheduled.
- Our new Communications Officers have completed several trainings, including ACCESS, Telecommunicator I, Telecommunicator II, and CBD during March. Training expenses are reimbursable through the state 911 grant.
- National Telecommunicators Week – April 10th through the 16th. Banquet will be held Friday, April 15th starting at 4:30 PM. Communications Officer of the Year for 2004 will be presented. Tracy reminded everyone to turn in their ballots.
- New tandem router for 911 calls
- Phase 11

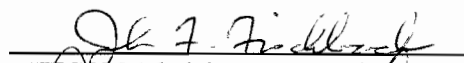
MISCELLANEOUS

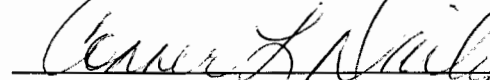
Chief Minge asked about the testing and hiring procedures for JeffCom. Tracy explained the testing and interview processes. He asked about the composition of the interviewing panel. The interview panel consists of Tracy, Donna Stamper, 911 Supervisor, one representative from the Sheriff's Department, Police Department and Fire Department.

Mike Brasfield introduced Tim Perry who will be replacing Ken Suckert as Under sheriff.

Mike Brasfield made a motion to adjourn the meeting. Wayne Kier seconded the motion. Motion carried. Meeting adjourned at 10:05 AM.

The next meeting will be April 28, 2005, @ 08:30 at the JeffCom/EOC Conference Room.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
April 28, 2005

IN ATTENDANCE

John Fischbach-County Administrator, Wayne Kier-JC Fire Chief's Association, Mike Brasfield-Jefferson County Sheriff, Conner Daily-Port Townsend Police Chief, Bob Wilson -JC Fire Chief's Association Alternate, Robert Pontius -JC Fire Commissioners Alternate, Mike Mingee -Port Townsend Fire Department, Ben Cooper -JC Fire District #5, Ken Horvath -City of Port Townsend, Jess Bondurant-JC Fire District #1, David Wheeler - JC Fire District #3 Commissioner, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for March 24, 2005
- JeffCom Voucher Summaries for March
- JeffCom Expenditure Statement by Fund for March
- Director's Report
- Highlights of changes in Union Contract
- Letter from APCO re: Vonage - Receiving VoIP calls through administrative lines
- Copy of Surplus Resolution approved by County April 11, 2005
- Letter from Grays Harbor Sheriff's Department requesting primary law frequency
- Call Volume Summary Report

Chairman John Fischbach called the meeting to order at 0835 hours.

APPROVAL OF AGENDA

Wayne Kier moved to approve the agenda as presented. **Mike Brasfield seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

Wayne Kier wanted to verify that the approved Technical Maintenance Agreement with Positron included Fire Point as indicated in the minutes. Tracy said Fire Point is included. Ken Horvath questioned the reference to the RMS licenses on Page 2 also under Technical Maintenance Agreement. Tracy said that would be corrected. The 11 law RMS licenses include 8 at the Police Department and 3 at JeffCom. There are also 8 Fire RMS licenses. The minutes were approved as corrected.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the March vouchers presented. **Wayne Kier seconded** the motion, which carried by unanimous vote.

GENERAL BUSINESS

Dave Wheeler, a Port Ludlow concerned resident and Fire Commissioner, said he wanted to address the Board regarding staffing issues. He would like to see 2 dispatchers on at all times which will require 11 dispatchers. He said after discussing this issue at Fire Commissioners meetings and County Commissioners meeting he was referred back to this Board. He asked if this Board wants only 9 dispatchers or if they would like to have 11? John Fischbach stated the goal was to reach 11 but no specific plans have been put in motion yet.

Dave said as early as 2000 in the reconstruction planning stages both the County Administrator and County Commissioners wanted plans to include having 11 dispatchers by 2003. He feels emergency personnel, community residents and properties are at risk. Expressed concern that the Board needs to get a plan to increase dispatchers to 11 for full coverage. Mike Brasfield said the users are aware of the situation and that most of them have staffing shortages also. Dave questioned using funds from the 1/10th of 1% tax initiative. He suggested budgeting \$100,000 for infrastructure and using the rest to fund additional dispatchers. Robert Pontius questioned what happened to the County's commitment to fund the 2 additional dispatchers and pointed out that the 1/10th of 1% assessments did not start until April 1. The initial figure of \$150,000 used in discussing the 1/10th of 1% sales tax referred to the loan from the County for the Zetron equipment. He feels we should not change the original deal we made with the public and thinks the County should fund the 2 additional dispatchers. Bob Wilson said JeffCom needs \$1million equipment upgrades and the voters were told that is what the tax would be used for. He questioned looking into higher pay as incentive to attract personnel. Mike Brasfield reminded everyone that the citizens could reverse the 1/10th of 1% sales tax. Mike Mingee asked how much money it would take to have 11 dispatcher positions available. It was decided that Tracy would get that information for the next meeting. John Fischbach said he had discussed this with David Goldsmith, retired County Administrator, and Glen Huntingford, ex-County Commissioner, and he was told there was no promise from the County to fund 2 additional dispatchers.

COMMITTEE MEETING REPORT

No committee meeting reports.

DISCUSSION

Testing Update on Amplifier for Ludlow Radio – Tracy said there is still more testing that needs to be completed. Wayne Kier said Ludlow has now eliminated using the South Repeater and it is working quite well for them.

Infrastructure Study – The final 2 firms have been asked to submit Statements of Qualifications regarding this specific project and to supply information on similar projects they have done. This information is due tomorrow. As soon as the information is received it can be reviewed by the committee and questions established for the in-person interviews.

Mapping Update – Mike Mingee said District 6 and the Port Townsend Fire Department personnel are still at work verifying information. He wanted it noted that the staff time by the Fire services would be in excess of 1,000 man-hours. It was asked if the upgrade for the AS400 had been purchased yet. John Fischbach will look into it and get back to the group.

Letter from APCO International – Vonage – Tracy reported this letter expresses concerns that Vonage, a VoIP provider, thinks 911 calls should come in on the ten-digit administrative lines rather than the 911 lines. The administrative lines do not give ANI or ALI information. She also announced that Level 3 Communications, a VoIP provider, would be coming to this area for testing. They have indicated they are willing to pay fees the same as wireline and wireless companies.

Surplus Resolution – Tracy reported that the old radio equipment used in the Jail Control Room, which was replaced as part of the move, is no longer needed and the County has agreed to surplus them along with the Racal Recorder which is no longer working and has been replaced. The Resolution allows for JeffCom to give the old radio equipment to another entity. The Washington State Patrol still uses this type of equipment and has indicated an interest in the equipment. Tracy asked for Board approval to give the old radio equipment to the Washington State Patrol. **Mike Brasfield made a motion** to authorize Tracy to surplus the equipment. **Robert Pontius** seconded the motion.

Grays Harbor Request – Mike Brasfield explained that Grays Harbor Sheriff's Department has purchased a Field Operations vehicle and is asking neighboring counties to allow for their primary law frequency to be programmed into the radios in this new vehicle. It was noted that Grays Harbor already assists Jefferson County with issues on the west end and this would just benefit that process. Tracy indicated this would be okay with the dispatch center. **Mike Brasfield made a motion** to approve Grays Harbor's request. **Wayne Kier** seconded the motion. Motion carried.

DIRECTOR'S REPORT

Tracy reviewed the items in the Director's report including:

- Thanking everyone who attended the National Telecommunicator's banquet and to pass on her thanks to everyone who voted. The Dispatcher of Year for 2004 was awarded to Whitney Howard.
- A Conditional Offer has been given to a lateral from California. Pre employment exams will be completed the second week of May.
- The installation of the 4th position should take place the 4th week of May.
- VoIP provider, Level 3 Communications, as discussed earlier, plans on testing with the PSAP sometime in May.
- Advising presently working with OPSCAN to try and eliminate the phone line that goes to the west end to speak to the deputy. Planning on going on the WSP tower and connecting into the OPSCAN network.

MISCELLANEOUS

Tracy noted that we have no plans at the present to add another trunk line to receive VoIP calls but some of the larger PSAPs have done this.

Wayne Kier asked what standards the dispatchers work under. Tracy said both APCO and Washington state standards.

Mike Mingee announced that District 1 is now interested in possibly joining the consolidation of Port Townsend Fire and District 6. He reminded everyone that we need a committee to look into possible changes to formulation of user charges. Tracy interjected that the JeffCom Interlocal Agreement will need changed to reflect any changes to formulation of user charges. Discussed forming a committee or

having Board involvement in entire process. Mike Brasfield suggested the Mike Mingee bring a proposal to the Board for them to consider.

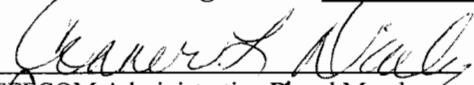
Mike Brasfield asked Tracy to supply a survey of comparable dispatch centers and their staffing levels.

Robert Pontius requested Mike Mingee bring any proposals to the Fire Commissioners meeting to be discussed there also.

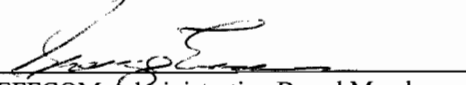
It was announced that Conner Daily, Kristen Anderson's replacement as Police Chief of Port Townsend, will also be her replacement for this Board.

Mike Brasfield made a motion to adjourn the meeting. **John Fischbach seconded** the motion. Motion carried. Meeting adjourned at 9:21 AM.


The next meeting will be May 26, 2005, @ 08:30 at the JeffCom/EOC Conference Room.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
May 26, 2005

IN ATTENDANCE

Conner Daily-Port Townsend Police Chief, Mike Brasfield-Jefferson County Sheriff, Wayne Kier-JC Fire Chief's Association, George Eims - JC Fire Commissioners Association, Bob Wilson -JC Fire Chief's Association Alternate, Pat Rodgers - JC Commissioner, Ben Cooper -JC Fire District #5, Allen Sartin-Jefferson County Central Services Director, Bob Hamlim-Jefferson County EOC Director, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for April 28, 2005
- JeffCom Voucher Summaries for April
- JeffCom Expenditure Statement by Fund for April
- Director's Report
- Call Volume Summary Report
- Emergin Inc. Quote
- County Staffing Levels Comparison Report
- JeffCom 6 Month Staffing Level Breakdown
- Information on FCC's May 19, 2005, Ruling that Internet Phone Carriers Provide 911
- Phase 1 and Phase 2 Status Reports for Counties in Washington State
- E911 Network Topology Reference Diagram
- NENA Master Glossary of 911 Terminology (Members only)

In the absence of Chairman John Fischbach, Tracy Stringer called the meeting to order at 0835 hours.

APPROVAL OF AGENDA

Bob Wilson requested adding the 10th and 11th dispatch positions to the agenda for discussion. **Bob Wilson moved to approve** the agenda as amended. **Ben Cooper seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

Bob Wilson moved to approve the minutes as presented. **Ben Cooper seconded** the motion, which carried by unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the April vouchers presented. **Wayne Kier seconded** the motion, which carried by unanimous vote.

GENERAL BUSINESS

No general business presented.

COMMITTEE MEETING REPORT

Bob Wilson said that the Technical Committee is requesting the JeffCom Board approve payment to Greentree in the amount of \$1,000 for re-programming Zetron with the new tone out scheme for Fire Districts. Greentree is not charging for designing the new format or implementation but just for the re-programming. It was noted this would only cover the Zetron JeffCom radios. **Bob Wilson made a motion** the JeffCom Board approve payment. **George Eims seconded** the motion. Payment method discussed including the payment scheme for 2004 Chief Tones implementation. **Bob Wilson amended the motion** to include payment to be made from balance fund monies. **George Eims seconded** the motion as amended. Motion carried.

DISCUSSION

Clallam Fire Request – Tracy reported that Ted Krysinski had requested at the last Technical meeting to allow Clallam Fire to program our frequencies into their radios. Bob Wilson questioned if this included tactical frequencies and it was determined it did not. **Ben Cooper made a motion** to approve their request. Mike Brasfield said he would like to get something in writing from Clallam before approving the motion. **Motion tabled until next meeting.** Due to the cancellation of June's meeting **Mike Brasfield made a motion** to approve Clallam's request for our radio frequencies, adding we still need to get something in writing. **Ben Cooper seconded** the motion. Motion carried.

Emergin Paging – Tracy explained that Emergin Paging is a phone tree software program that has multiple approaches. It can do stacked paging to include home, cell, email, etc., and can convert voice to word. The system would be housed at JeffCom. It could be used for Fire, Sheriff, EOC, Fire Arson team, or Chaplain alerts and also used for callbacks. Bob Hamlin said this system would be better than the Reverse 911 they have been looking at. He also said that the EOC would participate in the funding. Mike Brasfield questioned whose lines would be used and the possibility of tying up the lines. Tracy reported that Mark Piel from Information Services told her this program would fit into our system and that he could act as the systems administrator. George Eims questioned use of lines. This program is outgoing only and would not use any 911 lines, as those are separate on a dedicated truck. Only the administrative lines through the County's phone system would be used. It was noted that Island County has been using this software for sometime. Mike Brasfield requested we table any decision until Mark Piel can be in attendance.

Staffing Levels Reports – Tracy reviewed the information included in everyone's packet. Mike Brasfield asked if staffing is 8, 10, or 12 hour shifts. Staffing is 4 – 10 hours shifts. Mike Brasfield questioned overtime needs using different staffing schedules. Tracy said she has done comparisons and the 5 – 8 hours shifts result in the same amount of overtime and the 12 hours shifts result in more overtime. Cost for an entry level Communications Officer, including benefits, is \$39,990.28.

10th and 11th Dispatch Positions – Bob Wilson said even if we are not able to fill the 10th or 11th positions due to difficulty in recruiting he feels the costs for the positions should be included in the 2006 budget. Mike Brasfield said with all of the discussions on restructuring within the Fire Districts determining individual user costs are not possible. Pat Rodgers said he would like our pay scales reviewed for comparison to other counties and the cost of trainings figured into the formula if we are losing our trained people to other agencies. Tracy said we have not lost any employees to other agencies and that the training costs are reimbursed through the state military grant. Pat Rodgers said he feels Jefferson County's professional staff is underpaid. Tracy said she will prepare three 2006 budgets – one for staffing at the current level, one to include the 10th position, and one to include the 11th position.

June Board Meeting – Tracy said she will be at conferences the last two weeks of June and suggested changing the board meeting date to the second week of June or canceling June’s meeting. **Mike Brasfield made a motion** to cancel June’s board meeting. **Pat Rodgers seconded** the motion. Motion carried

DIRECTOR’S REPORT

Tracy reviewed the items in the Director’s report including:

- New lateral hire from California will start June 12.
- Our two new hires completed EMD training and Telecommunicator II training.
- 4th position installation should be completed this Friday.
- The FCC has ruled that VoIP providers must provide E911.
- Phase 1 and Phase 11 status in Washington counties.
- E911 topology diagram. Acronym guide from NENA to executive members.

MISCELLANEOUS

Pat Rodgers said PUD is going to be installing towers and we should look into the possibility of partnering up with them if possible.

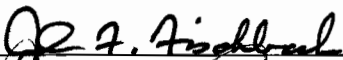
Mike Brasfield said that at the conference in Wenatchee he learned that some of the larger counties in the state have decided to give all their cell calls to the State Patrol and in turn the counties will be turning over their cell phone tax revenue to the State Patrol.


Wayne Kier said the Regional Fire Plan has changed with Clallam County being the lead and Jefferson County being alternate. JeffCom will also now be alternate.

Bob Hamlin’s department will be heading up a very good informational program on June 1.

Wayne Kier made a motion to adjourn the meeting. **Ben Cooper seconded** the motion. Motion carried. Meeting adjourned at 9:05 AM.

The next meeting will be July 28, 2005, @ 08:30 at the JeffCom/EOC Conference Room.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Tracy Stringer

JEFFCOM ADMIN BOARD

THERE WAS NOT A BOARD MEETING IN

June, 2005

JeffCom Board Minutes
July 28, 2005

IN ATTENDANCE

Board Members

John Fischbach, County Administrator
Conner Daily-Port Townsend Police Chief
Mike Brasfield, Jefferson County Sheriff
Wayne Kier, JC Fire Chief's Assn
George Eims, JC Fire Commissioners Assn-Absent/Represented by Robert Pontius – Alternate

Other Attendees

Bob Wilson -JC Fire Chief's Association Alternate	Pat Rodgers – JC Commissioner
Ben Cooper -JC Fire District #5	Ted Krysinski- East Jefferson Fire & Rescue
Bob Hamlin-JC EOC Director	Mike Mingee – East Jefferson Fire & Rescue
Chuck Boggs – East Jefferson Fire & Rescue	Ken Horvath, City of Port Townsend
Tony DiBenedetto – Greentree Communications	Tracy Stringer-JeffCom Director
Loni Harbison - JeffCom Dispatch Clerk	Whitney Howard – JeffCom Supervisor
Luke Bagues – JeffCom Communications Officer	

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for May 26, 2005
- JeffCom Voucher Summaries for May and June
- JeffCom Expenditure Statement by Fund from May 1 through June 30, 2005
- Director's Report
- Call Volume Summary Reports for May and June

Chairman John Fischbach called the meeting to order at 0833 hours.

APPROVAL OF AGENDA

Mike Brasfield moved to approve the agenda as presented. **Wayne Kier seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

Mike Brasfield moved to approve the minutes as presented. **Conner Daily seconded** the motion, which carried by unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the May and June vouchers presented. **Robert Pontius seconded** the motion, which carried by unanimous vote.

GENERAL BUSINESS

No general business presented.

COMMITTEE MEETING REPORT

None.

DISCUSSION

South Repeater – The south repeater has been experiencing intermittent problems over the past two months. These problems, along with possible solutions, were discussed at the last JeffCom Technical Committee meeting and following the recent JeffCom Executive Board meeting held at the Jefferson County courthouse. Chief Wilson had suggested the possibility of disconnecting the South repeater from the voting system. To help the Board better understand the problems and suggested improvements, Tony DiBenedetto, from Greentree Communications, was invited to attend this meeting. Mike Brasfield ask Tony to explain the voting system. Tony explained how the voting system works. Chief Kier noted that switching from microwave to the voting system resulted in great improvements to the Port Ludlow area. Tony was asked what would be the most reliable. Tony said using a microwave system would be the most reliable and would belong to JeffCom. Would no longer have to depend on phone companies to respond to problems and then make necessary repairs. It was noted that the telephone company has discovered some problems and is attempting to make corrections. Possible solutions were discussed keeping in mind the infrastructure engineering study to be done shortly. It was agreed we did not want to implement something short term that could not be used elsewhere if it did not fit with the recommendations from the engineering study. The need to have these problems resolved as quickly as possible was discussed. It was noted that during one problem incident it affected all communications and prevented audible transmissions for a short period of time. After further discussion it was recommended that tone outs for District 2 be done off the North and Z Point repeaters instead of the South repeater. Tracy said JeffCom would test with District 4 using just Z Point for their tone outs. It was also decided that the quickest usable solution would be a new base station. **Robert Pontius made a motion** to authorize funds for Tony (Greentree Communications) to troubleshoot and install a new base station at the dispatch center. Mike Brasfield suggested we cap the project at \$20,000. Robert Pontius amended his motion to include the \$20,000 cap. **Wayne Kier seconded** the motion that carried by unanimous vote. Possible improvements as a result of OPSCAN's project were discussed. Mike Brasfield noted the engineering firm selected for the infrastructure study is aware of OPSCAN and their project.

Port Gamble Fish & Game – Tracy noted we have completed the one-month study dispatching for the Port Gamble Fish & Game. She reported they have two agents that sign in and out. They have had only 5 calls during the month and they were all calls to assist the Port Townsend Police Department and other county agencies. The current "Use of Public Safety Frequencies" adopted by the Board states "Any governmental agency not party to the JeffCom Inter local Agreement shall be required to pay a yearly usage fee of \$500.00" She recommended we include them under this policy. **Mike Brasfield made a motion** to enter into a one year agreement, to be reviewed annually, for continued dispatching services with the Port Gamble Fish & Game in return for the annual payment of \$500.00 per the JeffCom "Use of Public Safety Frequencies". **Wayne Kier seconded** the motion which passed by unanimous vote.

Emergin Paging – Tracy noted that Mark Piel, Jefferson County Central Services, had planned on attending this meeting to help explain the Emergin Paging system but is currently involved in resolving County network problems and cannot attend. Since Ted Krynsinski has been doing research on the system and has discussed this with Bob Hamlin, Tracy asked him to present his information to the Board. Ted said the Emergin Paging system offers computer-aided notification to pre-selected individuals with multiple contact layers available. The system also offers voice over data. Specific incidents, with pre-selected contact people, are entered into the system, which would then automatically start notifications

when that incident was entered by Dispatch. Bob Hamlin indicated funds to pay for this program would be available from his department through Homeland Security. Discussion followed including who would input all the information into the system, software and installation costs, user fees, maintenance contracts, end user requirements, compatibility with Positron and CAD, possible use of stand-alone computer, and additional phone lines. Bob Hamlin said the costs he and Ted discussed were a \$7,000 software start up and \$4,000 installation fee. He said in order to receive the Home Land security financing the billing must be submitted by October 1. Tracy said additional administrative phone lines would be added. It was noted that this would not replace Reverse 911. **Mike Brasfield made a motion** to authorize intergrading the Emergen Paging software into the JeffCom system and to accept financing from Homeland Security funds up to \$15,000 on the condition no other costs are paid without JeffCom Board approval. **Connor Daily seconded** the motion. After further discussion it was decided to request something in writing from Positron that they would not charge any fees associated with installation of the Emergen Paging system. Mike Brasfield said he would feel more comfortable being able to discuss this with Mark Piel. **Mike Brasfield withdrew his motion.** It was decided to invite Mark Piel to the next meeting. Ted Krynski noted he would not be able to attend the next meeting.

Mike Brasfield said the County also needs a way of mass notifications to its citizens. Ken Horvath said he is researching Reserve 911 programs. Tracy said a Reverse 911 representative had been invited to attend this meeting but due to the south repeater problems it was decided to cancel and reschedule for next month. It was asked if a Reverse 911 program could do what the Emergen System offers. Mike noted that Reverse 911 is geographical and depends on landlines and is not multi-layered. It would not provide what the Emergen System offers.

John Fischbach noted this would be the last board meeting Director Tracy Stringer will be attending. He thanked her for all of her hard work and for her involvement in all the improvements to JeffCom. He wished her good luck in her new endeavor.

2006 Budget Proposals – Tracy noted there are three budget proposals, option 1 with no personnel changes, option 2 adding one new dispatcher, and option 3 adding two new dispatches. The following points were discussed, support for the 2 additional dispatchers from both Commissioner Rodgers and Mike Brasfield, user fees, funds received from the 1/10th of 1% sales tax, impact of increased user fees on smaller fire districts, and method of accessing user fees. Following the discussion **Mike Brasfield made a motion** to submit option 3 as JeffCom's proposed budget. **Wayne Kier seconded** the motion, which carried by unanimous vote.

DIRECTOR'S REPORT

Tracy reviewed the items in the Director's report including:

- Morgan Hill project.
- Infrastructure study.
- Mapping grid installation and testing.
- JeffCom's participation in Community Events.

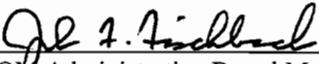
MISCELLANEOUS

John Fischbach said he would like to form a committee to study the current fee structure and make possible changes. It was suggested all paying agencies, the JeffCom board members, and the new JeffCom Director be involved. It was also suggested that anyone with specific ideas should bring sample

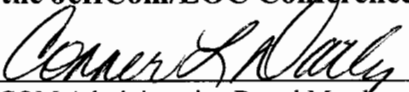
billing schemes. John said he would schedule a meeting in the near future. Robert Pontius invited all the fire personnel to the next Commissioners meeting to discuss their suggestions.

Mike Brasfield made a motion to adjourn the meeting. **Robert Pontius seconded** the motion, which carried by unanimous vote. Meeting adjourned at 10:45 AM.

The next meeting will be August 25, 2005, @ 08:30 at the JeffCom/EOC Conference Room.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
August 25, 2005

IN ATTENDANCE

Board Members

John Fischbach, County Administrator
Conner Daily-Port Townsend Police Chief
Mike Brasfield, Jefferson County Sheriff
Wayne Kier, JC Fire Chief's Assn
George Eims, JC Fire Commissioners Assn

Other Attendees

Bob Wilson -JC Fire Chief's Association Alternate
Ben Cooper -JC Fire District #5
Bob Hamlin-JC EOC Director
Chuck Boggs – East Jefferson Fire & Rescue

Ken Horvath, City of Port Townsend
Ed Wilkerson, Port Ludlow Fire & Rescue
Donna Hamlin, JeffCom Interim Director
Loni Harbison - JeffCom Dispatch Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for July 28, 2005
- JeffCom Voucher Summaries for July
- JeffCom Expenditure Statement by Fund from July 1 through July 31, 2005
- Director's Report

Chairman John Fischbach called the meeting to order at 0833 hours. He welcomed Donna Hamlin as JeffCom's Interim Director.

APPROVAL OF AGENDA

Bob Wilson requested the 10th and 11th dispatch positions that were included with the proposed budget adopted for recommendation at our last meeting be added to the agenda for discussion.

Wayne Kier moved to approve the agenda as amended. **Connor Daily seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

Wayne Kier moved to approve the minutes as presented. **Conner Daily seconded** the motion, which carried by unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the July vouchers presented. **Wayne Kier seconded** the motion, which carried by unanimous vote.

GENERAL BUSINESS

None.

COMMITTEE MEETING REPORT

None.

DISCUSSION

Coordination of Hadlock Tower – Bob Hamlin handed out a diagram of the Hadlock Tower showing Emergency Management equipment in red and JeffCom equipment in black. He noted that last week OPSCAN installed a 4 ½ foot microwave dish 100 feet high on the tower. He is concerned the tower has reached its maximum capacity. The Emergency Management Department has several antennas on the tower and may need to do some re-positioning. He is concerned that any changes to the tower need to be better coordinated and that all users are aware of the proposed changes. Mike Brasfield said he felt whoever owned the tower should be in charge. Bob reported the tower was installed using FEMA funds but when JeffCom was established it was agreed the tower would belong to JeffCom as part of their infrastructure. Wayne Kier said we need to determine what is on the tower that is vital to operations and what is on the tower that just enhances operations. Mike Brasfield suggested any request for changes should go before the board. It was noted Tony from Greentree might want to make some changes associated with the South repeater problems.

Wayne Kier introduced Assistant Chief Ed Wilkerson giving a brief history on his fire background.

DIRECTOR'S REPORT

Donna reported she has been meeting with our users to gather their input on where we are at, where they would like to be, and what are their major concerns. The two consistent concerns are the infrastructure study and the billing system.

She reported the status of the center is going well with some equipment's capabilities not being maximized. She reported on the outage that occurred Friday, August 19. Two dispatchers were sent to the backup PSAP site which has 3 - 911 incoming lines and 4 administrative lines but only one headset to answer the calls. The dispatchers worked together by one answering the phone and the other recording the information. The move back into the Fire Station has not been scheduled.

Donna reported that JeffCom had been unsuccessful in getting any dispatchers that have left the organization to return on a temporary basis. Most have moved or have other employment.

Testing new applicants is scheduled for August 31. We presently have 24 applicants.

Donna said she has gathered as much information as she could on projects that need to be addressed and would like a short review with Board direction.

- OPSCAN – Has contacted the appropriate people to be included on mailing list to keep up to date on progress. Met with Tony from Greentree. Phase 2 is scheduled for this fall. Behind in information because of lack of participation.
- Mt. Octopus – Tracy and Tony completed a rental agreement that was faxed to Judi. Apparently have 2 leases, one with the state and one with DNR. This covers the west end through a leased telephone line. OPSCAN's plans are to move the site and make their improvements. This will result in discontinuing the leased telephone line. Mike Brasfield reiterated the need to be informed about OPSCAN.
- GIS (addressing) – Donna has a lead on a person who could possibly be on loan from Lincoln County. Need mapping committee report. Bob Wilson said the committee needs to meet with the

County Commissioners regarding the ordinance and mapping. The County presently does not have a GIS person. John Fischbach said the County is accepting applications for the GIS position.

- Mod. 25 z-tron encoder – Donna said it was her understanding that installation has been held up by the install of the new tone out schedule and the redundant name study. Mike Brasfield asked if it is just mechanical why it cannot be installed. Wayne Kier indicated the tone stack was put on back burner.

Discussion followed regarding information supplied by the CAD to the dispatchers. Some instances have resulted in cross streets being reported incorrectly. George Eims noted there are several reasons for mapping discrepancies, including bringing benchmarks up to GPS standards. Perhaps several of these issues can be addressed when the County gets it's new GIS person on board.

- Infrastructure Study- Donna noted the last information she had was that sample contracts had been sent to John Fischbach August 1. John said he would have the contract completed within the next few days. It was asked if the cost figure would be in the contract. Mike Brasfield said we were to negotiate a cap to assure we would spend what had been projected. It was decided not to start negotiations until a permanent Director has been hired.
- Morgan Hill repeater – Donna reported we just received the balloon study and handed out the packet of results for review. Need to have the City schedule a public meeting. Representative to answer technical questions was discussed. It was suggested asking Mark Nelson from ADCOM Engineering to attend and field the technical questions, as he is the one who assisted with the studies and supplied the results. We will also need someone to explain the need.
- Tone sequencing – Bob Wilson said the tones had been developed but thought the Model 25 had to be installed first. Doesn't understand why addressing should delay this. Donna said that Tony indicated the run cards need to be installed. Discussed access to the system for installing information such as the run cards. Donna said she had no objections to trained Fire personnel installing their information.
- New frequency licenses request – Donna reported that according to the March 2005 meeting minutes it was decided to apply for new licenses – 3 for law and 2 for fire – and that Tony was going to do this. At the last Board Meeting it was decided that if Tony had not pursued getting the licenses to advise him not to proceed. Bob Wilson has a vendor that seems to be more efficient and timely. Mike Brasfield said we need to apply for the licenses the best way we can and get this underway.
- Emergin – Mike Brasfield said that everyone thought the program was excellent and would like to acquire it but we still do not know about any hidden costs such as monthly fees and upgrades. Ted Krynski was to check on this and give the report to a representative from PT Fire. Bob Hamlin noted his grant money from Homeland Security for this project is available only until March 1 of next year.
- Hadlock tower – Bob Wilson reported that he and Tony have discussed various solutions using the Hadlock tower to help resolve the South repeater problems. Bob questioned the need to buy a new radio. He noted the Department of Emergency Services' radio reaches south. Tony also mentioned the possible need of another antenna. No decisions have been made.
- Police RMS – Ken Horvath said the Release 138 Upgrade to Positron's *Power RMS* is available. The police, JeffCom and Mark Peil will need to coordinate when the changes are implemented because the upgrade modifies the database structure.
- Alternate billing formulas – Donna passed out a written explanation of the formula used by PenCom. She said she would meet with PenCom to get a better understanding. She said she had

also completed a formula using percentages but came up within dollars of the current fee schedule. Mike Brasfield suggested JeffCom's Director not be involved with the actual negotiations but only provide data. He requested a simplified explanation on Calls for Service and billing. John Fischbach said he is waiting for a permanent Director before scheduling a meeting to discuss the fee schedules. Mike Brasfield said this issue needs to be addressed prior to the expiration of the current Interlocal Agreement but is not an urgent matter at this time.

- Reverse 911 – Donna asked if the Board was still interested in a presentation. Mike Brasfield said he has had experience with Reverse 911 and it can be a valuable mass communication tool. He would like to look into this again in the future but feels it does not need to be addressed at this time.
- VoIP – Donna noted JeffCom does not have the ability to answer VoIP calls at this time. It was noted the FCC has just issued a ruling mandating providers provide this service.

MISCELLANEOUS

Donna asked about the status of the Ludlow Repeater in reference to an upgrade earlier in the year. Wayne Kier said it has been a great improvement and everything is working well.

Bob Wilson questioned including the cost for the 10th and 11th dispatch positions in their fee schedule for 2006. He would like to see how much money is left at the end of the year and perhaps utilize some of those funds if they are available. It was noted we could always increase the fee schedule during the year if sufficient funds were not available.

Mike Brasfield noted that the Board has discussed the need for a Technical person, whether sharing with the County or City, and to remember this position was not addressed during budget recommendations.

Mike Brasfield questioned the payment to Educational Maps & Globes. Payment is for a 6-map overlay system supporting 60" wide material for use by the Dispatchers.

Mike Brasfield made a motion to adjourn the meeting. **Conner Daily seconded** the motion, which carried by unanimous vote. Meeting adjourned at 10:05 AM.

The next meeting will be September 22, 2005, @ 08:30 at the JeffCom/EOC Conference Room.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JEFFCOM ADMIN BOARD

THERE WAS NOT A BOARD MEETING IN

September , 2005

JeffCom Board Minutes
October 27, 2005

IN ATTENDANCE

Board Members Present

John Fischbach, County Administrator
Mike Brasfield, Jefferson County Sheriff
Ed Wilkerson, JC Fire Chief's Assn
George Eims, JC Fire Commissioners Assn

Board Members Absent

*Conner Daily – Port Townsend Police Chief
represented by Mike Mingee, EJR, see
other attendees

Other Attendees

*Mike Mingee, EJ Fire & Rescue, representing Connor Daily, Port Townsend Police Chief
Bob Wilson -JC Fire Chief's Association Alternate
Robert Pontius, JC Fire Comm Assn Alternate
Pat Rodgers JC Commissioner
Bob Hamlin-JC EOC Director
Chuck Boggs – East Jefferson Fire & Rescue
Joe Martin-Sheriff, Clallam County
Patti Morris, Clallam County Sheriff's Office
Ken Horvath, City of Port Townsend
Mark Peil, JC Information Services
Tony DiBenedetto, Greentree Communications
Donna Hamlin, JeffCom Interim Director
Loni Harbison - JeffCom Dispatch Clerk
Monty Martin, Clallam County Sheriff Office

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for August 25, 2005
- JeffCom Voucher Summaries for August & September
- JeffCom Expenditure Statement by Fund from Aug 1 through Sept 30, 2005
- Call Volume Reports for August & September
- Wireless Communications Survey
- Configuration of 911 lines and recommended changes with proposal
- Proposed layout of the new APSAP
- PowerPhone Advanced Fire Service Dispatch Course training information
- JeffCom Telephone Press Information Worksheet

Chairman John Fischbach called the meeting to order at 0834 hours.

APPROVAL OF AGENDA

George Eims requested adding segregation of the 1/10th of 1% sales tax revenue and definition of Calls for Service that the Board has adopted, to the agenda. Mike Brasfield requested adding discussion of limiting the making and seconding of motions to the core Board members only. Ed Wilkerson requested adding discussion on the Vice-Chair position. **George Eims moved to approve** the agenda as amended. **Ed Wilkerson seconded** the motion, which carried by a unanimous vote.

PRESENTATION

Clallam County Sheriff's Office representatives, Sheriff Joe Martin, Patti Morris and Monty Martin, were in attendance to give a presentation and/or answer questions about OPSCAN. Handouts included a copied

power point OPSCAN presentation and schematics of the OPSCAN VoIP network. Sheriff Martin explained the concept of OPSCAN and the grant process for funding for Phase 1, which includes, implementation of a microwave backbone around the entire Olympic Peninsula, implementation of a network of interoperability gateways and solutions, and development of policies, procedures, and training to ensure proper functionality and operations. At the present time OPSCAN consists of 42 public safety agencies including some Canadian participants. Included in the handout were maps showing connection sites around the Olympic Peninsula and cross band areas. Patti Morris said that Tony DiBenedetto from Greentree has been involved and would be able to discuss what this system can provide to our area. Mike Brasfield questioned the interoperability with the radios purchased by Homeland Security. Bob Hamlin said they are all compatible and the OPSCAN system has no problem with bandwidth capacity. Joe Martin encouraged both technical and operational representatives from JeffCom attend the OPSCAN meetings. Tony DiBenedetto described the OPSCAN concept as being like a private internet with no dependence on phone lines. Patti Morris said the eventual cost to users, based on use, is still being worked out and they hope to have more information in 3 to 4 months.

APPROVAL OF MINUTES

George Eims moved to approve the minutes as presented. **Mike Brasfield seconded** the motion, which carried by unanimous vote.

APPROVAL OF VOUCHERS

Asking for approval of vouchers that have already been paid was discussed. It was suggested we change from Approval of Vouchers to Review of Vouchers. **George Eims moved to approve** the August and September vouchers. **Mike Brasfield seconded** the motion, which carried by unanimous vote.

ANNOUNCEMENTS

The Jefferson County Fire Chief's Association has selected Chief Ed Wilkerson to replace Chief Wayne Keir, who has accepted employment outside the county, to be their representative on the JeffCom Board of Directors.

COMMITTEE MEETING REPORT

Technical Committee – Bob Wilson noted the committee is working on redefining membership. It was noted that Bob Hamlin had submitted a sample Rules of Operation for the Technical Committee (copy in meeting packet). It was decided everyone would review the information and revisit the issue at our next meeting.

DIRECTOR'S REPORT

- OPSCAN – Donna said she is still not sure where we fit in and what the system can do for us. The upcoming engineering study should give us some of this information. Mike Brasfield reiterated the importance of having an operations representative, in addition to Tony, attend the OPSCAN meetings. Representative could be from Fire, Law, or JeffCom. Selecting an official representative was discussed. It was decided to delay the decision for a few months and to revisit this issue in January 2006.
- Staffing – Donna reported the overtime expenses are well over budget. Supervisor Whitney Howard is on a month's leave recovering from surgery. Dispatchers are presently working 10-hour shifts but she may have to change that to 14-hour shifts. John Fischbach said he is going to be meeting with Donna on Monday to go over the 2006 budget. He said the budget he was given shows the addition of one dispatcher, not the two that was approved by the JeffCom Board. The correct 2006 budget

will be forwarded to John. John Fischbach reported that the David Timmons, City of Port Townsend, has indicated the City feels they pay too much for dispatch services, along with other service charges levied by the County. The City has indicated they will be discontinuing the use of some of the other fee services provided by the County. This will greatly impact the County's General Fund budget, which is the fund that finances several County departments including the Sheriff's Department. The City feels they are subsidizing the smaller users and has suggested JeffCom change their fee structure to a base fee for use and then access fees based on usage. Charging a large base fee would not be possible for the smaller Fire Districts. John said the County Commissioners might not be able to approve the JeffCom budget that includes funding for the addition of 2 new dispatchers. A discussion followed regarding the JeffCom's Board approval of the 2006 budget and increase in fees to cover the 2 additional dispatcher positions and County Commissioners concerns regarding the General Fund. Several people voiced their concerns about the County Commissioners having final approval of the JeffCom budget that was approved by the JeffCom Board and will be paid by the JeffCom users. John explained that with revenues to the General Fund being substantially decreased this would have a direct impact on the Sheriff's Department budget, which could result in conflict with paying salaries or JeffCom fees. Discussion followed including the tax limitations affecting revenues for all districts, possible withdrawal from JeffCom by smaller Fire Districts, using part of the funds from the 1/10 of 1% sales tax for operational costs, the JeffCom Interlocal Agreement requiring a one year's notice for withdrawal, questioning if the statements received by the City are intended to be notice of withdrawal, better clarification on CFS for billing purposes, contracting with other dispatch centers, possible changes if the East Jefferson Fire Districts merger is approved, and prior discussions regarding the funding of the 2 additional positions. County Commissioner Pat Rodgers said these problems will continue and will get worse. These problems are structural problems resulting from tax limitations and growth limitations in Jefferson County. Following the discussions Mike Brasfield said the JeffCom Board needs clarification of the City's statements, i.e. notice of withdrawal, and the need for a working group to review the JeffCom Interlocal Agreement before the current contract expires Dec. 31, 2006. John Fischbach said he would ask Mr. Timmons, in writing, if he is giving his one-year's notice.

Mike Mingee said the current fee structure needs to be revisited. Donna Hamlin defined a CFS for the Board and said she is aware the Interlocal Agreement needs to be tweaked. Following more discussion regarding mergers, the City of Port Townsend, and funding crunches, **Mike Brasfield made a motion** to continue the billing structure that is in place until the current Interlocal Agreement expires Dec. 31, 2006. **George Eims** seconded the motion. Vote was 3 in favor and 2 opposed. Per the Interlocal Agreement all motions affecting the budget must pass by a minimum vote of 4 in favor and 1 opposed. **Motion did not carry.** John Fischbach said he would organize a special meeting to discuss funding, billing, etc. Discussion on who would attend, entire Board, voting members only, or users. It was decided that all users would be invited to attend along with the 5 voting Board members.

Donna Hamlin said she is testing Nov. 21, 2005, and questioned if she should hire 3 new dispatchers or 1. She indicated she is mandated by the state to have 2 dispatchers on at all times. Both John Fischbach and Mike Brasfield questioned if the 2-man coverage was a recommendation and not mandated. They requested she supply them with that mandate in writing. Testing should continue as scheduled and the hiring of 1 dispatcher to bring the total to 9 as currently budgeted. A list of candidates should be made for possible other hires.

- GIS (addressing) – John Fischbach reported the County is hiring a GIS person that will come on board the middle of November.
- Mt. Octopus – Tied in with OPSCAN. Tony still working on the lease agreement with DNR. Noted that Clearwater gave us a radio.
- Mod. 25 z-tron encoder – Tony said this system interfaces with the CAD and generates tones. He proposes the installation of the Model 640 instead of the Model 25. The Model 640 has more capabilities for future use but does cost more. Tony said he met with Mark Peil, JC Information Services, to review the Model 640 and the Emergin software. It appears they do not overlap functions but will enhance each other. The Model 640 interfaces with our own infrastructure while the Emergin system relies on the internet and telephone lines. Bob Hamlin reminded everyone his grant funds for the Emergin system will expire soon. Grant funds need to be billed by the end of February 2006. Questions about reoccurring costs such as annual fees were asked. Will need to get that information from Ted Krynsinski at our next meeting. Donna Hamlin said she could purchase the Model 640 out of the 2006 equipment budget. She does not anticipate any other equipment purchases in 2006. Discussed Tony putting in the tone schemes now and not waiting until the first of the year. Waiting until the first of the year was decided.
- Infrastructure Study- John Fischbach said he would get the contract completed within the next few weeks or so. Donna Hamlin supplied John with two samples of similar contracts from other agencies. Tony said he would be glad to meet with Hatfield and Dawson to help get this going. Donna Hamlin noted the Wireless Communications Survey packets that are available for each user agency to take and complete. This survey is at the request of Hatfield and Dawson and will assist them in their study. She requested they be completed and return by next Friday, November 4, 2005. Tony recommended a technical meeting with Hatfield and Dawson.
- Morgan Hill repeater – Donna reported we are waiting for the approval from Canada on the application to extend the tower height to 100 feet.
- APSAP – Donna Hamlin referred to the handout showing her design to the APSAP area in the new Port Townsend Fire Station. The tentative cutover date is November 30, 2005.
- VoIP – Donna Hamlin announced the cutover date for accepting VoIP calls in Washington State would be November 28, 2005. The VoIP providers are using phone companies information database but it is required that VoIP and Wireless calls be identified separate from landline calls. All PSAPs will be required to have 2 incoming VoIP lines for identification purposes. One of the handouts for this meeting show current configuration and use of phone lines and the proposed configuration for one new line. Donna has contacted Qwest and received a quote that is listed on the second page of the handout. It also shows the amount of the monthly reoccurring charges associated with the new line. These charges should be reimbursed 100% by the state grant.
- 911 Phone line redundancy – Donna Hamlin referred everyone to the handout showing the configuration of the current 911 incoming trunk lines. She has contacted Qwest for a quote on 4 telephones, each having 4 buttons, and 4 additional stand alone telephone lines. These would be used any time the CAD goes down and would be activated by a call to Qwest to reroute the incoming calls. The quote from Qwest is on page 2 indicating project cost and installation fees. The reoccurring monthly charges would be \$132.00. All project expenses should be reimbursed 100% by the state.

Robert Pontius asked if a motion was needed. Donna then asked what her spending limit is and stated expenses incurred for incoming 911 calls are reimbursed by the state grant. Mike Brasfield he would like to see a figure established and wants to be briefed on major expenditures. The Board indicated it would be okay to proceed with the phone purchases.

- Press Release – Also included, as a handout is a sample press release information worksheet. Donna would like to implement for the JeffCom dispatchers. This is what they used in Clallam County. It was agreed the Board would review the information and revisit the issue at a later date.
- Training – Donna supplied a copy of the PowerPhone Advanced Fire Service Dispatch course that she is sending all Dispatchers to. Those who do not attend in March 2006 will travel to Chehalis in June 2006 for training.
- Budget – Donna said she would like permission to charge \$25 for the tapes made by the Dispatchers that go to private citizens or for civil litigation. Some of the neighboring counties charge up to \$50. After discussion it was decided to charge \$50 to be more in line with neighboring counties.

Point No Point – Donna reported that the dispatching activity for Point No Point has steadily increased and they have had several CFS recently. It was stated that they should then be charged for the CFS.

Donna said the contract with Greentree Communications is set to expire December 31, 2005, and she believes his charges are below the required going out for bid. Mike Brasfield said he realizes that Tony is a major player but thinks a working group should examine the existing contract for improvements such as site inspections, detailed invoicing, etc. Donna indicated there are two other companies listed that could be offered a chance to bid on a contract but she thought the bidding process would take a minimum of 90 days. She said she has already made some changes to the contract with Greentree. Mike Brasfield asked that Donna email or fax a copy of the current contract to the Board members for review.

GENERAL BUSINESS

Ed Wilkerson asked if the JeffCom Board had a Vice Chairman. Robert Pontius said he was initially elected Vice Chair when JeffCom was formed. Ed Wilkerson noted the Interlocal Agreement calls for an election of a Vice Chair during the last meeting each year. It was suggested that the Vice Chair be restricted to a Board Member. It was noted that alternates need to be kept informed of the Board's activity in the event they must vote in the alternate capacity. A Vice Chair will be elected during our December meeting.

Discussed the use of the 1/10th of 1% sales tax revenue and the implications to the public that the funds were to be used only for infrastructure improvements and/or replacements. Discussed having the improvements to the infrastructure completed and not having adequate personnel to utilize the improvements. Discussed the fact that there is no "sunset" clause and concerns the revenue would possibly be used for non-JeffCom matters. Suggested a possible public forum for discussion on these issues. It was requested that a 5-year capital improvement plan be provided. This information should be available following the upcoming engineering study on our infrastructure.

Present status of the 1/10th of 1% sales tax revenue – All monies received from the 1/10th of 1% sales tax are presently paid to the County and then deposited into JeffCom's Unreserved Cash Balance. Obligations

include repayment of the \$157,000 loan made to JeffCom from the County. First payment required in June 2005 for \$78,500 was paid out of the JeffCom Unreserved Cash Balance, second payment of \$78,500 due in December 2005. This will also be paid out of JeffCom's Unreserved Cash Balance. As of September 30, 2005, the sales tax revenue has generated a total of \$128,636.32. The 2005 revenues from the 1/10 of 1% sales tax should cover the \$157,000 repayment

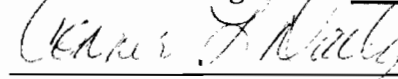
MISCELLANEOUS

George Eims requested more input from the County Commissioners and questioned their views on some of these issues. Commissioner Pat Rodgers explained that he and the other Commissioners meet with John Fischbach several times a week and that he is essentially aware of their feelings and opinions. He acts as their representative and in turn acts as JeffCom's representative to them.

John Fischbach said he would arrange a meeting with David Timmons from the City of Port Townsend within the next two weeks.

Mike Brasfield made a motion to adjourn the meeting. **George Eims seconded** the motion, which carried by unanimous vote. Meeting adjourned at 11:14 AM.

The next meeting will be Wednesday, November 23, @ 08:30 at the JeffCom/EOC Conference Room.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes
November 23, 2005

IN ATTENDANCE

Board Members Present

John Fischbach, County Administrator
Mike Brasfield, Jefferson County Sheriff
Ed Wilkerson, JC Fire Chief's Assn
George Eims, JC Fire Commissioners Assn
Connor Daily, Port Townsend Police Chief

Other Attendees

Bob Wilson, JC Fire Chief's Association Alternate
Robert Pontius, JC Fire Comm Assn Alternate
Chuck Boggs, EJF&R, D-1
Pat Rodgers JC Commissioner
Ted Krynski, East Jefferson Fire & Rescue
Luke Bogues, Dispatcher
Loni Harbison - JeffCom Dispatch Clerk

Ken Horvath, City of Port Townsend
Mike Mingee, East Jefferson Fire & Rescue
Ben Cooper, JCFD #5
Tony DiBenedetto, Greentree Communication
Chuck Boggs, East Jefferson Fire & Rescue
Donna Hamlin, JeffCom Interim Director

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for October 27 and November 9, 2005
- JeffCom Voucher Summaries for October and November
- JeffCom Expenditure Statement by Fund for October 2005
- Call Volume Reports for October
- Vivid Learning Systems training descriptions and quote
- Copy Letter of Agreement between Teamsters Local 589 and Jefferson County

Chairman John Fischbach called the meeting to order at 0827 hours.

APPROVAL OF AGENDA

Mike Brasfield moved to approve the agenda as presented. **Ed Wilkerson seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

Mike Brasfield moved to approve the minutes as presented. **Conner Daily seconded** the motion, which carried by unanimous vote.

REVIEW OF VOUCHER SUMMARIES

Mike Brasfield questioned the payment to the City of Port Angeles. John Fischbach said that was for the services of Donna Hamlin as Interim Director. George Eims questioned payment to Williams Scotsman, Inc. Donna Hamlin noted they are the company we are renting the trailer from for the APSAP.

COMMITTEE MEETING REPORT

Technical Committee – Bob Wilson said he had no additional information to present as the November meeting was cancelled. Next meeting is scheduled for Dec. 13, 2005. Donna Hamlin said she has a meeting scheduled with Hatfield & Dawson on Thursday, December 1, 2005, at 1:00 PM. Members are invited to attend if they would like. Ed Wilkerson asked if we had a contract in place with Hatfield & Dawson. John Fischbach said he promised to have the contract to Donna the beginning of next week.

DISCUSSION

Emergin demo – Ted Krynski apologized that Mark Piel, Jefferson County Information Services, could not be here today. Ted said he was here to address the issue of reoccurring costs for the Emergin system. He said there are 3 options to consider:

- Option 1 – Purchase system and pay a monthly fee that would cover system maintenance and updates. No cost information available but all the Emergin users he has contacted do not feel the costs are justified and utilize other options.
- Option 2 – Purchase system and pay for upgrades as they become available.
- Option 3 – Purchase system and install into stand-alone system.

All agencies using the Emergin system he contacted have their own in-house technician and use Option 2. They make their own repairs. He recommends using a combination of Options 2 & 3, purchasing the system and installing it on a stand-alone computer. Purchasing upgrades would be optional based on needs and repairs and/or hardware replacement costs as needed. He recommends each agency be responsible for maintaining their own rosters with updates sent to JeffCom electronically to be downloaded into the system. Expenses for data input would be approximately 10 hours for the initial information and then about 15 minutes per week to maintain. He said the quote we received from Emergin for \$11,750 is good until the end of the year and the Department of Emergency Services has agreed to pay this out of Homeland Security Funds. JeffCom would need to get a stand-alone computer. Ted discussed how the system would operate using key words in incident descriptions to activate the paging and possible messages that would be received. Mike Brasfield questioned if tying this system to Positron would result in any charges from Positron or negates any warranties or maintenance agreements. Ted said the quote from Emergin includes building the bridge to access the Positron information needed. He indicated the information received through Positron is free and would be routed to the stand-alone computer. Mike Brasfield said he was also concerned about redundancy but realizes a decision must be made due to availability of financing. **Mike Brasfield made a motion** to approve the acquisition and implementation of the Emergin system utilizing the same source of funding. **George Eims seconded** the motion. Motion carried. Conner Daily said he has a stand-alone computer available that he could give to JeffCom.

Greentree Contract – Tony DiBenetto from Greentree was asked to leave the meeting for this discussion only. Donna Hamlin reviewed the change requests she has received and the changes she would like made to the contract, including itemized information. Ted Krynski and Mike Mingee left the meeting (0854). It was suggested that the contract contain information that if Greentree should pull out for any reason, ownership of all materials at the towers and repeaters reverts to JeffCom. Mike Brasfield suggested specific maintenance schedules, timely invoices, and regular inspections of tower and repeater sites are included. George Eims asked about a log for each repeater. Donna said she would create a binder for each site. Discussed what accessories at these sites are not owned by JeffCom. Bob Wilson noted JeffCom had an inventory of all of their equipment. Donna said she has no problems with the services provided by Greentree. Discussed what items are covered by the maintenance contract and what other projects we are billed for by Greentree. Bob Wilson noted that he has encouraged Tony to bill for services outside the contract, which he has not always done in the past. It was decided that Donna should send a cover letter to Tony listing the contract changes requested. The Board agreed that Donna could sign the new contract

unless there is a price change. **Ed Wilkerson made a motion** authorizing Donna Hamlin to work with Tony on the new contract to cover the items discussed. **Mike Brasfield seconded** the motion. Motion carried.

Donna said that someone has added a microwave link to the Hadlock Tower. Neither JeffCom, Greentree, nor the Department of Emergency Services were alerted or knows who installed it. The Board noted that it was previously agreed that nothing else would be added to the tower without notification and approval. Donna Hamlin said she would investigate and handle the situation.

911 phone line proposals – Donna reported that the \$1,400 quote for the four dedicated incoming 911 trunks for back up if the CAD goes down would not be reimbursed by the state as she had thought. Since she also needs 2 NIM cards, also not reimbursable by the state, costing approximately \$1,000 each she asked if the Board would vacate the 4 back-up trunks and allow her to use that money to purchase the NIM cards. It was decided that both the back-up trunks and the NIMS cards should be purchased.

Point-No-Point buy in – Donna reported that Point-No-Point had 14 CFS created last month and 5 of those were actual CFS and not agency assist. This month they have about 8 CFS with 4 of those being actual CFS. She noted they are approaching the same CFS volume as some of the smaller fire districts but are only paying \$500 a year. After some discussion it was decided that Donna should notify them that there might be a fee increase after the current year is over. Ed Wilkerson requested that they be included in the monthly reports showing CFS activity. Mike Brasfield requested that Donna provide an activity report for them to the March meeting.

Press info form – John Fischbach said to go ahead and implement use of the form.

12-hour dispatcher shifts – Donna referred to the temporary agreement signed by the Union deleting the overtime for hours in excess of 10 per day but retaining overtime for hours in excess of 40 per week. This is to allow the dispatchers to work 12 hour shifts without accruing so much overtime. Donna said she has purchased staffing software but hasn't had a chance to work with it yet. Following discussion on existing staffing shortage, 24/7 coverage, temporary status of agreement, union contract language, and most efficient use of employees it was decided to further discuss this matter in Executive Session.

DIRECTOR'S REPORT

- Infrastructure repairs approved – Donna reported that the new antenna has been installed at the Ludlow repeater site and Tony indicated that the coax was okay and did not need to be replaced. The repeater site batteries have been purchased and installed by Greentree.
- Proposed supervisory training - Donna referred everyone the Vivid Learning Systems handout. She would like to purchase Employee Concerns training for both Supervisors and herself, Ethics training for both Supervisors, Performance Management Library for both Supervisors, and Hiring and Lawful Termination training for her. These are on-line classes with one-year completion timeline. Total cost of all classes is \$130.00. Mike Brasfield said he feels Donna should pursue as much training as possible as long as it remains within the budgetary guidelines.
- Infrastructure survey packet response – Donna noted she has received 5 packets back and she will present these at the meeting with Hatfield & Dawson on Dec. 1, 1005.

- Proposed legislation for interlocal communications – Donna reviewed an article regarding proposed legislation and possible grant monies that might be available for improvements to interlocal communications.
- VoIP coming – ready or not – Donna noted that VoIP would be activated on Nov. 28, 2005. Discussed reasons for needing specific VoIP identifiers in system.
- E911 Public Education presentations – Donna noted that Supervisor Donna Stamper is the designed Public Education Coordinator for JeffCom per our state grant. Supervisor Stamper hasn't had time due to staffing shortages and her other Supervisory duties to make any presentations recently. Donna Hamlin said she made a presentation at a Domestic Violence Advocates meeting and both she and Bob Hamlin, Director of Emergency Services, did a presentation at the Clearwater school.
- Run cards- Donna said she has discovered how to make run cards. She needs primary equipment and the names of command officers from each district so she can start building the files. It was asked that she email this request to the users.
- APSAP – Donna announced that the new cutover date is December 12, 2005. When the move is completed we will be able to return the trailer we have been renting to house the APSAP.
- Mt. Octopus/OPSCAN – Donna said she, Ben Cooper, Bob Hamlin and Tony DiBenedetto attended the last OPSCAN meeting and JeffCom is not far behind the other agencies. She reported we were given the radio on Mt. Octopus. Tony DiBenedetto said the equipment is here and will be installed in the next few days. He will change the frequency to the JeffCom frequency as JeffCom is also listed on the license. Donna said she is hoping to access some of the OPSCAN grant monies that are available after the infrastructure study. Mike Brasfield said it is important that Hatfield & Dawson are aware of deadlines for grant funding. Tony said Hatfield & Dawson engineers provided him with a design for the line grounding at the Hadlock tower.

GENERAL BUSINESS

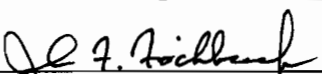
Donna reported that Ben Cooper had called her questioning if JeffCom paid any of the electrical bills for the tower sites. She provided everyone with a copy of the billing for District 5. It was noted that JeffCom is not paying any electrical charges at this time. After some discussion Donna said she would check into this.

Donna noted that we still have not heard back from Canada on the Morgan Hill license issues.

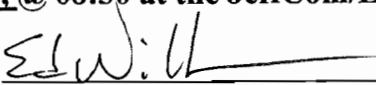
John Fischbach announced the Board would now meet in Executive Session. Time 0945.

The Board reconvened with no decisions or recommendations regarding the temporary agreement with the Teamsters Union and Jefferson County regarding the change to overtime pay.

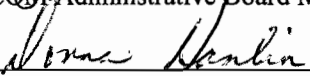
The next meeting will be Thursday, December 22, @ 08:30 at the JeffCom/EOC Conference Room.



 JEFFCOM Administrative Board Member



 JEFFCOM Administrative Board Member



 ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes
December 22, 2005

IN ATTENDANCE

Board Members Present

John Fischbach, County Administrator
Mike Brasfield, Jefferson County Sheriff
Ed Wilkerson, JC Fire Chief's Assn
George Eims, JC Fire Commissioners Assn
Connor Daily, Port Townsend Police Chief

Other Attendees

Bob Wilson, JC Fire Chief's Association Alternate	Ken Horvath, City of Port Townsend
Robert Pontius, JC Fire Comm Assn Alternate	Chuck Boggs, East Jefferson Fire & Rescue
Tony DiBenedetto, Greentree Communication	Donna Hamlin, JeffCom Interim Director
Loni Harbison - JeffCom Dispatch Clerk	

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for November 23, 2005
- JeffCom Voucher Summary for December
- JeffCom Expenditure Statement by Fund for November 2005
- JeffCom Wildcard Payment report for November 2005
- Professional Services Agreement – JeffCom and Hatfield & Dawson
- Implementation of the National Incident Management System with supporting information
- Greentree Communications Co. Maintenance Agreement
- JeffCom Cost Allocation Plan & Indirect Cost Proposal
- Call Volume Reports for October and November 2005

Chairman John Fischbach called the meeting to order at 0831 hours.

APPROVAL OF AGENDA

Conner Daily moved to approve the agenda as presented. **Ed Wilkerson seconded** the motion, which carried by a unanimous vote.

APPROVAL OF MINUTES

George Eims moved to approve the minutes as presented. **Conner Daily seconded** the motion, which carried by unanimous vote. Ed Wilkerson asked about getting the minutes prior to the meeting. It was noted the Nov. 23 minutes were emailed to the Board members on Nov. 28. Will check to confirm we have the correct email address for Ed.

REVIEW OF VOUCHER SUMMARIES

Donna noted Voucher Summary includes monthly phone bills and payment to her for mileage reimbursement to attend the State E911 Coordinator meeting.

COMMITTEE MEETING REPORT

Technical Committee – Bob Wilson reported we are in a holding pattern awaiting installation of the Model 640 and the tone schemes.

DISCUSSION

Hatfield & Dawson Contract - Donna Hamlin questioned if the contract should be between Hatfield & Dawson and Jefferson County or Hatfield & Dawson and JeffCom. John Fischbach said he was not sure. Questioned if JeffCom has other contracts that did not include the County. Donna said JeffCom has contracts in place with phone companies and Greentree. Ed Wilkerson questioned the following language in the contract:

Page 1, #4C “Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the County after the completion of the work under this agreement and its acceptance by JeffCom.” Suggested changes to include “work completed” and “the JeffCom Administrative Board.”

Page 2, #7, second line – The word loses should be changed to losses.

Page 7, The options will satisfy the following requirements: “Satisfactory wireless communications for all JeffCom agencies.” Questioned the definition of satisfactory as used in this statement.

Bob Wilson questioned 80% payment before completion stating it was his understanding we wanted a system designed that would work and not just an evaluation. It was noted Phase 1 includes the evaluation and Phase 2 includes recommendations. It was suggested the project cost of \$46,460 as noted on the Consultant Fee Determination listed on Exhibit “B” attached to the contract draft be included in #4a on page 1. Questioned if Hatfield & Dawson employees are covered by Labor & Industries and any bonds were indicated for this project. Discussed possible consulting with the Public Works Director and David Alvarez from the Prosecuting Attorney’s Office. **Ed Wilkerson made a motion** to authorize JeffCom Director Donna Hamlin to sign the contract with the changes noted, bonding issues resolved, and Contract approval by David Alvarez. **Mike Brasfield seconded** the motion. Motion carried.

NIMS Compliance Requirement – Donna referred everyone to the Implementation of the National Incident Management System handout. This is an agreement that we mandate the NIMS system be utilized for all incident management within JeffCom’s jurisdiction. She indicated we are a stand-alone agency and are not included under the County’s NIMS umbrella. This will also make us eligible for federal grants. **Ed Wilkerson made a motion** to approve the NIMS Implementation agreement as written. **Conner Daily seconded** the motion. Motion carried.

Greentree Contract – Donna referred everyone to the handout copy of the Maintenance Agreement with Greentree. She reported that all of the requested changes have been included and noted the 2006 contract price of \$24,685.92 shows an increase of only \$116.00 over the 2005 contract. Ed Wilkerson noted typographical errors on Page 2, line 2, word provider, line 2, word provider, and line 4, word updated. Questioned last statement regarding attendance at Technical Committee and Administrative Board meetings. Tony said he just wanted some flexibility in the event he was unable to attend or send a representative to a specific meeting that he would not be in violation of the contract. Discussed the possibility of a 2 to 3 year contract with provisions to review contract amounts. Discussed possession and/or ownership of equipment manuals and maintenance records. Tony stated most of the manuals are his and came with the business when he purchased it. The exception would be for the new base station and Zetron. He indicated there is not a lot of documentation. Discussed including something in the contract to indicate documents relevant to equipment and maintenance be given to JeffCom at the end of the contract and that Tony be compensated if he purchased any of the equipment manuals. **Mike Brasfield made a motion** to approve the contract for one year. **Ed Wilkerson seconded** the motion. Motion carried. Ed Wilkerson did request more notice next year before the contract expires.

Greentree Request for Back Fees – Donna reported that Tony had done some further research and discovered these costs had been included in the quarterly invoices.

Vice-Chairman Position – It was noted that Robert Pontius held the position of Vice-Chairman when JeffCom was originally formed. Per the JeffCom Interlocal Agreement a Vice-Chairman is to be elected during the last meeting of the year. **Mike Brasfield nominated Ed Wilkerson** to fill the position of Vice-Chairman for 2006. **Conner Daily made a motion** to close the nominations. No seconded needed per Chairman John Fischbach. Everyone voted in favor of Ed Wilkerson being the Vice-Chairman for 2006.

DIRECTOR'S REPORT

- County Cost Allocation -Donna referred everyone to the JeffCom Cost Allocation Plan & Indirect Cost Proposal handout showing the breakdown of charges to JeffCom from the County. Questioned how units were assessed and Donna reported she was not given that information. Ed Wilkerson questioned why the IS fees have increased from \$9,335 in 2005 to \$14,949 in 2006. Donna said she had not been given that information either.
- Positron Training – Donna reported she is very pleased with the Positron training and that Mark Piel has been able to attend each day. They have learned that Positron is not proprietary except for two features, the “hasp key” and IAP/PC card. It looks like there is nothing that Mark can't work with or fix. She did note that our computers are now 3 years old and will need replaced in 2006 or 2007. This can be done through Information Services. She reported that both she and Donna Stamper can now problem solve with Positron. Asked if intent was to make Positron more standardized. Donna said her intent is to make it work and make it safe. Mark will be taking the Internet off all 911 computers and the dispatchers will have Internet access on the stand-alone computer only. She indicated we will need a crash kit and there will be some expense involved. Discussed current maintenance agreement with Positron that is designed for us to call their technician if we are unable to fix the problem. If, after discussing with technician, problem is still not resolved they will send someone. Ed Wilkerson asked if adding anything would void any warranties and Donna indicated it would not.
- Hiring - Donna reported that the lateral from Florida has agreed to come on board in February. He is currently selling his house in Florida. Her number 3 choice has a previous commitment so she will be giving conditional offers to #2 and #4. Mike asked if she were familiar with the Public Safety Testing who does testing for corrections, deputies, and communications. They test all over the state several times a month and could perhaps help create a list of qualified candidates. The buy in for JeffCom should be somewhere between \$300 and \$400. Robert Pontius said that he thought JeffCom should perhaps go to local high schools and Olympic College to promote careers in dispatching. He said a speaker from Olympic College had an interest in offering something along the communications officer line. Donna said many young people could be qualified but maturity issues must always be considered.
- Emergin – Tony said he meet with Mark Piel, as they were concerned with the overlap of features with the Model 640. He said they feel the two systems will enhance each other. Donna reported that she does not know if Emergin has been ordered as that is between Ted and Bob Hamlin.
- Model 640 – Tony reported that the Model 640 has been ordered. We still need a quote from Positron for the software and modem. Donna reported she has not yet received their quote.

- Tower Power Bills – Donna reported that Millinium Cable is paying the power bill for the Ludlow tower, the County is paying for the Hadlock and Courthouse towers, District 2 is paying for Z-Point and District 5 is paying for Morgan Hill. Tony noted that Millinium Cable no longer has any equipment on the Ludlow tower. Mike Brasfield said this should be cleaned up and is JeffCom’s responsibility. Bob Wilson noted that District 4 retained ownership of their tower and will continue to pay for the power. Donna said she would make arrangements to assume payment for the Ludlow tower and District 5.
- License Inventory – Donna said Mike Brasfield has been a big help in getting the licensing information. Mike said this is for the consultants for the infrastructure study. Tony noted that we received a rejection from Canada on the law enforcement part of the Morgan Hill project. He said they did not object to the fire. He said we now have a license for a 100’ tower on Morgan Hill. We have 60 days to respond to the rejection from Canada. We have 2 choices, one would be to drop the law repeater or submit changes. After further discussion Mike **Brasfield made a motion** to remove the request to raise the height of law from the proposal and resubmit for approval. **George Eims seconded** the motion. Motion carried.
- APSAP Move – Donna reported the move into the new fire station is complete and everything is working. She and Luke will do additional testing on Tuesday. Testing will be done every three months. She would like to put in 3 positions instead of 1 at some future date.

GENERAL BUSINESS

Donna reported that the Power MIS that has been down is now up and running. She referred them to the Call Reports handout. Somehow the last half of July has been lost and she would like permission to use the 2004 figures for the last half of July in order to complete the Adjusted Monthly Totals report. After some discussion it was agreed she could use 2004 figures. Ed Wilkerson questioned why Point-No-Point was not included. Donna reported that in October they had 4 calls and only 1 in November. Ed indicated he still thought it would be included in the report. Donna said perhaps she could include as a footnote.

Bob Wilson asked about the CRS Committee. Ed Wilkerson said he thought he would wait until after Christmas to start the meeting. It was suggested we get the numbers for Cape George for 2003 before they started responding to Port Townsend calls.

Chairman John Fischbach adjourned the meeting at 10:06 AM.

The next meeting will be Thursday, January 26, 2006, @ 08:30 at the JeffCom/EOC Conference Room.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Donna Hamlin