

**JeffCom Board Minutes  
January 26, 2006**

**IN ATTENDANCE**

**Board Members**

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

**Other Attendees**

Bob Wilson, JC Fire Chief's Association Alternate  
Chuck Boggs, East Jefferson Fire & Rescue  
Mark Peil, JC Information Services  
Bob Hamlin, JC DEM  
Loni Harbison - JeffCom Dispatch Clerk

Ken Horvath, City of Port Townsend  
Ben Cooper, JC Fire District 5  
Tony DiBenedetto, Greentree  
Donna Hamlin, JeffCom Interim Director

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for December 22, 2005
- JeffCom Voucher Summary for December
- JeffCom Expenditure Statement by Fund for December 2005
- Positron Quote for XDC System and training
- Partial Excerpt from FCC Standards for Assessing Fines for Violations
- 2005 Revenue and Budget Worksheets
- Draft OPSCAN Interlocal Cooperation Agreement
- Call Volume Reports for December 2005

Chairman John Fischbach called the meeting to order at 0830 hours.

**APPROVAL OF AGENDA**

Bob Wilson asked that the 911 Locator Ordinance be added to the agenda. **Ed Wilkerson made a motion to approve** the agenda as amended. **George Eims seconded** the motion, which carried by a unanimous vote.

**APPROVAL OF MINUTES**

George Eims questioned the information regarding equipment manuals under the Greentree Contract section on Page 2. He thought it was agreed copies of the equipment manuals would be available on site. After discussing the possibility of making copies of the manuals and the need for manuals to stay in Tony's possession in the event of a breakdown, it was decided that Donna Hamlin would get the titles and ISBN numbers and check into purchasing them. Ed Wilkerson questioned the language under NIMS Compliance Requirement on Page 2. Specifically, "This is an agreement that we mandate the NIMS system be utilized for all incident management within JeffCom's jurisdiction." Donna Hamlin said that is to indicate who

would be in charge. Ed suggested the wording be changed to "... within Jefferson County" instead of "within JeffCom's jurisdiction". It was determined the minutes are correct as presented. **George Eims moved to approve** the minutes as presented. **Ed Wilkerson seconded** the motion, which carried by unanimous vote. Ed noted that he did receive the December minutes via email.

### REVIEW OF VOUCHER SUMMARIES

The vouchers were reviewed with no questions regarding payments made.

### COMMITTEE MEETING REPORT

Technical Committee – Bob Wilson reported the implementation of the tone schemes were originally dependent on the installation of the Model 640. He said Tony has devised a way to implement the tone schemes temporarily without having the Model 640 installed. Bob said the Technical Committee is in favor of looking into the costs of different CAD systems.

### GENERAL BUSINESS

None.

### DISCUSSION

Zetron 640 & Associated Positron Costs – Donna referred everyone to the quote from Positron for the XDC System needed to interface the Zetron 640 with the CAD. The quote is for \$8,850.00 and also includes \$2,450.00 for one day technical assistance. It was noted that Tony has already purchased the Model 640 per Board authorization. The following items were discussed at length:

- Very poor technical support provided by Positron. Current technical agreement allows for phone instructions or razzing into system to correct.
- Delayed responses from Positron when asking for technical help
- Fire RMS never worked. Promises made at purchase not kept.
- Possibility of purchasing different CAD system only. Donna will check with neighboring counties about their CAD system, likes, dislikes, costs, etc.
- Possibility of writing a letter of discontent to the heads of Positron. Letter to be signed by County officials, law enforcement and fire districts representative. Investigate possibility of having other counties experiencing difficulties with Positron be included.
- Timeline needed if decide to purchase new CAD system. RFP process would need to be done and scheduling total implementation should take approximately 6 months.
- Model 640 should be able to interface with most CAD systems. If proceeding with purchase of new CAD system the RFP should include software necessary to interface with the Model 640.
- Most agencies using CAD systems are not completely happy with their systems
- Mark Peil not able to provide total technical support. He needs more information on how the system works. His questions to Positron technicians following the last training still have not been answered.

Donna noted she has received a quote for \$12,700.00 from Positron for Power CAD, Power RMS-Law and Power RMS Fire Administrator Refresher Training. The training is broken down as follows:

Power CAD Administrator Refresher Training	3 days
Power RMS-Law Administrator Refresher Training	2 days
Power RMS-Fire Administrator Refresher Training	1 day

Discussed paying for training for a system we may replace. Donna said she would like to look into other systems. Questioned what we need to do to get by. Donna said we would need to pay Positron for the training, as she is not able to combine the districts to form East Jefferson Fire and Rescue. Discussed need for RMS refresher training. Donna said she would like the 3 day CAD Administrator training. Suggested

she check into the cost of the training if the RMS was not included. Ken Horvath noted that he and Kay could train Donna on the Power RMS portion. **Ed Wilkerson made a motion** to authorize the Director to do what she feels needs to be done in regards to the training package. **George Eims seconded** the motion. Motion carried.

It was decided to delay for one month the purchase of the XDC System software needed to interface the Model 640. Discussed implementing the new tone schemes to be done manually. Tony said they need to be able to be done manually but isn't sure if it is advisable to implement them without the Model 640. He is concerned there will be too much for the dispatchers to do over an extended period of time. Tony said he will work with Donna Stamper this afternoon and test the new tone schemes but he still has reservations on implementing them without the Model 640. Chuck Boggs said East Jefferson Fire and Rescue could operate with the tones they are now using. Tony said he would notify everyone today by email after testing and working with the Dispatchers on implementing the new tone schemes as scheduled.

Emergin – Mark Peil noted that in order to implement the Emergin system we would need 4 phone lines. If we used 4 analog phone lines they would simply put in jacks, be a part of the County's phone network, and there would be no monthly charges. He is concerned about the reliability of the County's phone network. The other option would be to have Qwest install 4 new lines that would not be a part of the County's phone network but would generate monthly charges from Qwest. Discussed possible uses of the Emergin paging system, how it can turn written text into verbiage, and the multiple paging choices offered. It was noted the Emergin System is being purchased by Homeland Security grant funds through the Department of Emergency Services. It was decided to have the phone lines tied to the County's phone network. Donna said she thought the grant required purchase and installation by the end of March 2006.

Ludlow Power Bill – Donna said she has contacted Millennium Cable to have the Ludlow power bills sent to JeffCom and we have received our first billing. Ben Cooper asked if JeffCom would take over paying the utility bill for the North Tower. District 5 is currently paying these bills. Donna asked Ben to contact the utility company to request the change be made or refer them to her.

Past Due User Accounts Update – Donna noted that as of the end of 2005 the City of Port Townsend and Fire District 1 had not paid all of their 2005 fee assessment. She has since learned that Fire District 1's payment has been received and the City of Port Townsend has indicated their payment will be made before the end of January.

Greentree Contract Finalized – Donna reported the contract with Greentree has been signed. She reviewed the Greentree invoices received for payment. The Board has previously approved all the charges.

Hatfield & Dawson Contract Finalized – Donna reported the contract with Hatfield & Dawson has been approved and signed by all parties. Hatfield & Dawson have set up the following user meetings:

February 1, 2006	Law Enforcement & non-LE/Fire users
February 13, 2006	Fire Districts

Staffing & Hiring – Donna noted that Supervisor Whitney Howard is no longer with JeffCom. She has Steve Crosby scheduled to start on Feb. 1, 2006, and Heidi Crabtree scheduled to start Feb. 4, 2006. She has two more lined up to take the polygraph and psychological exams. She gave a brief background description on the new hires.

**DIRECTOR'S REPORT**

- 211 Program Update - Donna reported on the 211 system whose purpose is to refer people to social agencies. The system has seven answering points across the state and is designed to be able to transfer calls to the correct agency. It is now in place but not working as expected. At the 911 Coordinator meeting they were advised to not sign any agreements relating to the 211 system.
- FCC Sanctions – Donna referred everyone to the handout showing a partial excerpt of Standards for Assessing FCC Fines for Violations.
- School PBX Pamphlets – Donna gave informational school PBX pamphlets to each of the Fire Chiefs in attendance. She said if more are needed they are available through the state 911 office.
- 2005 Completed Projects – Donna said she would like to review previous the year's projects and or accomplishments at the first meeting of each year. 2005 accomplishments include: Verizon contract, Greentree contract, Hatfield & Dawson contract, successful outcome with the August PSAP crash, move of the APSAP. She also reviewed the training she has completed.

Questioned the status of the Morgan Hill project. Donna said Tony was to resubmit the application without the law frequency request. Tony said he has resubmitted the application with just the fire frequency at 30 meters. Tony reviewed past work on the Morgan Hill project bringing everyone up to date on what has been done. He noted it had been decided not to hold the public meetings until we were assured licensing.

**MISCELLANEOUS**

OPSCAN - Donna referred the Board members to the handout draft of the OPSCAN Interlocal Cooperation Agreement. She just received it today and has not had a chance to review. She noted they are having their meetings the same day as our Board Meetings. Discussed the importance of having representation at the OPSCAN meetings. It was decided Donna would email all of the Board members to see if their schedules are open to changing the JeffCom Board meetings to the third Thursday each month instead of the 4<sup>th</sup> Thursday. This would allow for Donna to attend the OPSCAN meetings. She also noted the OPSCAN grant deadline is September 2006.

Equipment Replacement – Donna said she asked Mark to provide quotes for two servers. She would like to get equipment through the County IS Department. Cost for each server is \$3,300. Mark explained when equipment is purchased through the IS Department, they tag it for inventory and include it on the 4 year replacement plan. Ed Wilkerson said a formal agreement should be made between JeffCom and the county to cover capital purchases.

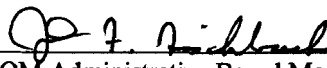
911 Locator – John Fischbach asked about the ordinance. Bob Wilson said still need to schedule a workshop with the County Commissioners. John asked about a workshop for the JeffCom Board. It was noted there are new County Commissioners, new JeffCom Board members, and a new JeffCom Director. Bob said he would send out a copy to everyone to be reviewed.


Reverse 911 <sup>DEBRA HALLIN</sup> John Fischbach said he attended a follow-up presentation yesterday on the Reverse 911 system. ~~Mike Brasfield~~ set up the presentation and has had a positive experience with Reverse 911. John said he received an email from Ken Horvath today regarding another company that offers a similar product. John suggested this be added to the agenda for next month.

Mobilesssa – John Fischbach said the next meeting will be Feb. 10, 2006. Ken Horvath said he is collecting information regarding the project. Discussed costs, other like programs, and unified efforts.

The Board went into Executive Session to discuss a personnel issue. *BOARD RECONVENED AND NO FURTHER ACTION WAS TAKEN.*  
Meeting adjourned at 10:47 AM.

The next meeting will be Thursday, February 23, 2006, @ 08:30 at the JeffCom/EOC Conference Room.

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes  
February 23, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Ed Wilkerson, JC Fire Chiefs Assn  
George Eims, JC Fire Commissioners Assn  
Connor Daily, Port Townsend Police Chief - **Absent**  
Mike Brasfield, Jefferson County Sheriff - **Absent**

**Other Attendees**

Bob Wilson, JC Fire Chiefs Association Alternate  
Ken Horvath, City of Port Townsend  
Mike Mingee, East Jefferson Fire & Rescue  
Donna Hamlin, JeffCom Director  
Lonibeth Harbison - **Absent**

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for January 26, 2006
- JeffCom Voucher Summary for January
- JeffCom Expenditure Statement by Fund for January 2006
- Call Volume Reports for January 2006
- CAD systems comparison sheets
- UPS service contract
- Mt. Octopus DNR rental agreement
- PowerPhone EMS/Kitsap EMS comparison sheets

Chairman John Fischbach called the meeting to order at 0836 hours.

**APPROVAL OF AGENDA**

**Ed Wilkerson** noted that Mike Brasfield did not request and set up the Reverse 911 presentation; Donna Hamlin said she did. **Ed Wilkerson** also requested to add 'The Board reconvened & no action was taken' at end of the Board's executive session. **Ed Wilkerson made a motion to approve the agenda.** Mike Mingee **seconded** the motion, which carried by a unanimous vote.

**APPROVAL OF MINUTES**

**Ed Wilkerson** noted that Mike Brasfield did not request and set up the Reverse 911 presentation; Donna Hamlin said she did. **Ed Wilkerson** also requested to add 'The Board reconvened & no action was taken' at end of the Board's executive session. **George Eims made a motion to approve the agenda as amended.** **Ed Wilkerson seconded the motion,** which carried by a unanimous vote.

## **REVIEW OF VOUCHER SUMMARIES**

The vouchers were reviewed with suggestion to remove the Whitney Rd phone line now that the repeater is operational. Donna Hamlin said she would check with Tony DiBenedetto about the status of that repeater.

## **COMMITTEE MEETING REPORT**

Technical Committee—Bob Wilson reported that he contacted Doug Noltemeier and discussed GIS issues. Doug is trying to plot centerlines now and needs a 1:5 ratio fly-over for accurate aerial photos, the current ones are not accurate enough. He suggested we partner with other agencies to get better photos. The database purchased by JeffCom for GIS is not being used. Ed Wilkerson suggested bringing Doug to the next fire chiefs meeting to explain the needs of the fire districts. Ken Horvath said the city maps are 1:1 ft, and the county maps are 1: 1 yd resolutions. This can leave the measurements 40-50 feet off. Doug is believed to have the maps from the fire departments. Ken Horvath asked about the possibility of using the military to fly over and take photos.

## **GENERAL BUSINESS**

Donna Hamlin mentioned that Lonibeth Harbison is on vacation, so if something is missing from the packets, please let Donna know. Also she reported the number left off the Adjusted Monthly Total CFS tally sheet for Total Calls in January should be 4891; and the CFS billing count for East Jefferson Fire & Rescue is only an approximation as the final billing count has not been completed by dispatch yet. Ken Horvath mentioned needing the report sent also to him electronically in the future.

## **DISCUSSION**

**Zetron 640 status**—Donna Hamlin reported that it is being installed soon. She has a conference call with Tracy Stringer, the Positron Project Mgr. for the XDC portion of the install, next Monday. Donna will send out reminders to the fire districts that the run recommendations have to be turned in to her before the install can be completed.

**CFS's**—Bob Wilson asked about the CFS billing committee status. Ed Wilkerson says he is working on it; wants it to start with the 2007 Interlocal Agreement which expires December 2006, instead of mid-year to match the JeffCom fiscal year. Bob Wilson asked about the \$2000 "club fee" for users; Ed Wilkerson said it could be done in conjunction with the contract expiration date. Discussion ensued about continuing current billing through this contract and formulate an agreement for agencies to budget for after June. Mike Mingee concurred that the CFS billing should be concurrent with the contract dates; he suggested we find out how other agencies bill their agencies. Bob Wilson says that had been done already. George Eims requested to know how to deal with Point No Point and other small agencies. Will be reconsidered with next contract update. Ed Wilkerson says the billing committee hasn't worked out the details yet, and they should have a hashing-out meeting with current Board members after an upcoming Board meeting. Mike Mingee asked Donna Hamlin to sent the current contract to all committee members again for review before the March meeting. Members could stay after the March Board meeting. Bob Wilson suggested members should bring a lunch.

**Emergin**—Donna Hamlin said she got an e-mail cc from Ted Krynski that the Emergin project was on hold with Mark Pei's departure from County IS. Mark's last day will be March 6<sup>th</sup>, then he is going to be employed with City of Port Townsend IS. Mike Mingee suggested that we need this finished up by County IS. Donna Hamlin suggested contacting Mark to see if he would be willing to subcontract to JeffCom for computer IS since JeffCom has so much invested in his Positron training, etc. She will then contact David Timmons for the proposal. Ken Horvath says Jefferson Transit is already attempting to do this, so

precedence may be set. Ed Wilkerson asked if it was possible to get the grant extended due to extenuating circumstances. Donna Hamlin will check with Emergency Management.

**Positron**– Donna Hamlin reported on the recent Positron training. The trainer was able to put emphasis on getting East Jefferson (Dists 1 & 8) combined and taught Donna how to proceed with Dist 6 as soon as she gets further information from East Jefferson about exact boundaries and run recommendations. The trainer was also to adjust and correct several programs in CAD that the dispatchers had been complaining about. They are much happier with CAD now.

**APSAP phone bills**–Donna Hamlin discussed several phone bills attributed to the APSAP move that JeffCom has paid for. Ken Horvath is making arrangements for billing them back to the City of Port Townsend for reimbursement. Donna Hamlin reminded the Board that this will look like 2006 income, but is actually money from 2005. Ken Horvath had a question about one of the billings and was directed to Lonibeth Harbison when she returns from vacation next week.

**Staffing, Hiring, Promoting / pay grades**–Donna Hamlin reported that Steve Crosby was currently training and doing very well; Heidi Crabtree is out on maternity leave and due back in March; two other applicants are in various stages of psychs and polys.

Donna Hamlin said both dispatch applicants for Supervisor are at \$16.50 per hour now. If they start out after promotion at supervisor step one (\$16.58) they would only get an 8 cent raise. She asked the Board's permission to start the new supervisor out at step two (\$17.56). Mike Mingee said it was usual to start a new supervisor out at about 10% pay increase, so the second step would be in line with that. All Board members concurred it would be OK to start the new supervisor out at step 2.

Ed Wilkerson asked to know more about the promotion process chosen, assessment center versus oral board. He expressed concern about no standard method of promotion yet, and maybe not sending the correct message about the process. Donna Hamlin reported that since there were only 2 applicants, and the assessment center was very time consuming and expensive, she opted for outside opinions on an oral board. Discussion ensued about how promotions could be done in the future. John Fischbach said he supports just the oral board concept for now and rewrite the standards in the future. Mike Mingee asked about the possibility of an interim supervisor position. Ed Wilkerson inquired about the probation period. George Eims suggested opening up the recruitment process and bringing in someone from outside JeffCom. Donna Hamlin discussed the drawbacks of bringing in someone cold from outside and getting them trained. Ed Wilkerson asked if the Director or the Board should be the proper promoting authority. Mike Mingee says we need a current job description with current supervisor expectations, and a definitive process for promoting. He also suggested appointing an interim supervisor. Donna Hamlin was directed to come up with a process for promotions to include an interim position. Discussion ensued about changing course mid-stream, and sending mixed messages to the dispatchers. It was decided to go ahead with the oral board and send the interviewers' recommendations to the Board for consideration before making the promotion final.

**CAD systems**–Donna Hamlin explained information from State 911 regarding staying with Positron for now. State 911 considers the average CAD system to last 7 to 10 years. JeffCom's system is already 3 years old. They suggest keeping state informed about costs associated with the Positron system, problems, frustrations, lack of service, etc. There is a possibility that State will pay to change out our CAD system in 3-4 years, giving us time to thoroughly research other CAD systems.

Ken Horvath mentioned concerns about the Police RMS being converted to actually work with Positron and the impact of changing systems.



Mike Mingee discussed possibly changing out Fire Point when the Positron contract is expired next time. Ed Wilkerson discussed the need for a link to emergency reporting from CAD in the future that would populate information directly to the report.

**911 locator ordinance**—Donna Hamlin expressed concern about the present proposal for numbering. The last digit proposed for indicating how far down the driveway a house was located, could preclude chronological numbering if driveways of different lengths were locate within 500' of each other. She used her residence on the wet/dry board as an example. Bob Wilson stated that he believed the last number would only indicate which of several houses on one driveway was closest to the road. Donna Hamlin indicated that the paragraph, III-1-A(3), should be corrected to better reflect that intent. Bob Wilson stated that he believes that was better explained further back in the document. Donna Hamlin will research the national standard for 911 address numbering and get the information to John Fischbach. He will then get the information to the commissioners to assure Jefferson County is in line with the national standard. Bob Wilson discussed who should be involved on the road naming committee.

**UPS service contract**—Donna Hamlin asked the Board to look over the two options presented for contract, and inquired if a contract was even needed (having no background on how often one needs service). George Eims inquired about the cost of a new UPS, and is it something we can do without for awhile if it breaks. Ed Wilkerson suggested this is a decision to be taken to the Technical Committee for consideration, then bring their information back to the Board. Bob Wilson suggested it would be good to check with Mark Peil also.

**Mt. Octopus /DNR rental bill**—Donna Hamlin asked the Board to approve the rental agreement for the west-end repeater site as provided. George Eims made a motion to sign the contracts, Ed Wilkerson seconded it. It was approved by majority vote.

Bob Wilson asked if this expense had been budgeted for. Donna Hamlin said it had not, but will come out of other areas of the budget.

## **DIRECTOR'S REPORT**

**Super Bowl windstorm**—The Board was briefed on the after-action report meeting regarding the 911 outage February 5<sup>th</sup>.

Ed Wilkerson expressed his Fire Commissioners' concerns about the time delay when getting someone to the APSAP to man the 911 phones after they are down in JeffCom. Discussion about the larger liability of dispatchers answering 911 versus lack of answering 911 for that transition time at all. He suggested we need to set up an alternate plan to answer phones at the APSAP. Mike Mingee will have Skip Storm contact me and be trained on how to set up and answer 911 calls until dispatch arrives. He will then train other fire fighters also.

**PowerPhone fire training update**—the fire training class scheduled for March in Port Townsend will probably be cancelled due to lack of minimum registration. As many dispatchers as possible will be sent to the summer class in Chehalis instead.

**Morgan Hill license update** - Donna Hamlin reported receiving an e-mail from Tony DiBenedetto regarding the Morgan Hull license reapplication. The application has to be resubmitted (back to the original height of 5 meters) since Canada objected to the law channel, it automatically disqualified the fire. When it is returned, we can then go back and try to raise only the fire since they didn't object to that part of it. Tony also said he will be getting the equipment manuals information to me before next meeting.

**EMD** – The Board was advised that Donna Hamlin would be making a comparison presentation to the Fire Chiefs meeting about our current EMD practices unless the Board has strong objections to changing. Dispatch currently uses the Kitsap criteria-based model, but it is not how the units are actually dispatched, nor do the fire departments expect to receive the information as recommended. Donna Hamlin expressed concern about the liability of dispatching other than how the books instruct. She will be making comparisons between the Kitsap EMD model and PowerPhone EMD, which is more in line with how dispatch handles EMD calls now. Ed Wilkerson discussed the responders needing better pre-arrival information and credibility with ALS/BLS suggestions. Donna Hamlin will bring the suggestions back to the Board after the Fire Chiefs meeting. Mike Mingee reminded Donna to include Dr. Smith-Poling.

### **MISCELLANEOUS**

Ken Horvath discussed an alternative system to Reverse 911 be looked at also. His system may include some grant funding. He will contact them and arrange for a presentation later in the spring. Discussion ensued about recurring costs associated with buying updated phone lists from the phone companies for Reverse 911.

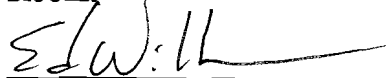
Donna Hamlin asked for input on her Director's 6-months performance. It will be scheduled for after the next Board meeting.

Mike Mingee announced that Lonibeth has been offered a job with East Jefferson Fire & Rescue. She will be allowed to stay around long enough to assist with the transition for her replacement. He will give Donna Hamlin this candidate list if that is possible to expedite the replacement process. Donna Hamlin said that the replacement would need strong bookkeeping background to learn to process the E911 funds, grants, tax income, etc., more than secretarial skills.

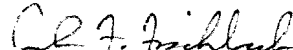
Donna Hamlin apologized if the minutes looked too cryptic; she was trying to write minutes and conduct briefings simultaneously in Lon's absence.

Meeting adjourned at 10:56 AM.

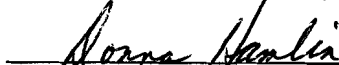
The next meeting will be Thursday, March 23rd, 2006, @ 08:30 at the JeffCom/EOC Conference Room.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

JeffCom Administrative Board Minutes  
Tuesday, March 21, 2006

**IN ATTENDANCE**

**Board Members**

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

**Other Attendees**

Robert Pontius, Port Ludlow F&R  
Bob Wilson, JC Fire Chief's Association Alternate  
Mike Mingee, Chief EJF&R  
Mark Peil, City of Port Townsend  
Dave Timmons, City of Port Townsend  
Loni Harbison, District Secretary EJF&R

Bob Hamlin, JC Dept of Emergency Services  
Ken Horvath, City of Port Townsend  
Bill Hansen, Port Ludlow F&R  
Tony DiBenedetto, Greentree  
Donna Hamlin, JeffCom ~~Interim~~ Director  
Evan Cael, Peninsula Daily News

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for February 23, 2006
- JeffCom Voucher Summary for February
- JeffCom Expenditure Statement by Fund for February 2006
- Call Volume Reports for February 2006
- Emails Regarding PTPD City Disconnect from County Network

Chairman John Fischbach called the meeting to order at 0830 hours. He indicated that he needed to leave by 10:15 AM.

**APPROVAL OF AGENDA**

Donna Hamlin reported that the Emergen cost run-over can be removed from the agenda as this has been resolved. **Ed Wilkerson made a motion to approve** the agenda as amended. **Conner Daily seconded** the motion, which carried by a unanimous vote.

**APPROVAL OF MINUTES**

Ed Wilkerson said there were several corrections that need to be made to the February minutes. To save time he would give his list to Donna Hamlin. **Mike Brasfield moved to approve** the minutes as corrected per Ed Wilkerson. **Conner Daily seconded** the motion, which carried by unanimous vote.

**REVIEW OF VOUCHER SUMMARIES**

The vouchers were reviewed with no questions regarding payments made. Robert Pontius said he felt the Board should still approve the vouchers by motion. Mike Brasfield noted that this had been discussed at a

previous meeting and since the vouchers have already been paid it was decided there was not need for approval by motion.

### GENERAL BUSINESS

Donna said she doesn't know why the General Business category is listed. It was decided this can be eliminated.

### COMMITTEE MEETING REPORT

Technical Committee – Bob Wilson reported the programming changes for the Fire Districts are being implemented. He said the City has advised them of the virus vulnerability to the Dispatch Center. They were told several things need to be done including building a firewall into the system. He said Mark Peil came up with seven steps that will secure the 911.

### DISCUSSION

CAD systems vulnerabilities, virus potential – Recommended “fixes” Mark Peil said he had talked with Positron yesterday and the problems that exist are due to the initial installation. Maureen, from Positron, indicated to Mark that JeffCom is the only 911 center that was implemented the way it was. She is to contact Donna to get a technician to come isolate the Center like all the others Positron has installed. Discussion that followed included County's IT department overloaded with work, the importance of having tech support for JeffCom and the possibility of cost sharing to provide necessary tech support. Donna Hamlin noted that the state is considering providing funding for both technical training and a technician for maintenance of 911 equipment. Possible use of 1/10<sup>th</sup> of 1% revenue discussed. Bob Wilson encourages Board to consider this a top priority and have fixed immediately. Mark Peil stated he feels it is in the best interest of JeffCom to require Positron support. Robert Pontius noted Positron is the contractor and they should be given the opportunity to fix the problem and if there are charges we will just need to deal with that. David Timmons noted that they want to isolate and interface between the two EOCs and have direct dedicated radio lines to fire hall. This will require upgrades to the microwave link to the Courthouse. He noted that currently if the Courthouse system goes down it will affect JeffCom. Discussed removing two dishes from the Port Hadlock tower and installing one new one. Tony DiBenetto recommended a structural engineering study on the tower to evaluate wind load. Mike Brasfield asked if this could be added to the contract with Hatfield and Dawson. Donna Hamlin indicated she had talked to Hatfield and Dawson about this and it is not something they do but they have a firm they work with that could do the study. Tony said this type of study should cost around \$5,000. **Mike Brasfield made a motion** to authorize Donna to enter into an agreement for a structural engineering study on the Hadlock Tower, costs not to exceed \$7,500. **Ed Wilkerson seconded** the motion. Motion carried. Questioned if Positron would send a tech to do the necessary corrections in a timely manner. Donna said Positron has been very cooperative as of late and they have agreed to send the RAM free of charge as long as Mark Peil or Dave Winegar can do the installation. Donna said because there was discussion about the fact that Positron hired Tracy away from JeffCom and then charged to train her, Positron agreed to send a technician for 3 to 4 days additional training at no charge. Discussed having Mark and Dave Winegar do whatever is necessary for short term protection. Robert Pontius said we should first ask Positron to correct the problem. Mike Brasfield suggested Donna write a letter on behalf of the Board and request action within 10 days. Dave Timmons asked that the upgrade to interconnect be included on the next agenda and they would give a presentation on how they want it to be designed. Ed Wilkerson asked if the UPS maintenance contract had been discussed by the Technical Committee. Bob Wilson indicated they had discussed the UPS maintenance contract and they recommend entering into a contract for maintenance. Donna Hamlin indicated these expenses would be reimbursed by the state.

Donna noted the officer safety issue not having the RMS is no longer an issue as the RMS is up and running.

JeffCom contracts review –

John Fischbach noted that David Alvarez needs to review all contracts. Following discussion regarding County's authority it was decided that John and Donna should meet with David Alvarez to determine what Donna can sign as far as contracts. It was requested that a Fire Commissioner Representative be included in the meeting with David Alvarez.

Dispatch Supervisor position recommendation - It was decided this matter will be addressed in the executive session following this meeting.

Admin Clerk hiring process – Donna Hamlin said she is not familiar with the hiring process and is concerned they will not get qualified person. She also does not know if she has the time to do the interviewing. She has talked with Lorna who indicated she would handle the process using the County's format. Chief Mike Mingee offered to share the names of the better qualified candidates for the District Secretary position. It was decided they can be called and given the information regarding the opening at JeffCom. Chief Mingee said they would make the calls and then refer them to Donna if they are interested. Donna noted the posting closes this Friday. Mike Brasfield said they can do the backgrounds checks for Donna.

Agenda discussion points – Bob Herbst- Donna Hamlin said Bob had requested this be added to the agenda. He is not able to be present today and was to get a list to Donna but she has not received it.

### **DIRECTOR'S REPORT**

Donna noted that she emailed her report on the identified task items from last meeting to the Board members prior to this meeting. She asked if anyone had any questions. Donna reported that the Zetron 640 was to be installed next week but additional information is needed that includes what repeaters are toned for what type of calls and entering the run cards. She noted it could take a few weeks to get the DID. Tony noted the phone line is not required but the run cards will be. Tony said he has been working with a Positron tech and they have been very responsive. Installation has been postponed for two weeks. Donna noted she had requested this information from the Fire Districts but what she received is not the information she needs. Some Districts have not sent the information to her.

Donna noted that the monthly status reports can be emailed but would not reflect the calls that are not charged. She asked what everyone would prefer. It was decided to try email as soon as an additional column can be added to reflect which calls are not being charged against the agency.

Questioned how long will be paying phone bill for the West end. We will need to continue paying for the phone line for the West end until OPSCAN is up and running.

Donna noted that the state will reimburse for GIS for the CAD that is 911 specific. She questioned if JeffCom could get a GIS person and then subcontract with other agencies. She said the state would pay for 911 mapping training and time. The state's reimbursement is capped at \$51,000. It was agreed that it would be desirable for JeffCom to have a technical support person with the City and County departments so busy.

Donna noted we are now receiving District 5 electrical billing.

**MISCELLANEOUS**

Robert Pontius said he was still concerned with not approving the vouchers by motion. **Robert Pontius made a motion** to approve the vouchers as presented. Ed Wilkerson questioned if Robert was a voting member. It was noted he is the alternate for George Eims who is not present. Mike Brasfield said this needs to be discussed when more time is available. **Mike Brasfield seconded the motion.** Motion carried.

Mike Mingee noted at last month's meeting it was decided to stay after today's meeting to discuss the JeffCom contract. He asked that the meeting be rescheduled to follow the April meeting. Both Ed Wilkerson and Mike Brasfield indicated that have prior commitments and will not be available for the April Board Meeting. It was decided to possibly move the Board Meeting to an earlier date.

The CFS Billing Committee was discussed. Ed Wilkerson noted the current JeffCom contract does not expire until Dec. 31, 2006, but the CFS budgeting process is from July through June for budget preparation purposes. Mike Mingee said he felt the sooner they start having meetings the better. Mike Brasfield requested anyone with a proposal for changes to the billing format or contract language to prepare drafts and circulate them in advance to all participating agencies. This will give each agency time to compare and discuss potential outcomes and issues of concern. David Timmons said he will work with his people to put together a proposal that will put Public Safety on the same platform as JeffCom. Robert Pontius suggested having an informal meeting. Mike Brasfield said it would be nice to set aside a day and meet at a different location. Ed Wilkerson suggested a half-day session. John Fischbach offered to host the meeting at a Park building recently acquired by the County. Donna asked if she would be expected to attend, and it was agreed Donna needs to attend.

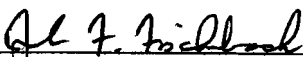
Mike Brasfield noted that City Watch will have an internet based presentation this coming Thursday morning.

The Board went into Executive Session to discuss personnel issues.

The Executive Session finished with no further action necessary.

Meeting adjourned at 10:12 a.m.

**The next meeting will be Thursday, April 27, @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

## JeffCom Board Minutes

April 27, 2006

### IN ATTENDANCE

#### Board Members

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

#### Other Attendees

Robert Pontius, Port Ludlow F&R  
Bob Wilson, JC Fire Chief's Association Alternate  
Mike Mingee, Chief EJF&R  
Tony DiBenedetto, Greentree  
Dave Timmons, City of Port Townsend  
Susan Zoya, JeffCom Admin. Clerk

Bob Hamlin, JC Dept of Emergency Services  
Ken Horvath, City of Port Townsend  
Bill Hansen, Port Ludlow F&R  
Ben Cooper, JC Fire District 5  
Donna Hamlin, JeffCom Director

### HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for March 21, 2006
- JeffCom Voucher Summary for March
- JeffCom Expenditure Statement by Fund for March 2006
- JeffCom 2006 Budget
- Call Volume Reports for March 2006
- JeffCom Board Resolution No. 08-02 dated January 14<sup>th</sup>, 2002
- JeffCom Board Minutes January 28, 2002
- Proposed JeffCom Strategic Plan dated April 28, 2006

Chairman John Fischbach called the meeting to order at 0829 hours.

Donna Hamlin took the opportunity to introduce JeffCom's new Administrative Clerk, Susan Zoya, to the group. Introductions of meeting attendees went around the table; Susan gave a brief description of her business background.

### APPROVAL OF AGENDA

No amendment to the agenda was made.

### APPROVAL OF MINUTES

Ed Wilkerson said he had one correction to the minutes. Donna needs to change her title from Interim Director to Director. **Conner Daily moved** to approve the change and **George Eims seconded** the motion, which carried by unanimous vote.

### REVIEW OF VOUCHER SUMMARIES

The vouchers were reviewed with the following questions regarding payments made. Clarification was requested from Donna Hamlin on the \$560 paid to King County and the \$1830 paid to Washington State

Patrol. Upon clarification, **Ed Wilkerson moved** to accept the vouchers as reviewed and **George Eims seconded**. The motion carried unanimously.

### COMMITTEE MEETING REPORT

Technical Committee – Bob Wilson reported that the Ocean Grove tower is not going in.

Planning Retreat Report – Ed Wilkerson reported that he sent out notes to the attendees of the retreat and received no changes. He stated that he felt the meeting was good and that we have been able to identify that some things have been accomplished and develop suggestions for additional items to be done. For example extending the current contract through December 31, 2007 with the changes discussed. Donna Hamlin commented that she found the retreat useful.

### DISCUSSION

JeffCom Income Streams and Budget – Donna Hamlin explained JeffCom's three sources of revenue and noted them on the wet/dry board. Income is derived from the .10% phone tax, user fees, and State 911. She correlated these three income streams to our cost of doing business and indicated that the .10% tax pays for radio, user fees pay for cost of doing business as usual, and the 911 system is paid for first by the .10% tax and then reimbursed by State 911 for any costs over those covered by the tax. She directed everyone's attention to the copy of our monthly expenditure statement for March and JeffCom Budget. Donna stated that our 2006 budget is \$1.1 million and we receive \$16,000 to \$17,000 a month in 911 tax revenue.

Mike Brasfield raised concerns about County subsidy of our costs to cover shortfalls beyond the State tax and user fees and wanted to know if the .10% tax will cover that shortfall. John Fischbach clarified that the County does not subsidize anything over the user fees. Ed Wilkerson raised what he sees as a recurring question regarding what the State picks up and where the cap is and Donna Hamlin agreed that there is a cap on certain items for State reimbursement. David Timmons asked for confirmation that State 911 funds cannot be commingled into other areas and do we, in fact, essentially have three program funds. John Fischbach pointed out that we need a solid overall financial picture. Mike Mingee raised a question on the monthly expenditure summary regarding the two lines items on the bottom of page 4 that show money going back to the County for information services and our portion of county indirect cost allocation. Mike Brasfield suggested that we identify our revenue sources by name and then track our cost items in our three program areas and by revenue source where they are funded by dedicated funds.

Forming an Emergency Services Communication District, JeffCom Corporation – Referring to the January 14, 2002 Board Resolution and January 28, 2002 Board minutes, Donna Hamlin suggested that our next step is to hire an outside agency to review options for moving forward. David Timmons talked about FCS&G who is coming in to review some areas for the City of Port Townsend. In the interest of avoiding redundancy, he suggested that it might be an opportune time to take the Hatfield & Dawson study and come up with a management plan, organization plan, and implementation plan and bundle it with the work already being done by FCS&G. Additional discussion took place on whether we have given enough consideration to what we do if we decide to regionalize. The components of our operation need to be defined, i.e., infrastructure, management, and financial. Once we know what we are doing, it will be important to identify who is responsible, who does it, and who pays for it.

Mike Brasfield said that after the resolution in January 2002, he believes Steve Reinke did the study referred to in the resolution and that is what resulted in JeffCom. John Fischbach pointed out that we should acknowledge that we are not an organization in trouble, but a stable organization that has made good



progress and is continuing to evolve and grow. Everyone acknowledged this. Donna Hamlin said she would like to have a business management consultant to support her as we move forward. Mike Brasfield thinks everyone should review the Steve Reinke report to see where we need to go. Bob Wilson encouraged everyone to read the State Regionalization Feasibility study that came out before Steve Reinke's report. Bob Hamlin encouraged everyone to read the Hatfield & Dawson Infrastructure Study. Donna will provide copies of the State report and Steve Reinke's report to everyone. Ed Wilkerson would like to see Donna Hamlin identify where JeffCom needs to go with the support of the Board. The consensus is we need to read the information and have more definitive budget information before we address a motion to hire a consultant. **Conner Daily moved** that we request the Director to formulate a strategic plan with action steps and with necessary recommendations which may include hiring a consultant or business manager. **Ed Wilkerson seconded** the motion and it was carried unanimously.

Contracting IT Support Personnel – With changes in personnel at the County and the loss of Mark Peil, Donna stated that she does not have someone to provide IT support. She needs a software update and Positron is coming in next week to do that. She has been told by County Information Services that they do not want to get involved with our specialized equipment so we need support for the 911 system. She would like to have her own IS network off the county system and would like permission to create an IT position and fill it. Also in the interim, she would like to hire an independent person to fill in. Discussion took place that since this is not already included in our budget we need to have a very clear idea what this position will cost and what it will cover. Mike Mingee referred back to the approximately \$15,000 we are paying the county for (in the information services line at the bottom of page 4 of the monthly expenditures report). He wants to know if we are getting what we are paying for. Donna said that covers our phones and four computers (hers, the dispatch supervisor's, the admin clerk's, and the dispatch stand-alone) but no Positron, etc. The Positron contract expires next week and Donna has been trying to get a copy of the renewal contract without much response from Positron.

Ed Wilkerson said he would like to table discussion of contracting IT personnel and interim IT support and would like to discuss performance of a public official in executive discussion. Any further discussion of these items is deferred.

### DIRECTOR'S REPORT

Repeater Sites – Donna reported that our repeater sites are vulnerable and we need to make correcting this a priority.

Z640 install – Tony DeBenedetto reported that we are ready on our jump off. Monday and Tuesday Positron will be here to finalize. They will test full tone and voice on backup and then go online at a later date with tone and voice only. The goal is to make the system automated and easy and foolproof for the dispatcher.

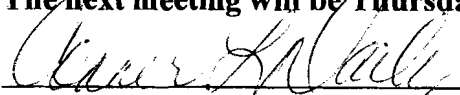
Emergin install – Bob Hamlin reported that Emergin is installed and functional with some minor telephone issues. Ted Krynski and he will be working on some more beta testing.

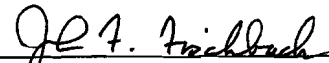
**Ed Wilkerson moved** that the Board go into Executive Session. **Conner Daily seconded** the motion and it was carried unanimously. The Board went into Executive Session at 9:57 a.m.

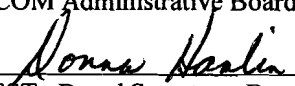
The Board came out of Executive Session at 10:44 and John Fischbach reconvened the meeting at 10:48 a.m. There being no further business, **Mike Brasfield moved** for adjournment. **Conner Daily seconded** the motion and it passed unanimously.

Meeting adjourned at 10:49 a.m.

**The next meeting will be Thursday, May 25, 2006 @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
May 25, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Bob Wilson for Ed Wilkerson  
George Eims, JC Fire Commissioners Assn  
Conner Daily, Port Townsend Police Chief

**Other Attendees**

Robert Pontius, Port Ludlow F&R  
Ken Horvath, City of Port Townsend  
Mike Mingee, Chief EJF&R  
Tony DiBenedetto, Greentree  
Donna Hamlin, JeffCom Director  
Susan Zoya, JeffCom Admin. Clerk

Ben Cooper, JC Fire District 5  
Chuck Boggs, EJF&R  
Bob Herbst, JC Fire District 4  
Steve Reinke, Reinke Associates

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for April 27, 2006
- JeffCom Voucher Summary for April and May
- JeffCom Expenditure Statement by Fund for April 2006
- Monthly Call Statistics
- Director's 2006 Project Synopsis, notes for May
- Pacific Consulting Services January 2000 Regionalization Feasibility Study
- NSGIC national orthoimagery information

Chairman John Fischbach called the meeting to order at 8:31 a.m. Meeting attendees introduced themselves. Steve Reinke was welcomed.

**APPROVAL OF AGENDA**

Bob Wilson requested an amendment to the agenda to include discussion of Firepoint. **Conner Daily moved** to approve the agenda amendment, it was seconded and passed. Discussion will be under Technical Committee.

**APPROVAL OF MINUTES**

**Bob Wilson moved** to approve the minutes and **Conner Daily seconded** the motion, which carried by unanimous vote.

## REVIEW OF VOUCHER SUMMARIES

The vouchers were reviewed with the following questions regarding payments made. Clarification was requested from Donna Hamlin on whether the payment made to Hatfield and Dawson was an installment (yes), what was the \$90 to Brucelli Advertising (fun crayons for public education), the \$889.41 to Professional Pride (a 911 public education training module) and the \$246.04 to RDJ Specialties (mood pencils to hand out at the Fair). Upon clarification, **Bob Wilson moved** to accept the vouchers as reviewed and **George Eims seconded**. The motion carried unanimously.

## COMMITTEE MEETING REPORT

Technical Committee – Bob Wilson reported that the Firepoint RMS is just not working. He asked for permission from the board to abandon it and go to Emergency Reporting System. Mike Mingee asked if we can get any kind of a rebate on the support we have paid for through 2008. Donna Hamlin will look into it. Ben Cooper pointed out that there is a grant that will help cover the first year changeover cost. Bob Wilson volunteered to take point on the project. **Bob Wilson moved** that we abandon Firepoint and go to Emergency Reporting System and support each District with \$100 ~~per station~~ per month. **Conner Daily** seconded the motion and it passed unanimously. (Will address this correction at next Board meeting)

## DISCUSSION

Strategic Planning – Donna Hamlin reported that in moving forward on developing the strategic plan discussed last meeting, she discovered that it will involve talking to a lot more people to be able to paint a clear picture of where we are going and how to get there. One component, the infrastructure report by Hatfield & Dawson, will be ready on June 16. At our retreat the Board expressed a desire to move toward incorporating as an independent entity. Donna is proposing that we hire Steve Reinke initially for phase 1 to look at becoming a municipal corporation; whether we can do it and if so, to come up with a plan on how to do it. Phase two will be assisting with the implementation.

Back in 2000, the three options looked at were keeping with the status quo, regionalization, and becoming independent. On page 68 of the Regionalization Feasibility Study by Pacific Consulting Services in January 2000, they concluded that regionalization is feasible, but not likely. In light of that, they made six recommendations for improving the level of service. Donna pointed out that those six items have been accomplished. She suggested that since regionalization had been dismissed as an alternative, it be taken off the table. Bob Wilson and John Fischbach would like to keep it on the table for consideration. Steve Reinke said that there are some financial incentives from State 911 to regionalize and it would be good to keep it on the table for consideration.

Steve followed up with some background on what his role was back in 2000. He was hired to facilitate the move in whatever direction the Users Group decided to go. The issue was to look at the level of service the group wanted to provide and the cost. The Users Group chose to become a County department. At the recent JeffCom Board retreat it was decided that we should look at incorporating and becoming independent. At the last Board meeting it was suggested that Steve Reinke had done a study on incorporating. Steve said that no study on incorporating was done in 2000. Donna said if we are going to go ahead with a study she would like to hire Steve, who has recommended the work be done in two phases, the first to cost \$7500.

Steve pointed out that there are a number of considerations in going independent, especially the cost of hiring outside services such as insurance, legal, technical support, and financial. As part of Phase 1, Steve can prepare a plan and estimate costs for incorporating. KitCom is independent and similar in size to us. Because of his affiliation with KitCom Steve was asked a number of questions regarding operations and revenue streams by Board members for comparison with JeffCom. Concerns were raised about whether we are getting ahead of ourselves in pursuing a study on incorporating since we also need to address major safety and support issues. It was suggested that there are three separate issues that should be addressed concurrently: incorporating, implementing the 1/10<sup>th</sup> percent tax for infrastructure, and regionalization. It was pointed out that if we regionalize, the income from State 911 and the local tax will go to the larger organization and not come directly to us.

The consensus of the Board was to authorize Donna Hamlin to hire Steve Reinke to do the Phase 1 study on incorporating. Steve Reinke's Phase 1 study on incorporating will cost \$7500 and will help us define options and costs for those options. The Phase 1 report could be presented as soon as the September Board meeting or possibly push to the October meeting. Steve will send a contract to Donna for County review.

Change in June and July Meeting Dates – The June meeting will be changed to Thursday, June 29. The July meeting will be changed to Thursday, July 20.

Maps – Mike Mingee raised the issue of Fire having to request maps through JeffCom. Since the fire districts have contributed and corrected much of the data that goes into them, the charge for maps was questioned. John Fischbach agreed that a meeting with the Chiefs, Donna, and Allen Sartin would be in order.

Interagency Cooperation - Mike Mingee said he would like to see a general discussion on interagency cooperation.

Radio Equipment Upgrade – Bob Herbst questioned the reasoning behind waiting for the Hatfield & Dawson report to move forward with upgrading radio equipment. Pros and cons were discussed and it was pointed out that the radio equipment chosen will dictate the infrastructure and the H&D report is only a couple of weeks away.

### **DIRECTOR'S REPORT**

Z640 - Donna Hamlin reported that Positron has let us know that the Z640 can not do the voice paging the way we wanted it to. They can set it up so that clicking one button brings up four screens with the choice for the tone highlighted. She asked them about a failsafe if something gets entered in error and Tony DiBenedetto said that the Dispatchers can hang up the phone to terminate it. Donna and Tony also discovered recently that we have to put a hot 911 call on hold and get on the phone to trigger the Zetron paging. This requires an adjustment in dispatch procedure where the first dispatcher stays on the call and the second one sends out the tone. Tony said once we get enough radio coverage to go digital, the problem will go away. Positron is working on the engineering and we do not have a date for being on line.

Project Synopsis and 911 Reimbursable Handouts - Donna Hamlin called attention to the Status of Projects report for May and the explanation of what the State grant will reimburse for the new grant year starting July 1, 2006.

**Emergin** – Donna reported that Ermergin was purchased by EOC through a Homeland Security Grant, has been installed and is now not working. The vendor said it was working after it was installed and has not responded to requests for support. Donna will hire a technician to come in and resolve the problem.

**Call Counts** – Donna Hamlin pointed out the numbers in bold for the last couple of months are raw numbers because the MIS was down and we have not had a chance to review the calls yet. She also pointed out that number of wireline calls is decreasing, wireless is increasing, and VOIP is expected to start going up. We get revenue off wireline and wireless, but not VOIP . The State is taking a look at how this will affect revenue.

**NSGIC** - Donna called everyone's attention to the information on national orthoimagery for general information.

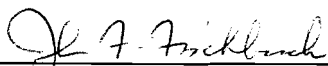
**211** – It is coming. Callers are being told to hang up and dial 911 for emergencies, calls are not transferred.

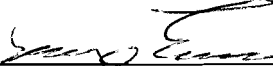
**Status of New Recruits** - We have three in different phases of training. One is in the final phase of training, refining fire and multi-tasking skills over the next 4 weeks, the other two are in early stages of training and doing well. The fourth will be starting soon.

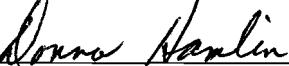
**Bob Wilson moved** for adjournment. **Conner Daily seconded** the motion and it passed unanimously.

Meeting adjourned at 9:49 a.m.

**The next meeting will be Thursday, June 29th @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
June 29, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Ed Wilkerson, Port Ludlow Fire Rescue  
George Eims, JC Fire Commissioners Assn  
Conner Daily, Port Townsend Police Chief

**Other Attendees**

Robert Pontius, Port Ludlow F&R  
Ken Horvath, City of Port Townsend  
Mike Mingee, Chief EJF&R  
Tony DiBenedetto, Greentree  
Donna Hamlin, JeffCom Director  
Susan Zoya, JeffCom Admin. Clerk

Bob Wilson, JC Fire District 2  
Chuck Boggs, EJF&R  
Joe Martin, Clallam County Sheriff  
Patti Morris Clallam County Sheriff Office  
Mary Wilgoeki Clallam County Sheriff Office  
Dave Zehrung, Consultant OPSCAN

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for May 25, 2006
- JeffCom Voucher Summary for May
- JeffCom Expenditure Statement by Fund for May 2006
- OPSCAN budget commitment contract
- Director's 2006 Project Synopsis, notes for June
- Phone activity report
- Draft Purchasing Policy

Chairman John Fischbach called the meeting to order at 08:33 a.m.

Our guests from OPSCAN introduced themselves and there was a general discussion on OPSCAN with questions from a number of meeting attendees.

OPSCAN first started as a Clallam County project and then the Jefferson County Sheriff asked for help with coverage of the West End. The benefit of OPSCAN is that you can talk direct between two dispatch centers. It takes two ports to create a path. The cost to Jeffcom through 2007 is \$7555.81. It was suggested that we are currently paying about the same to lease phone lines from Qwest. Susan Zoya was asked to identify the monthly cost for this phone line. Tony DiBenedetto said the line identifier is 4RTNA5104.

George Eims raised some questions about Jeffcom's role in OPSCAN and was told OPSCAN would welcome someone from Jefferson County on their board. Their governing board tries to meet about once a month. All participants in OPSCAN are looked at as partners. The question was raised about where the weighted voting came in per the commitment agreement. Apparently, so far all partners have shared an

equal vote and an instance has not come up where the weight of the vote is tied to amount of investment. OPSCAN is trying to bring in more users and as they do that, they see individual costs going down. They would like to see a signed letter of commitment from us to budget \$7,55.81 for 2007 by August.

It was pointed out that Jeffcom sent OPSCAN a letter regarding our purchase of consoles at a cost of about \$150,000 for use in qualifying for matching funds as part of the grant process. Donna Hamlin and Susan Zoya will look for our copy of the letter.

**George Eims moved** that we sign the letter committing \$7,555.81 to hook up to OPSCAN. Conner Daily seconded the motion and it carried. John Fischbach told Donna she is authorized to sign the letter of commitment.

### APPROVAL OF AGENDA

Donna Hamlin asked that we add discussion of payment of the Emergency Reporting for the Fire Districts and a report from Ken Horvath on RMS to the agenda. **Ed Wilkerson moved** that the agenda be approved as amended, Conner Daily seconded. The motion was carried. In discussing adding payment of the Emergency Reporting to the agenda, it was decided that contracts for all the Fire Districts should be set up with Jeffcom and then Jeffcom should bill Port Ludlow and East Jefferson Fire and Rescue quarterly for their share.

### APPROVAL OF MINUTES

Ed Wilkerson brought up the email Susan Zoya sent after last month's meeting clarifying the motion to pay \$100 per month per District for the Emergency Reporting for the Fire Districts. The copy of the minutes from last month distributed at this meeting show the correction. **Conner Daily moved** to approve the minutes as corrected and Ed Wilkerson seconded the motion. The motion was carried.

### REVIEW OF VOUCHER SUMMARIES

The vouchers were reviewed with questions asked about Ebner Enterprises and the source of funds used to pay for the Hatfield and Dawson study. Some discussion followed regarding which source of funding is being used to pay for which expenditures and what is the makeup of Jeffcom's cash balance. Donna Hamlin indicated that Susan Zoya has been reviewing sources of income and expenditures to determine some of the answers to these questions and we hope to have some more definitive figures for the July meeting. Ed Wilkerson asked who approves Payroll as that is not included in the monthly Board review. A common practice in some organizations is that someone such as the Department head reviews payroll and those boards accept them as approved. Donna reviews the department timesheet for the month and approves it before it goes to the County.

### COMMITTEE MEETING REPORT

**Technical Committee**— The fire services have switched over to Emergency Reporting System and are working with Tony on a CAD link which is not quite ready yet.



## DISCUSSION

**Hatfield & Dawson Report** – Donna printed out the first final draft of Part 2 for the Board members and then received a CD with the next draft of Part 2 with costs which she provided to meeting attendees on CD. However, the final final draft is supposed to be delivered today, so it might be a good idea to wait to print anything out from these CD's. The report will be discussed at the July Board meeting.

**Powerphone Total Response Cache** – Donna reported that she had a demonstration of this software which would act as a screen overlay to the Positron screen. This software provides a big improvement in time stamps and entries and provides better accountability. The Powerphone rep said that Positron would probably charge us for the interface. We will have a live demo at the August Board meeting.

**RMS** – Ken Horvath reported that there were some bugs in RMS so they were able to download the newest release and should be ready to go into production in about a week. However, Jeffcom has two pc's that need to be updated or there could be problems on Jeffcom's end. He thinks the update could conceivably be done by Jefferson County I/S. We will have to get clarification to see if this something I/S will do.

## DIRECTOR'S REPORT

**1/10<sup>th</sup> Percent Sales Tax** – Donna Hamlin reviewed the handout on the sales tax use. John Fischbach reported that we collected \$389,000 the first year (June 2005 through May 2006). The estimate they have projected for the next year is \$360,000. We have spent \$157,000 to pay back the equipment loan.


**Budget Status** – Donna Hamlin reported that we are planning to restructure the budget into three cost areas. One for general operations, one for 911, and one for radio. We hope to identify a better way of reporting expenditures in these cost areas so that they can be more easily tied to their matching source of revenue: users fees, state 911 grant and 911 excise tax, and 1/10<sup>th</sup> percent sales tax.

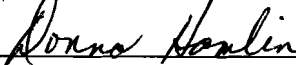
**Purchasing Policy** – Comments and feedback were given to Donna regarding the draft policy. The consensus of the group was that we should try and go back and get approval from David Alvarez to sign contracts under \$25,000 without going through the protracted contract review process.

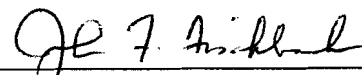
**Project Synopsis** – Donna Hamlin briefly went through the project progress for June.

Chairman John Fischbach adjourned the meeting at 10:36 a.m.

**The next meeting will be Thursday, July 20th @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

  
JEFFCOM Administrative Board Member

JeffCom Board Minutes  
July 20, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Ed Wilkerson, JC Fire Chiefs Association  
George Eims, JC Fire Commissioners Assn  
Conner Daily, Port Townsend Police Chief  
Tim Perry, JC Sheriff's Dept. Alt.

**Other Attendees**

Robert Pontius, JC Fire Commissioners Assn  
Ken Horvath, City of Port Townsend  
Mike Mingee, Chief EJF&R  
Tony DiBenedetto, Greentree  
Donna Hamlin, JeffCom Director

Bob Wilson, JC Fire District 2  
Chris Kauzlarich, EJF&R  
Ben Cooper, JC Fire District 5  
Tom Eckles, Hatfield & Dawson  
Susan Zoya, JeffCom Admin. Clerk

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for June 29, 2006
- JeffCom Voucher Summary for June
- JeffCom Expenditure Statement by Fund for June 2006
- Director's 2006 Project Synopsis, notes for July
- CFS activity report
- Phone activity report
- Preliminary Budget
- Infrastructure Study on disc

Chairman John Fischbach called the meeting to order at 08:30 a.m.

**APPROVAL OF AGENDA**

**Conner Daily moved** that the agenda be approved, Ed Wilkerson seconded, the motion was carried.

**APPROVAL OF MINUTES**

**Conner Daily moved** to accept the June minutes as written, Ed Wilkerson seconded, the motion was carried.

**REVIEW OF VOUCHER SUMMARIES**

The vouchers were reviewed. There being no questions, **Ed Wilkerson moved** they be approved and Conner Daily seconded. The motion was carried.

## COMMITTEE MEETING REPORT

**Technical Committee** – No technical committee report this month.

### DISCUSSION

**Hatfield & Dawson Report** – Tom Eckles of Hatfield & Dawson provided a handout that touched on the major points in their report and summarized their recommendations. Some alternatives do not involve tower upgrades or replacements. Following are specific comments on each alternative:

Alternative #1 removes the connection to Dispatch from Port Hadlock to Maynard Peak and provides a connection by phone from there.

**Alternatives #1 and #2** do not improve coverage.

**Alternative #3** may not be the final sites, he has since learned that Peterson Lake is a new option

**Alternative #4** simulcast is done better by analog rather than digital. He sees our best long-term path as analog and believes that digital adds costs for little return.

**Alternative #6** finding additional channels to add will take some work. UHF is tough, VHF looks better

**Alternative #5** mobile units are expected to cost \$3600/unit. Using the Greentree UHF is a possibility and there is a precedent for going to an industrial channel if you can prove there is no other alternative.

#### **General Comments:**

The cost estimates assume Tate repeaters because they have the same out of box configuration as Motorola and better configuration software.

The Morgan Hill recommendations are using the existing tower height.

We could write a performance spec which allows the vendor to propose their own equipment and configuration to meet a specified performance level or a detailed spec calling for specific equipment in a specific configuration.

Regional issues will have some impact on what we do with this system. One issue is how many channels you can program into the radios.

#### **Considerations Raised by Members of the Group**

There was some discussion regarding concerns that we have some management and interagency issues to resolve before making a decision regarding implementation of the infrastructure study recommendations. On the other hand, there is some merit to getting going on pursuing licensing and also doing some grounding and coax support at the South repeater site. Both of these are immediate needs and also part of the recommendations in the study.

**Mike Mingee moved** that Donna start implementing licensing and other immediate infrastructure needs as soon as possible. Tim Perry seconded and the motion carried.

The Board reaffirmed that under the purchasing agreement Donna already has the authority to determine what needs to be done and which income source should be used to accomplish it within a \$25,000 limit without contacting John Fischbach first.

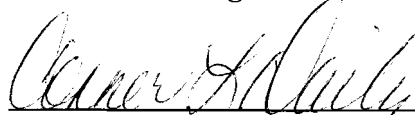
Tom Eckles was asked to clarify Hatfield & Dawson's accountability should we implement their design and it goes horribly wrong. Tom said that if we do a performance spec requiring the vendors to do the detail design, the accountability is the vendor's. If we do a detailed spec that tells the vendor here is the system designed by Hatfield & Dawson, use the equipment and configuration they specify, the accountability is Hatfield & Dawson's.


**Budget** – Susan Zoya provided an explanation for the budget handouts. She answered questions regarding the cash balance, clarifying the amount representing the 1/10<sup>th</sup> of 1% sales tax, the required reserve amount, and the Dispatcher's donation fund which are shown on the handout headed "Budget Thoughts". In addition, there is \$200,000 below the line funding from the State grant received the end of 2005 that should be spent on E911 expenses. The group consensus was that they should be presented with a revised preliminary budget that covers the needs anticipated, makes good use of the available cash balance, and, hopefully reduces users costs. Individuals will email or phone with questions or comments as they have a chance to review it and the revised version will be sent out on the July 31 deadline.

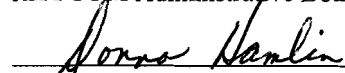
**CFS Data** – Ed Wilkerson indicated that it is imperative that he receive an accurate count of cfs's and additional information on benchmarks that he is not now receiving. Donna indicated that she has not yet been able to find the report in Positron that will give her this, but one of the other Com Center Directors who attended Wenatchee said she would send her information on how to do this. Donna has sent a reminder to her.

Chairman John Fischbach adjourned the meeting at 11:00 a.m.

**The next meeting will be Thursday, August 24<sup>th</sup> @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
August 24, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Ed Wilkerson, JC Fire Chiefs Association  
George Eims, JC Fire Commissioners Assn  
Conner Daily, Port Townsend Police Chief  
Mike Brasfield, JC Sheriff

**Other Attendees**

Robert Pontius, JC Fire Commissioners Assn  
Ken Horvath, City of Port Townsend  
Ben Cooper, JC Fire District 5  
Tony DiBenedetto, Greentree  
Steve Reinke, Reinke & Associates  
Susan Zoya, JeffCom Admin. Clerk

Bob Wilson, JC Fire District 2  
Mike Mingee, Chief EJF&R  
Chuck Boggs, EJFR  
Bob Herbst, Brinnon FD  
Donna Hamlin, JeffCom Director

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for July 20, 2006
- JeffCom Voucher Summary for July
- JeffCom Expenditure Statement by Fund for July 2006
- Director's 2006 Project Synopsis, notes for August
- CFS activity report
- Phone activity report
- Preliminary Budget
- OPSCAN agreement

Chairman John Fischbach called the meeting to order at 08:32 a.m.

Steve Reinke made a powerpoint presentation on the organizational options to consider and some of the factors to consider for each option. The options are:

BECOME AN INDEPENDENT AGENCY  
REMAIN THE SAME (RENEW OR REVISE THE INTERLOCAL AGREEMENT)  
PARTIAL DECONSOLIDATION  
REGIONALIZE WITH ANOTHER COUNTY

At the end of his presentation Steve asked the Board to let him know if there are any other options they want to consider or if any of the above options are dead in the water and do not merit further consideration.

After a period of discussion among the Board members, **Mike Brasfield moved** that the discussion be opened up to the rest of the attendees at the meeting for a 20-minute period. Ed Wilkerson seconded and the motion passed unanimously.

General discussion was opened at 9:24 a.m. and closed at 9:46 a.m.

**Ed Wilkerson moved** that the Jeffcom Board direct Steve Reinke to pursue further information on the stand alone option or regionalization and remove being a County department and the interlocal agreement from further consideration by Reinke & Associates. George Eims seconded the motion. The motion failed.

**Mike Brasfield moved** that the Board direct our consultant to provide estimated costs (both initial/startup costs and annual costs) to:

1. Regionalize (specifically with Kitsap PSAP) to include implementation of the Hatfield & Dawson recommendations for infrastructure update/replacement,
2. Convert to stand alone entity to include cost of personnel, legal, equipment, software, hardware, etc.
3. Revise/update the interlocal agreement with cost allocation and support modifications

Ed Wilkerson seconded, the motion passed unanimously.

Ed Wilkerson requested that Donna Hamlin make Steve Reinke's powerpoint presentation available to everyone.

### APPROVAL OF AGENDA

Ed Wilkerson noted that the agenda is no longer being broken down into discussion of old and new business and would like to return to that format. He requested that he would like to see discussion of IT support, the Infrastructure study, and operational issues added to the agenda. **Mike Brasfield moved** that the agenda be approved with those additions, George Eims seconded, the motion was carried.

### APPROVAL OF MINUTES

**Mike Brasfield moved** to accept the July minutes as written, George Eims seconded, the motion was carried.

### REVIEW OF VOUCHER SUMMARIES

The vouchers were reviewed. There being no questions, **Conner Daily moved** they be approved and Mike Brasfield seconded. The motion was carried.

### COMMITTEE MEETING REPORT

**Technical Committee** – Bob Wilson reported that we had a demonstration of the mapping software Donna is looking at and that the TEC committee will support the mapping program pending identifying any additional costs to interface with Positron and exploring other Positron users experience with the transition. Bob brought up the need to clarify where we go with the Hatfield & Dawson study and what the Board wants from the TEC committee.

**DISCUSSION**

**OPSCAN** – There was discussion about where we stand with OPSCAN and the consensus was that we have agreed to the conceptual agreement and committed the initial payment of \$7555.81. This commitment should cover things for the time being. A decision on whether we are ready to sign an agreement is deferred to a future discussion.

**Infrastructure Project** – there was discussion on where we stand and where we go from here, and how the decision on what type of organizational structure is chosen will affect the project. A major concern raised was having qualified management of the project as it moves forward. **Mike Brasfield moved** that the Board ask Donna Hamlin to contact Kitsap PSAP to discuss their interest in providing project management. Ed Wilkerson seconded the motion; it passed unanimously. The County via John Fischbach was asked to provide information on bond funding at next month's meeting with the assumption that we would commit \$250,000 of the 1/10<sup>th</sup> percent sales tax annually to pay off the bond.

**Budget** – John Fischbach pointed out that he had not received the printout of the budget that shows prior years and that he needs a copy. Susan Zoya reported that interest on the cash reserve has been calculated back to 2004, amounts to \$30,086.03 through June 2006 and is being credited to our account. In 2004 the County Finance Committee elected to credit the interest to the General Fund as it is against County policy to pay interest to any fund that benefits from the General Fund. After a review of the Interlocal agreement the County decided to abide by the agreement; however, we were told they will probably pursue an amendment to that agreement. John Fischbach will follow up on this. The interest is not included in the preliminary budget as the information was received after it was prepared. It was noted that the Interlocal agreement requires that the budget be adopted by the September Board meeting. The preliminary budget has already gone to the County Auditor to meet statutory requirements.


As a point of clarification: **ANY INFORMATION SENT TO ONE BOARD MEMBER SHOULD BE SENT TO ALL BOARD MEMBERS**


**CFS Data** – Donna Hamlin reviewed data on call answer time (majority within 10 seconds) and call processing time (majority in less than 3 minutes). It was made clear that benchmarks will continue to be reviewed and questioned by the user agencies.

**EJFR Memorandum** – Mike Brasfield asked Mike Mingee to comment on a memo written by Chief Mingee to his Board addressing concerns regarding JeffCom.

**Mike Brasfield made a motion** to adjourn, Conner Daily seconded. Chairman John Fischbach adjourned the meeting at 11:44 a.m.

**The September meeting will be Thursday, September 28 @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
August 30, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Ed Wilkerson, JC Fire Chiefs Association  
George Eims, JC Fire Commissioners Assn  
Conner Daily, Port Townsend Police Chief  
Mike Brasfield, JC Sheriff

**Other Attendees**

Robert Pontius, JC Fire Commissioners Assn  
Ken Horvath, City of Port Townsend  
Donna Hamlin, JeffCom Director

Bob Wilson, JC Fire District 2  
Mike Mingee, Chief EJR  
Susan Zoya, JeffCom Admin. Clerk

Chairman John Fischbach called the meeting to order at 08:31 a.m.

**AGENDA APPROVAL**

John Fischbach identified the following agenda items and asked for input on the order of precedence:

Budget – it was agreed that budget be discussed first  
Email from Sondra Fortino, Communications Officer, regarding job future  
Positron Support  
Infrastructure Direction  
IT Support  
Technical Committee  
Executive Session

**Budget** – specific questions were asked and answered and the Board requested that the budget information be presented with a summary that provides ease of comparison of prior years and allows for identifying operating costs separate from other money.

**Qwest Contract for Positron Support** – The proposed Qwest contract will support CAD hardware and software maintenance for one year. The first thing Qwest will do is come in and inspect the hardware, i.e., servers, etc., and make recommendations to upgrade. Current agreement with Positron covers CAD software upgrade only. This contract will not include Z640, or emergency reporting, or other “add ons”. **Mike Brasfield moved** that the Board direct Donna Hamlin to enter into the contract with Qwest to support the Positron CAD. George Eims seconded the motion, it passed unanimously. Conner Daily said he would like to see the Technical Committee review any hardware recommendations Qwest makes.



**Email from Sondra Fortino** – John Fischbach passed around an email received from one of the Dispatchers and his response regarding the Reinke & Associates study and job future.

**Technical Committee** – Bob Wilson asked for guidance on what is expected of the Technical Committee. Discussion took place on the distinction between a user group that discusses needs and a technical committee that provides technical expertise and the usefulness of both. The input of a technical person whose only interest is Jeffcom would be of tremendous value to decisions regarding technology. Bob Wilson was encouraged to continue having committee meetings as things move forward. Donna Hamlin said Action Communication has agreed to attend Tech Committee meetings and bring an additional technical perspective.

On a related issue, Donna confirmed that Steve Reinke met with CENCOM after our board meeting last week to explore their interest in providing project management to our Infrastructure project.

**Technical Support** – Technical support consists of radio support and computer support. Greentree provides radio support. Donna Hamlin is to bring in a proposal and costs to solve the computer side of the IT problem. Some considerations are:

- Is there enough work to justify a FTE
- Do we contract for this support
- Can the various agencies fund an additional FTE to Central Services
- Jeffcom IT access to County systems is critical
- At will Contract employee

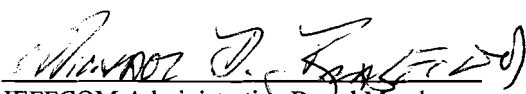
**Ed Wilkerson moved** to convene an Executive Session to discuss the performance of a public employee. Mike Brasfield seconded the motion, it passed unanimously.

It was decided to take a five minute break and meet in Executive Session for 15 minutes. The Executive Session started at 10:18 and was extended to 30 minutes.

The Board reconvened at 10:50. The Chair stated that no action was taken during the Executive Session.

Chairman John Fischbach adjourned the meeting at 10:51 a.m.

**The September meeting will be Thursday, September 28 @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
September 28, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Ed Wilkerson, JC Fire Chiefs Association  
George Eims, JC Fire Commissioners Assn  
David Timmons, Port Townsend City Manager  
Mike Brasfield, JC Sheriff

**Other Attendees**

Robert Pontius, JC Fire Commissioners Assn	Bob Wilson, JC Fire District 2
Ken Horvath, City of Port Townsend	Mike Mingee, Chief EJF&R
Ben Cooper, JC Fire District 5	Chuck Boggs, EJFR
Tony DiBenedetto, Greentree	Conner Daily, Port Townsend Police Chief
Steve Reinke, Reinke & Associates	Donna Hamlin, JeffCom Director
Susan Zoya, JeffCom Admin. Clerk	Dave Wheeler P.L.F.&R. Communications

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for August 24, 2006 and August 30, 2006
- JeffCom Informational Meeting of September 11, 2006
- JeffCom Voucher Summary for August
- Director's 2006 Project Synopsis, notes for September
- CFS activity report
- Phone activity report
- Proposed 2007 Budget
- OPSCAN agreement
- Qwest Proposal
- Memos from TEC Committee with Recommendations #1, #2, #3

Chairman John Fischbach called the meeting to order at 08:34 a.m.

**APPROVAL OF AGENDA**

**Ed Wilkerson** moved that the agenda be approved, **Mike Brasfield** seconded; the motion was carried unanimously.

**APPROVAL OF MINUTES**

**George Eims** moved to approve the August 24 and 30 minutes as written, Ed Wilkerson seconded; the motion was carried unanimously.

## REVIEW OF VOUCHER SUMMARIES

The vouchers were reviewed. Clarification was requested on the payments to Ebner Enterprises, CDW, Embarq, and the payment for the display board for the fair under law enforcement. **Mike Brasfield moved** the vouchers be approved, Ed Wilkerson seconded; the motion carried unanimously.

## GOVERNANCE

Steve Reinke reviewed the three governance options under consideration:

Stay a County Department  
Become an independent agency  
Regionalize with another agency, i.e., Kitsap

He emphasized the hidden costs of becoming an independent agency.

**Mike Brasfield moved** that we eliminate the independent agency option from consideration. John Fischbach seconded; the motion passed 3 to 2.

**John Fischbach moved** that we continue evaluating regionalization as a benchmark. **George Eims** seconded; the motion passed unanimously.

**John Fischbach moved** that we thank Steve Reinke, acknowledge his work is complete, and authorize Donna to pay him. Ed Wilkerson seconded; the motion passed unanimously.

## COMMITTEE MEETING REPORT

**Technical Committee** -- Bob Wilson reported that the TEC committee had second thoughts about doing bandaaid repairs to fix the most urgent problems with grounding, etc. and has come up with three recommendations that they feel are a more prudent use of the money to be spent. The recommendations are labeled #1, #2, and #3 and presented in three memos provided as part of the handouts for this meeting.

**George Eims moved** to approve these recommendations with the proviso that we evaluate new repeaters or have them evaluated by a competent engineer for quality and service records with no delay to starting the work. **Mike Brasfield** seconded; the motion passed unanimously.

It was agreed that immediate implementation of Recommendation #3 addressing the multipath issue for law enforcement is of particular importance.

**Bonding to Finance Infrastructure** -- John Fischbach handed out some information on bonding supplied to him by the County Treasurer. He suggested the questions we want to answer are:

Do we want to get the money up front?  
How much?  
How long do we want to take to repay?

There was discussion on how long the bonding process might take and it was suggested that it could take about 90 days and we would be under a 3 year obligation to spend the money. Do we want to consider a BAN (Bond Anticipation Note) which would let us pay at the end, but we may not get as favorable an interest rate.

John Fischbach will get information on bonding \$2,000,000 in the 10 to 12 year range with a 2<sup>nd</sup> phase in 2 to 3 years from now.

## DISCUSSION

**2007 Budget** – the proposed budget was reviewed and individual questions were asked and answered. Concern was raised that it is impossible to tell by looking at the material provided how much cash reserves there will be at the end of 2006 and 2007 and how much is 1/10<sup>th</sup> of 1 percent money and how much is other cash reserves. **John Fischbach moved** that the budget as presented be approved with the understanding that the information will be expanded to show the disposition of the 1/10<sup>th</sup> of 1 percent money and cash reserves and looked at again in October. **Mike Brasfield** seconded; the motion was carried unanimously.

**Fire Chief's Meeting** – Donna Hamlin reported on attending the Fire Chiefs' meeting and the discussion that took place regarding NFPA guidelines for dispatching within 60 seconds of answering a call. Donna acknowledged that while it is a good benchmark and worthy goal, there are times it takes longer than that to ascertain the appropriate information to ensure the appropriate response and responder safety. Donna stated that the quick dispatch of all calls will remain a priority, and whatever time it takes to get enough information to ensure responder safety will be done. There was also discussion at the same meeting regarding dispatching medic units to all calls. After the meeting it became clear that not all affected agencies were involved in the discussion and Donna will sit down with Fire and Law to develop guidelines for dispatch.

**Director's Report** – Donna Hamlin reported on the fact that the State is unhappy with Positron and how they are managing their "Evergreen" software maintenance agreements that the State pays for directly. There will be a meeting in October with Positron and the state to address this further. Donna also reported that we have received a quote from Qwest for Positron equipment and software maintenance and she has worked with them to reduce the cost from the original quote to exclude charges for the RMS that we are no longer using. She pointed out that ultimately it would be to JeffCom's benefit to be able to provide radio and computer maintenance in-house through our own technician.

**Mike Brasfield moved** that the Board authorize the Director to hire a radio/computer technician within the existing budget. **George Eims** seconded; the motion passed unanimously.

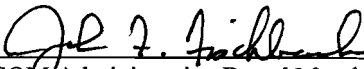
**911 Outage Recap** – Donna Hamlin reported that Qwest is working on providing routing diversity, but their plan as proposed does not include Port Townsend. She made it clear to Qwest that this is not acceptable. What Qwest is working on will not be done until February 2007. In the meantime, Qwest has taken steps to remove the line that sends an alarm back to them that the 911 lines are out from the same pole as the 911 lines. Both went out in the recent incident and Qwest was unaware that our lines were out until we reported it.

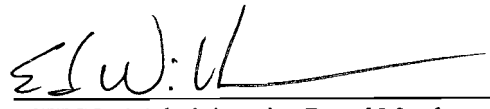
**OPSCAN** – Donna Hamlin reported that David Alvarez did review the OPSCAN agreement and the copy provided at this meeting incorporates numerous changes and comments provided by him.

**John Fischbach requested** that the Board go into Executive Session with Donna Hamlin and all Board Alternates to discuss the performance of an employee. The Board went into Executive Session at 11:18 a.m. and reconvened at 11:33 reporting that no decisions were made and no action taken.

**Mike Brasfield made a motion** to adjourn, Ed Wilkerson seconded. Chairman John Fischbach adjourned the meeting at 11:33 a.m.

**The October meeting will be Thursday, October 26 @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
October 26, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Ed Wilkerson, JC Fire Chiefs Association  
George Eims, JC Fire Commissioners Assn  
David Timmons, Port Townsend City Manager

**Other Attendees**

Robert Pontius, JC Fire Commissioners Assn  
Ken Horvath, City of Port Townsend  
Chuck Boggs, EJFR  
Donna Hamlin, JeffCom Director  
Maureen Dieckmann, Positron

Bob Wilson, JC Fire District 2  
Mike Mingee, Chief EJF&R  
Conner Daily, Port Townsend Police Chief  
Susan Zoya, JeffCom Admin. Clerk  
Steve Raval, Positron

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for September 28, 2006
- JeffCom Voucher Summary for September
- Director's 2006 Project Synopsis, notes for October
- CFS activity report
- Phone activity report
- Revised 2007 Budget Format
- Cost Allocation Summary
- Infrastructure Bonds Proposal
- Law Multi-path Project

Chairman John Fischbach called the meeting to order at 08:30 a.m.

**APPROVAL OF AGENDA**

**Ed Wilkerson** moved that the agenda be approved, Conner Daily seconded; the motion was carried.

**APPROVAL OF MINUTES**

**John Fischbach** moved to approve the September 28 minutes as written, Ed Wilkerson seconded; the motion passed 3 to 1.

**REVIEW OF VOUCHER SUMMARIES**

The vouchers were reviewed. Clarification was requested on the payments to Ergometrics who provide testing for new hires. **Conner Daily moved** the vouchers be approved, Ed Wilkerson seconded; the motion carried unanimously.

### OLD BUSINESS

**Positron** – Donna Hamlin introduced Maureen Dieckmann and Steve Raval from Positron. Maureen made a presentation on our Positron system and addressed MIS, Service, RMS, Z640, and the Emergen interface.

**Governance** – discussion took place on whether everyone was satisfied that the governance issue has been laid to rest and whether we need to roll over the interlocal for another year.

**Technical Committee** – Bob Wilson reported that the TEC committee had discussed the site recommendations made and the recommendations for the multi-path project.

### DISCUSSION

**Bonding to Finance Infrastructure** – The Board packet includes an updated proposal for bonding for everyone's review. David Timmons pointed out that if we want to have any of the infrastructure work we have done prior to the bond reimbursed we need to make sure that wording gets added to the bond. It is estimated a bond will take about 45 days to put in place. It has to be voted on by the JeffCom Board and the Jefferson County Commissioners. We need to remember that we need to spend what we borrow within the first three years after the bond.

**Immediate Infrastructure Fix** – Donna Hamlin reported that a number of vendors declined to bid on the law multi-path project. Greentree was the only vendor that submitted a bid. The quote was presented as part of the Board packet. Donna pointed out that the repeaters to be installed may not be the ones chosen later for the overall infrastructure upgrade and at the worst would need to be swapped out somewhere down the road. Also grounding done now may need to be done again as new structures are built during the infrastructure program. **John Fischbach moved** that we award the contract to Greentree, Ed Wilkerson seconded the motion. There were 2 votes for and 2 votes against the motion.

There was some discussion regarding concerns about doing work without the oversight that will be available under the Project Manager for the infrastructure project.

**David Timmons moved** that we authorize the contract subject to final payment dependent on final inspection and certification of the work meeting industry standards. **John Fischbach** seconded, the motion passed unanimously.

**2007 Budget** – **Ed Wilkerson moved** to approve the 2007 budget, George Eims seconded, the motion passed unanimously.

**Cost Allocation** – A breakdown of the County cost allocation calculation for 2006 and 2007 was passed out for informational purposes.

**Steve Reinke Report** - A copy of Steve Reinke's report was passed out for informational purposes.

**Director's Report** – Donna Hamlin reported that the Project Manager search is underway. The County Incident Management Team is conducting an exercise in the EOC tomorrow, October 27, and JeffCom 9-1-1 is participating for the first time. Steve Crosby, one of our dispatchers has been working on a new website and has agreed to maintain it. The rough cut can be viewed at [www.jeffcom911.org](http://www.jeffcom911.org). The Dispatchers would like to see the logo updated and plan to have a logo contest with entries to be reviewed in November. Donna mentioned a new mobile phone technology introduced by T-Mobile called UMA that could come in showing any of 5 different ANI displays.

**November Meeting** – The November meeting will be moved to the 30<sup>th</sup>.

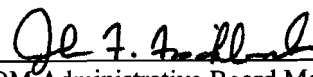
**Interlocal Agreement** – The Board would like to hold a special meeting to discuss the Interlocal Agreement. In order to get a draft approved, it would be desirable to have it available to the users by the first week in December. Donna and Susan will poll the members to try and set a date sometime the beginning of November.

**Next Agenda** – Would like a report on IT position and on internal policies for contacting and working with Positron.

Chairman John Fischbach adjourned the meeting at 11:22 a.m.

**The November meeting will be on November 30, 2006 @ 08:30 at the JeffCom/EOC Conference Room.**

  
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JEFFCOM Administrative Board Member

  
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JEFFCOM Administrative Board Member

  
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ATTEST: Board Secretary, Donna Hamlin



JeffCom Board Minutes  
November 30, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
David Timmons, Port Townsend City Manager

**Other Attendees**

Ken Horvath, City of Port Townsend  
Chuck Boggs, EJFR  
Donna Hamlin, JeffCom Director  
Dave Pratt, Greentree Communications  
Tony DiBenedetto, Greentree Communications

Mike Mingee, Chief EJF&R  
Conner Daily, Port Townsend Police Chief  
Susan Zoya, JeffCom Admin. Clerk  
Mark Nelson ADCOMM Engineering

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for October 26 and November 7, 2006
- JeffCom Voucher Summary for October
- CFS activity report
- Phone activity report
- Jeffcom equipment policy
- Z640 Re-programming policy
- CFS billing information

The meeting was held at the Chimacum Fire Station. Chairman John Fischbach called the meeting to order at 08:33 a.m.

**APPROVAL OF AGENDA**

**David Timmons moved** that the agenda be approved, Bob Wilson seconded; the motion was carried.

**APPROVAL OF MINUTES**

**Bob Wilson moved** to approve the October 26 and November 7, 2006 minutes as written, David Timmons seconded; the motion was carried.

**REVIEW OF VOUCHER SUMMARIES**

**Bob Wilson moved** the vouchers be approved, **David Timmons** seconded; the motion carried unanimously.

**LAW MULTIPATH PROJECT**

Tony DiBenedetto introduced Mark Nelson from ADCOMM who presented his draft proposal for Interim Project Management of the Law Multipath project. Representatives from Greentree and ADCOMM left the meeting at 0903.

**OLD BUSINESS**

**Technical Committee** – Bob Wilson reported the TEC committee recommendations to the Board regarding the Project Manager for the Infrastructure Project and the IT position for Jeffcom.

**David Timmons moved** that the Board authorize Donna Hamlin to contract with ADCOMM as interim project manager for the Law Multipath project and to set up interviews with the three candidates for Infrastructure Project Manager. Bob Wilson seconded, the motion was carried.

**David Timmons moved** that the Board receive the TEC Committee's recommendation regarding the IT position with respect and that the Board hold with its previous decision to have Donna Hamlin move forward with arranging for technical support as soon as possible. Robert Pontius seconded, the motion was carried.

**DISCUSSION**

**Jeffcom Equipment Policy** – Donna Hamlin provided a copy of a proposed equipment policy for review. **Bob Wilson moved** that the Board approve this policy. David Timmons seconded, the motion was carried.

**Z640 Reprogramming Policy** – Donna Hamlin provided a copy of a proposed policy for review. **Bob Wilson moved** that the Board approve this policy. David Timmons seconded, the motion was carried.

**Extension of the Interlocal Agreement** – Donna Hamlin reported that the extension is in process.

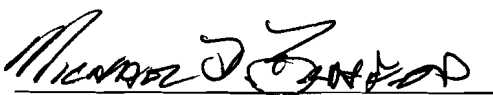
**Bonding to Finance Infrastructure** – The need to balance timing of the bonding with selection of the Project Manager was recognized. As was the desire to take advantage of current low interest rates.

**Radio Maintenance Contract** – It was decided to let Greentree's maintenance contract roll over to a month to month basis, effective January 1, 2007 per his current contract.


**CFS Billing Information** – Donna Hamlin presented information on how calls for service are currently being recorded. It was decided that how to bill will be determined during the upcoming Interlocal Agreement contract revision process.

Chairman John Fischbach adjourned the meeting at 10:33 a.m.

**The December meeting will be on December 21, 2006 @ 08:30 at the JeffCom/EOC Conference Room.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
Special Work Session  
November 7, 2006

**IN ATTENDANCE**

**Board Members**

John Fischbach, County Administrator  
Bob Wilson, JC Fire Chiefs Association  
George Eims, JC Fire Commissioners Assn  
David Timmons, Port Townsend City Manager  
Mike Brasfield, JC Sheriff

**Other Attendees**

Robert Pontius, JC Fire Commissioners Assn  
Chuck Boggs, EJFR  
Bob Herbst, JCFD #4  
Susan Zoya, JeffCom Admin. Clerk

Mike Mingee, Chief EJFR  
Conner Daily, Port Townsend Police Chief  
Donna Hamlin, JeffCom Director

Chairman John Fischbach called the meeting to order at 1308.

**INTERLOCAL AGREEMENT**

This meeting is a working session to discuss renewal of the interlocal agreement governing Jeffcom. The document was reviewed and discussed with a number of changes recommended.

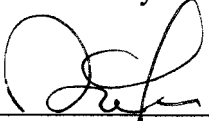
**Mike Brasfield moved** that the items discussed be incorporated in a revised interlocal agreement. John Fischbach seconded, the motion passed unanimously.

**Mike Brasfield moved** that we extend the current interlocal agreement using the same method as that used in 2004. The wording will extend the agreement until December 31, 2007 or until a new contract is approved. John Fischbach seconded, the motion passed unanimously.

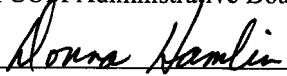
Mike Brasfield recommended that a policy document be prepared defining what constitutes a C.F.S. and Donna Hamlin said she could have that available at the next meeting.

Copies of the modified interlocal agreement will be made available to all parties for their review.

**Mike Brasfield moved** that the meeting be adjourned and John Fischbach seconded. The motion passed unanimously. Chairman John Fischbach adjourned the meeting at 1450.

  
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JEFFCOM Administrative Board Member

  
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JEFFCOM Administrative Board Member

  
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ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes  
December 21, 2006

**IN ATTENDANCE**

**Board Members**

Bob Wilson, JC Fire Chiefs Association  
George Eims, JC Fire Commissioners Assn  
Mike Brasfield, JC Sheriff's Office

**Other Attendees**

Ken Horvath, City of Port Townsend  
Chuck Boggs, EJFR  
Susan Zoya, JeffCom Admin. Clerk

Robert Pontius, JC Fire Chiefs Association  
Donna Hamlin, JeffCom Director  
Tony DiBenedetto, Greentree Communications

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for November 30, 2006
- JeffCom Voucher Summary for November
- CFS activity report
- Phone activity report
- 2004/2005 CFS billing irregularity
- S. Repeater Survey Map
- Year End 2006 Budget Estimate

The meeting was held at the Chimacum Fire Station. In the absence of John Fischbach and Ed Wilkerson, Bob Wilson acted as chairman and called the meeting to order at 08:39 a.m.

**APPROVAL OF AGENDA**

**George Eims moved** that the agenda be approved, Mike Brasfield seconded; the motion was carried.

**APPROVAL OF MINUTES**

**Mike Brasfield moved** to approve the November 30, 2006 minutes as written, George Eims seconded; the motion was carried.

**REVIEW OF VOUCHER SUMMARIES**

**Mike Brasfield moved** the vouchers be approved, George Eims seconded; the motion carried unanimously.

**OLD BUSINESS**

**Technical Committee** – Bob Wilson reported the TEC committee recommendation to the Board is to award the Project Manager contract for the Infrastructure Project to Sparling. **Bob Wilson moved** that we award the contract to Sparling, George Eims seconded, the motion carried.

**Law Multipath Fix** – Donna Hamlin reported that ADCOMM has not provided the requested proposal and contract to act as Interim Project Manager for the Law Multipath Fix. Mike Brasfield requested that the issue be tabled until the next meeting.

### DISCUSSION

**Greentree Communications Radio Maintenance Contract** – Greentree has agreed to continue to provide radio maintenance on a month-to-month basis as provided for in their 2006 contract.

**South Repeater Land Survey** – The survey map shows that a portion of the repeater is on private property. The matter has been turned over to John Fischbach for the County to handle.

**Policy Manuals** – Donna Hamlin brought in copies of JeffCom policy manuals and invited anyone who wants to look them over at the meeting or in the office any time.

**Meeting Location** – It was decided to keep the meeting at the EOC.

**Extension of the Interlocal Agreement** – Donna Hamlin reported that the extension is in process we have yet to receive a couple of signatures.

### DIRECTOR'S REPORT

**IT Position** – Lorna Delaney is working on creating a Tech III position description for us and then we will work with Allen Sartin on the budget justification. David Winegar, a former County IT tech is interested and on a list of candidates tested and qualified by the County.

**County's Computer System** – On Thursday, December 14, Central Services turned off the County computer network at about 5:15 p.m. because of the windstorm. It was down until after 8:00 a.m. the next day. In a meeting held December 20, with Allen Sartin of Central Services and attended by representatives from EOC, JeffCom, JCSO, and the County Roads Department it was agreed that critical users will be consulted in advance of such a decision in the future. JeffCom will move the Datamaxx server back here from the courthouse as soon as we have an IT person. In the meantime, other solutions for independent access are being explored.

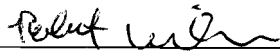
**Qwest** – Qwest did a preliminary audit and is working to schedule a final audit of our equipment and system to be attended by Positron.

### NEW BUSINESS

**CFS Billing Information** – Donna Hamlin reported that incorrect CFS counts for July 2005 were discovered during an audit and as a result the User's Fees for 2007 (based on July 2005/June 2006 CFS count) have been adjusted. Donna proposed that Users who were under billed will continue to pay the lower rate, those who were over billed will have their share reduced to reflect the actual number of CFS's. George Eims passed his authority to vote to Robert Pontius on this issue. **Robert Pontius moved** that we refund the over charge of \$337.50, \$10,867.50, and \$12, 667.50 to District 3, PTPD, and JCSO respectively. Bob Wilson seconded, and the motion was carried. Donna also passed out revised information on how CFS's are currently billed.

Acting Chairman Bob Wilson adjourned the meeting at 9:46 a.m.

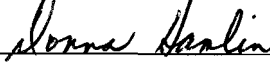
**The January meeting will be on January 25, 2007 @ 08:30 at the JeffCom/EOC Conference Room.**



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin