

JeffCom Board Minutes  
January 25, 2007

**IN ATTENDANCE**

**Board Members**

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

**Other Attendees**

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

George Eims, JC Fire Chiefs Association  
Conner Daily, Port Townsend Police Dept  
Donna Hamlin, JeffCom Director

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for December 21, 2006
- JeffCom Voucher Summary for December
- CFS activity report
- Phone activity report
- CFS Billing Formula
- CenCom draft contract for Teal Lake

The meeting was held at the EOC and was called to order by John Fischbach at 08:30 a.m.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

**Bob Wilson moved** to approve the December 21, 2006 minutes as written, George Eims seconded; the motion was carried.

**REVIEW OF VOUCHER SUMMARIES**

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

**OLD BUSINESS**

**Coyle Repeater** – Donna Hamlin reported that Public Works is preparing a cost proposal to acquire the Coyle Repeater property.

**CenCom Contract** - A draft contract to put our equipment at the Teal Lake site was distributed to everyone. It has not gone through Jefferson County legal review yet.

**Information Systems Technician** – Donna Hamlin reported that David Winegar has joined JeffCom in this position.

**CFS Billing** – An expanded description of how CFS's are currently being billed was provided. It will be up to the committee charged with reviewing CFS billing to determine whether there will be a change during the next reporting period of July 2007-June 2008. *1/25/07 approved as amended, see attached*

**Interlocal Agreement Extension** –All of the signatures have been received except the City of PT, which David Timmons advised is in the process of routing.

### COMMITTEE REPORT

**Technical Committee** – Bob Wilson reported the TEC committee met with Spencer Bahner of Sparling to answer a number of questions that will help in preparing their scope of work and cost estimate. Sparling agreed to review Greentree's work on the Law Multi-path Fix and Tony DiBenedetto has been given notice to proceed.

### DIRECTOR'S REPORT

**Positron** – We are still waiting for Positron and Qwest to respond with a list and cost of required equipment upgrades and replacements in order to activate the service agreement with Qwest. Both parties have been made aware we need these numbers to feed into our State Grant mid-year review.

### NEW BUSINESS

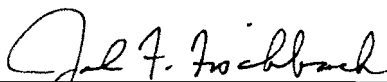
**E911 Fund Allocation to State** – Donna reviewed the position paper she has prepared opposing the State budget proposal that would take \$10 million from the E911 fund to finance an interoperability pilot program to be administered by the State Patrol. The JeffCom Board is in agreement with this position and would like the statement sent on to the Board of County Commissioners for their endorsement.

**4<sup>th</sup> Quarter Payment** - David Timmons reported that City of PT's 4<sup>th</sup> Quarter payment has been authorized.

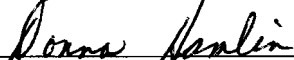
**911 Locator Ordinance** - Bob Wilson reported that he is working with the County on an ordinance addressing road naming and signs. There was some discussion on whether JeffCom could help fund a mapping administrator position that would oversee this activity.

**David Timmons moved**, Bob Wilson seconded, that the meeting be adjourned. The motion carried and the meeting adjourned at 9:41 a.m.

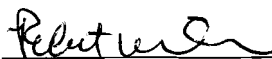
**The date for the February meeting will be determined.**



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin



JEFFCOM Administrative Board Member

**CenCom Contract** - A draft contract to put our equipment at the Teal Lake site was distributed to everyone. It has not gone through Jefferson County legal review yet.

**Information Systems Technician** – Donna Hamlin reported that David Winegar has joined JeffCom in this position.

**CFS Billing** – An expanded description of how CFS's are currently being billed was provided. ~~It will be up the committee charged with reviewing CFS billing to determine whether there will be a change during the next reporting period of July 2007-June 2008.~~ The committee charged with reviewing CFS billing will make recommendations regarding any change to the Board for their action

**Interlocal Agreement Extension** –All of the signatures have been received except the City of PT, which David Timmons advised is in the process of routing.

### COMMITTEE REPORT

**Technical Committee** – Bob Wilson reported the TEC committee met with Spencer Bahner of Sparling to answer a number of questions that will help in preparing their scope of work and cost estimate. Sparling agreed to review Greentree's work on the Law Multi-path Fix and Tony DiBenedetto has been given notice to proceed.

### DIRECTOR'S REPORT

**Positron** – We are still waiting for Positron and Qwest to respond with a list and cost of required equipment upgrades and replacements in order to activate the service agreement with Qwest. Both parties have been made aware we need these numbers to feed into our State Grant mid-year review.

### NEW BUSINESS

**E911 Fund Allocation to State** – Donna reviewed the position paper she has prepared opposing the State budget proposal that would take \$10 million from the E911 fund to finance an interoperability pilot program to be administered by the State Patrol. The JeffCom Board is in agreement with this position and would like the statement sent on to the Board of County Commissioners for their endorsement.

**4<sup>th</sup> Quarter Payment** - David Timmons reported that City of PT's 4<sup>th</sup> Quarter payment has been authorized.

**911 Locator Ordinance** - Bob Wilson reported that he is working with the County on an ordinance addressing road naming and signs. There was some discussion on whether JeffCom could help fund a mapping administrator position that would oversee this activity.

**David Timmons moved**, Bob Wilson seconded, that the meeting be adjourned. The motion carried and the meeting adjourned at 9:41 a.m.

**The date for the February meeting will be determined.**

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

JeffCom Board Minutes  
February 22, 2007

**IN ATTENDANCE**

**Board Members**

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

**Other Attendees**

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

Judi Morris, JC Treasurer  
Michael Mingee, EJFR  
David Winegar, JeffCom IS Tech

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for January 25, 2007
- CFS and Phone activity reports
- Infrastructure Project bonding information
- JeffCom Network Diagram and Emergency Reporting Diagram

The meeting was held at the EOC and was called to order by John Fischbach at 0831.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Donna Hamlin read a requested change to the minutes from Ed Wilkerson. "It will be up to the committee charged with reviewing CFS billing to determine whether there will be a change during the next reporting period..." becomes "The committee charged with reviewing CFS billing will make recommendations regarding any change to the Board for their action."

**Mike Brasfield moved** to approve the January 25, 2007 minutes as amended, Bob Wilson seconded; the motion was carried.

**OLD BUSINESS**

**Infrastructure Project Bonding** – Judi Morris handed out information showing details of two options for bonding. Both are two phased approaches; one to be paid back over 15 years and the other over 20 years.

Both options allow for prepayment of the bond after 10 years. **Mike Brasfield moved** that the JeffCom Board ask Judi Morris to proceed with bonding \$2.5 million under phase 1 of option 1, George Eims seconded. The motion passed unanimously.

**Ownership Status of Radio Equipment** – Donna Hamlin reported that TEC Committee recommendation to the Board is that we have David Alvarez draft up a standard quit claim that can be sent to all of the agencies with equipment on our sites. All existing and new equipment will be logged and tagged.

### COMMITTEE REPORT

**Technical Committee** – Bob Wilson noted that the link from fire to CAD has been put in place.

### DIRECTOR'S REPORT

**David Winegar, IS Report** – David Winegar was introduced and described some of the projects he has been working on since joining JeffCom including memory and software upgrades, a firewall, DSL line and the Motorola bridge between EOC and the PT firehouse. He begins 3 days of Positron training 4/2/7.

**NG9-1-1** – Technology driven changes coming for 9-1-1 centers include the need to deal with wireless digital data. Right now we have no way to deal with text messaging. Coming up after that will be video transmission (estimated to be as close as 4 years away).

**E911 Fund Allocation to State** – It looks as though the State will appropriate the \$10 million from the State E911 fund for their I-5 corridor interoperability project.

### NEW BUSINESS

**Charging Out IS Time to Other Agencies** – David Winegar will be available for tech support to other agencies at an hourly rate of \$40.00. First priority remains with JeffCom's needs.


**Coyle Repeater Electrical Bill** – Public Works sent over a copy of the bill. It is about \$96/month and it appears that the meter has never been read. Donna Hamlin will let them know they can keep paying it.

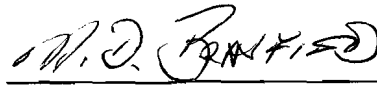
**Retired Equipment** – it was noted that old equipment comes back to JeffCom as it is replaced.

**Z640 Billing** – it has been suggested that JeffCom negotiate standard rates with Greentree for making Z640-related changes for the Fire Districts.

The meeting was adjourned at 0943.

The date for the March meeting is March 29, 2007.

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

**JEFFCOM BOARD MEETING  
ACTION MINUTES**

**February 22, 2007**

<b>Topic</b>	<b>Action</b>	<b>Follow-up</b>
Infrastructure Project Bonding	Unanimous motion that the JeffCom Board ask Judi Morris to proceed with bonding \$2.5 million under phase 1 of option 1.	Judi Morris will contact bonding agent and start the process.
Radio Equipment Ownership	Need David Alvarez to draft a quit claim letter to be sent to all agencies to document transfer of ownership to JeffCom. All equipment to be logged and tagged.	Donna Hamlin will contact David Alvarez and oversee completion of this task
IS Support to Other Agencies	David Winegar will be available to support other agencies at \$40/hour, keeping in mind his first responsibility is to JeffCom	
Z640 Billing	JeffCom will negotiate standard rate with Greentree to provide Z640 support which will be billed back to Fire Districts	Donna Hamlin will take care of this

JeffCom Board Minutes  
March 29, 2007

**IN ATTENDANCE**

**Board Members**

Mike Mingee, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
John Fischbach, County Administrator  
David Timmons, City of Port Townsend  
Mike Brasfield, JC Sheriff

**Other Attendees**

George Eims, JC FD 5  
Conner Daily, PTPD  
Donna Hamlin, JeffCom Director  
Susan Zoya, JeffCom Admin. Clerk  
David Winegar, JeffCom IS Tech

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for February 22, 2007
- February Vouchers and Financial Information
- Positron Equipment Upgrade Quote from Qwest

The meeting was held at the EOC and was called to order by John Fischbach at 0831.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

**Mike Brasfield moved** to approve the February 22, 2007 minutes as amended, Robert Pontius seconded; the motion was carried. The agreed to include the Action minutes as a summary to future minutes.

**APPROVAL OF VOUCHERS**

**Robert Pontius moved** that no future invoices be paid without sufficient backup to provide justification, Mike Brasfield seconded; the motion was carried.

**OLD BUSINESS**

**Infrastructure Project Bonding** – Judi Morris and John Fischbach are scheduled to have a phone conference today with the bonding agent. A resolution is being prepared to kick off the bonding process.

**Ownership Status of Radio Equipment** –David Alvarez drafted up a standard quit claim that has been sent to all of the agencies with equipment on our sites. It was noted that the tower and equipment at the Port Townsend Fire Hall is owned by the City except for some antennas that belong to Jeffcom and the EMD.

**Billing of IS Support to Other Agencies** – John Fischbach to revisit the \$40/hour charge for IS Support to User agencies. The general consensus is that the \$40/hour is reasonable and should remain in place. We should consider charging services provided to a non-user agency at market rate.

**Z640 Billing Agreement with Greentree** – This is on hold for the moment

**Teal Lake Repeater Contract** – The contract is on Donna's desk for a second round of reviews.

**Fire District #7 CFS Billing** – Fire and EMS calls for FD7 are currently being billed to JCSO. Donna Hamlin was instructed to find out how much money is in the FD7 tax coffers and who the commissioners are and to contact David Alvarez to see who has legal responsibility for paying these calls and those outside the FD7 taxing district. This should be an agenda item for next month.

### COMMITTEE REPORT - No Technical Committee in March

### DIRECTOR'S REPORT

**211** – 211 uses State E911 money to administer their program. 211 is advertising to people they are working in conjunction with 911 which they are not. No one from 211 has been in contact with Jeffcom or the EMD.

**David Winegar, IS Report** – Dave has been busy resolving some Positron issues. He has some Positron training scheduled next week. Everything necessary to make ERS work on our end has been done. After completing some initial online training Donna Hamlin and Dave Winegar believe that it will not be necessary to purchase new mapping software as it looks as though we are underutilizing the capabilities of the Positron software.

### NEW BUSINESS

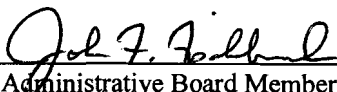
**CAD Hardware Change-Out** – We received a preliminary quote from Qwest for changing out the hardware and we have the funds in cash reserve. **Mike Brasfield moved** that we authorize the approximately \$55,000 expenditure to purchase the computer equipment. **Mike Mingee** seconded and the motion passed.

**Coyle Repeater Roof Damage** – Wind has blown part of the flashing off the roof at the Coyle Repeater. Since we are out of the major storm season we will fold repair of this into the Infrastructure Program.

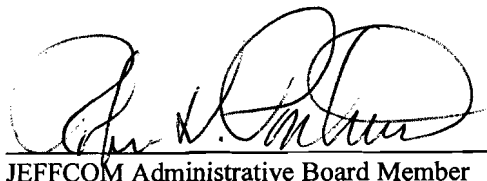
**Request for Dispatching Services from Additional Agencies** – Washington Fish and Wildlife and Skokomish Fish and Wildlife are interested in obtaining dispatching services from us. Sequim Fire District 3 has also expressed interest and it was noted that they have been approaching other centers also for quotes. **Mike Brasfield moved** that we allow these interested agencies to do a \$500 buy in on a trial basis and monitor the level of usage. The arrangement to be revisited in six months or sooner if necessary. **Robert Pontius** seconded, the motion passed.

The meeting was adjourned at 0943.

**The date for the April meeting is April 26, 2007.**



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Donna Hamlin



**JEFFCOM BOARD MEETING  
ACTION MINUTES****March 29, 2007**

<b>Topic</b>	<b>Action</b>	<b>Follow-up</b>
Invoice Approval	Unanimous motion that no invoice should be approved without adequate backup	
CAD Hardware Change-Out	Unanimous motion to proceed with the CAD Hardware Change-Out	Donna Hamlin and Dave Winegar will finalize the quote and proceed with purchase and installation
Additional Agency Dispatching	Unanimous motion to allow WA Fish & Wildlife and Skokomish Fish & Wildlife to come on board with a \$500 buy in on a trial basis.	Monitor their call volume and revisit the arrangement after months
Fire District #7	Consensus of the Board to stop billing JCSO for Fire and EMS calls in this area and pursue payment from appropriate agency, i.e., FD 7 within their borders, other as appropriate	Donna Hamlin to find out how much money is in the FD7 tax coffers and who the commissioners are and to contact David Alvarez re: who has legal responsibility for paying calls within and outside of FD7 borders on the West end.

JeffCom Board Minutes  
April 26, 2007

**IN ATTENDANCE**

**Board Members**

Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
John Fischbach, County Administrator  
Conner Daily, City of Port Townsend  
Mike Brasfield, JC Sheriff

**Other Attendees**

George Eims, JCFD 5  
Judi Morris, JC Treasurer  
Donna Hamlin, JeffCom Director  
Susan Zoya, JeffCom Admin. Clerk  
David Winegar, JeffCom IS Tech

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for March 29, 2007
- March Vouchers and Financial Information

The meeting was held at the Chimacum Fire Station and was called to order by John Fischbach at 0834.

**APPROVAL OF AGENDA**

Donna Hamlin pointed out that the agenda passed out at this meeting is slightly different from that emailed. **Mike Brasfield moved** that the agenda be approved, Bob Wilson seconded; the motion carried.

**APPROVAL OF MINUTES**

**Robert Pontius moved** to approve the March 29, 2007 minutes, Conner Daily seconded; the motion carried.

**APPROVAL OF VOUCHERS**

**Mike Brasfield moved** to approve the vouchers, Conner Daily seconded; the motion carried.

**OLD BUSINESS**

**Infrastructure Project Bonding** – Judi Morris said the bond should fund on May 1 in the amount of \$2,516,701.95. Out of that amount, \$2,500,269.95 will go to the project. The remainder will pay fees to the bonding agent, a fee for the bond rating, and a documentation fee. Issues to be resolved are: What account to deposit the funds to, What to name it, and Whether to authorize automatic transfers in May and November from the 10<sup>th</sup> % revenue to make the bond payments.

**Mike Brasfield moved** that we create a separate fund account to receive the bond funds named Jeffcom Enhancement Fund. Conner Daily seconded. Discussion took place about the appropriate use of the bond funds. Judi Morris read the wording of the voter issue. There was a general consensus that we acknowledge that bond funds are in no way intended to supplant the Users' fees for operating expenses. The motion was carried unanimously.

**Bob Wilson moved**, and Robert Pontius seconded that the Jeffcom Board approve automatic transfers the end of May and November each year from the 10<sup>th</sup> % fund to pay the bond. The motion was carried unanimously.

A budget will need to be created for the Jeffcom Enhancement Fund. Recognizing that there is a time constraint in getting a budget prepared and approved by the Board, which does not meet until May 24, 2007, Judi Morris proposed that the three payments for bond agent fee, rating fee, and documentation fee be paid out of Treasurer's cash the beginning of May and then reimbursed by Jeffcom when the budget is approved. **Mike Brasfield moved** that the payments be made using the method proposed by Judi Morris, Robert Pontius seconded, and the motion was carried.

**Ownership Status of Radio Equipment** – Donna Hamlin has received responses from Mike Brasfield and Bob Wilson on transfer of ownership of equipment to Jeffcom. She will follow up with those agencies who have not responded and with Greentree. In the absence of a response from any agency, we will continue to move forward with improvements and let it sort out as equipment is replaced or upgraded. From this point forward we will track all inventory and record repair and replacement by inventory item.

**Z640 Billing Agreement with Greentree** – Donna Hamlin reported that Greentree has proposed to add \$70 a month to the current monthly maintenance agreement to cover Z640 programming, with the stipulation that programming can be accomplished in less than an hour. For programming requests that take over an hour the work will be billed to Jeffcom as a separate work project. Jeffcom will bill the requesting agency for reimbursement.

**Future Radio Maintenance Contract** – As we move forward with the infrastructure project, it is recognized that we will want to refine our radio maintenance agreement and approach. The Director was instructed to research options for radio maintenance for the next fiscal year, including items to be covered, timeline for maintenance tasks, documentation, and options for payment.

**Teal Lake Repeater Contract** – The final contract has been received and will be forwarded to the Board of Commissioners for signature.

**Fire District #7 CFS Billing** – Donna has contacted David Alvarez regarding who is responsible for these charges and has talked to FD7 who told her they have \$1600/year and their insurance is \$1650/year. Since the County is responsible for providing 911 service, it may be that the County will be responsible for these calls.

**CAD Hardware Change-Out** – The State will reimburse for the equipment purchase and the purchase order has been submitted.

**Skokomish Fish and Wildlife** - have signed an MOU and sent a check for \$500 for dispatch services.

**Jeffcom Equipment History** – A list of equipment purchased with dates and dollars was distributed in response to the request made at last month's meeting.

**COMMITTEE REPORT**

**Technical Committee** – Bob Wilson reported the committee met with Spencer Bahner of Sparling and discussed a number of items re: scope and timelines. Donna emailed a copy of a draft contract from Sparling to the TEC committee and will send one to the Board members.

**DIRECTOR'S REPORT**

**211** – Donna Hamlin met with a representative from our local 211 provider yesterday. She gave examples of how 211 is screening calls for domestic violence, child molestation, major storm damage, etc. Donna has major concerns about the way calls to 211 are screened and handled. The Board has concerns about liability and doing anything that would endorse 211's methods and approach and does not wish to sign an MOU with 211. It was suggested that we ask David Alvarez to write PCC 211 a letter expressing our concerns.

**Public Meetings** - Since it has been determined that Jeffcom Board meetings should be public because we are a policy board making decisions on how public money should be spent, this meeting and all future meetings must be held open to the public. We will therefore, no longer meet at the EOC. Donna Hamlin will pursue a couple of options for a place to meet. Discussion and setting policies for public comment and other aspects of how we conduct the meeting will be placed on the agenda for next month.

**Emergency Reporting** – Emergency Reporting's rates are going up in July. Donna met with the fire chiefs and we have negotiated a \$99/mo rate per station for the next three years. Jeffcom will sign all contracts and pay the bills and will bill the Fire Districts for those costs beyond 1 station per district.

**NEW BUSINESS**

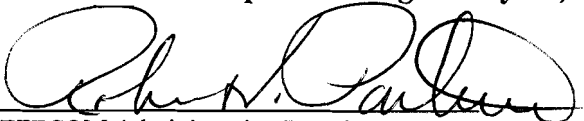
**David Winegar, IS Report** – Arrangements are nearly complete for a new DSL for DataMAXX to separate us from the County.

**ePrinter** – We are required to maintain a redundant printer system. It was recommended we look at the ePrinter and information is being gathered, but we do not have a quote yet.

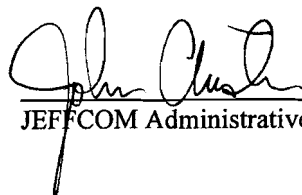
**911 Addressing Ordinance** – The ordinance is back on the table.

**Bob Wilson** moved the meeting be adjourned, Mike Brasfield seconded. The meeting was adjourned at 1020.

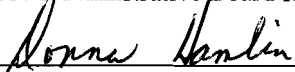
**The date for the April meeting is May 24, 2007.**



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

**JEFFCOM BOARD MEETING  
ACTION MINUTES****April 26, 2007**

<b>Topic</b>	<b>Action</b>	<b>Follow-up</b>
Infrastructure Project Bonding	Unanimous motion to create a separate fund account for the bond proceeds. The fund to be named Jeffcom Enhancement Fund.	Create a budget for the fund for approval at next Board meeting. Establish the required accounting protocols.
Infrastructure Project Bonding	Unanimous motion to set up an automatic transfer from the Jeffcom Enhancement Fund to pay the bond the end of May and November of each bond year	Send instruction letter to Judi Morris, Treasurer
Infrastructure Project Bonding	Unanimous motion to have the Treasurer pay bonding agent fee, rating fee, and document fee out of Treasurer's cash to be reimbursed by the Jeffcom Enhancement Fund after the budget has been approved by the Jeffcom Board.	Send instruction letter to Judi Morris, Treasurer.
Radio Equipment Ownership	All inventory is to be tracked and repair and replacement will be recorded by inventory item	

JeffCom Board Minutes  
May 24, 2007

**IN ATTENDANCE**

**Board Members**

Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
John Austin, County Commissioner  
Conner Daily, City of Port Townsend

**Other Attendees**

George Eims, JCFD 5  
Ken Horvath, City of PT  
Mike Mingee, EJFR  
Donna Hamlin, JeffCom Director  
David Winegar, JeffCom IS Tech  
Susan Zoya, JeffCom Admin. Clerk

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for April 26, 2007
- March Vouchers and Financial Information

The meeting was held at the Jefferson County Public Library and was called to order by John Austin at 0834.

**APPROVAL OF AGENDA**

Discussion of when and how to incorporate Public Comments into the meetings was added to New Business. **Robert Pontius moved** to accept the agenda as amended, Bob Wilson seconded, the motion carried.

**APPROVAL OF MINUTES**

**Bob Wilson moved** to approve the April 26, 2007 minutes, Conner Daily seconded; the motion carried.

**APPROVAL OF VOUCHERS**

**Bob Wilson moved** to approve the vouchers, Bob Pontius seconded; the motion carried.

**OLD BUSINESS**

**Emergency Reporting** – the contract has been signed.

**IGN DSL (ACCESS)** – the contract has been signed.

**Teal Lake Repeater Contract** – the contract has been signed.

**211 Meeting** – Donna had the opportunity to review and recommend changes in wording to the public information they are sending out that more appropriately reflects what 211 is doing in relation to 911.

**Law Multipath** – Voting is still not working correctly, Greentree has been granted an extension until June 14, 2007 to get it working. They are working with the circuit engineers to help resolve the problem.

**COMMITTEE REPORT**

**Technical Committee** – Bob Wilson reported there were some problems with the fire repeater on South and it was repaired temporarily, but needs to be replaced. Sparling was asked about putting the South Repeater for fire on a fast track. Sparling's contract is still in process. It has been reviewed twice by the

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County and is back in the consultant's hands. **Robert Pontius** moved that the South Repeater for fire be made functional by June 30, 2007, if possible. Bob Wilson seconded, the motion carried. This item will be put on the agenda for next month.

### DIRECTOR'S REPORT

**State 911 Funding Updates** – The state has added \$20,000 IT salary support plus IT tech time spent specifically on CAD or Telephone equipment maintenance up to the cap to the upcoming grant year. Calltaker salary reimbursement has been increased to \$204,800. They will also allow for \$1,000 per workstation in workstation maintenance. The State 911 FY08 contract is in review by the State.

**CFS Billing** - It was asked that CFS Billing be put on the agenda for next month.

**Computer System Updates** – Dave Winegar reported on his activities for the last month.

### NEW BUSINESS

**IS Tech Position, JSCO proposal** – Donna reported that she and Dave Winegar have been in discussions with the Sheriff on the possibility of setting up a Public Safety network. Mike Mingee requested that JeffCom create a diagram of what the proposed network will look like.

**Radio Service RFP** – Donna is working on a detailed service RFP in response to the Board's directive.

**JeffCom Enhancement Fund 2007 Budget** – **Bob Wilson** moved that we adopt the proposed budget for the Enhancement Fund for 2007, George Eims seconded, the motion passed. (Note: Robert Pontius left the meeting at 9:43 and George Eims became his alternate.) It was agreed that the next meeting agenda will contain a discussion item about the parameters for what the JeffCom Enhancement Fund will be spent on.

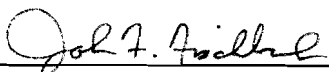
**June Meeting Date** – the date of the June meeting is changed to June 21, 2007.

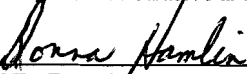
### PUBLIC COMMENTS

**Bob Wilson** moved that public comment be allowed at the beginning and the end of the meeting and comment be limited to 3 minutes. Conner Daily seconded, the motion carried.

**Conner Daily** moved the meeting be adjourned, George Eims seconded. The meeting was adjourned at 1022.

**The date for the June meeting is June 21, 2007.**

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

  
JEFFCOM Administrative Board Member

6/21/07

**JEFFCOM BOARD MEETING  
ACTION MINUTES****May 24, 2007**

<b>Topic</b>	<b>Action</b>	<b>Follow-up</b>
South Repeater for Fire	Unanimous motion to get the South Fire Repeater functional by June 30, 2007	Donna Hamlin will request Sparling to review the appropriate equipment as soon as their contract is fully executed
JeffCom Enhancement Fund	Unanimous motion to approve the proposed 2007 budget for the enhancement fund	Budget will be forwarded to the Auditor's office for set up. Once fund is set up Treasurer will be repaid the bond fees. A discussion of how the Enhancement Fund can be spent will be on the June agenda
Public Comment	Unanimous motion to allow public comment at the beginning and end of the meeting with a 3 minute limit per comment.	
June Meeting Date Change	The June meeting is changed from the fourth Thursday in June to June 21, 2007	



JeffCom Board Minutes  
June 21, 2007

**IN ATTENDANCE**

**Board Members**

Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
John Fischbach, County Administrator  
Mike Brasfield, JC Sheriff  
David Timmons, City of PT

**Other Attendees**

George Eims, JCFD 5  
Ken Horvath, City of PT  
Mike Mingee, EJFR  
Conner Daily, City of Port Townsend  
Donna Hamlin, Jeffcom Director  
David Winegar, JeffCom IS Tech  
Susan Zoya, JeffCom Admin. Clerk  
Tony DiBenedetto, Greentree  
Chris Palmer, Greentree

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for May 24, 2007
- May Vouchers and Financial Information

The meeting was held at the East Jefferson Fire & Rescue training room on Lawrence Street in Port Townsend. Chairman John Fischbach called the meeting to order at 0834.

**APPROVAL OF AGENDA**

Discussion of CFS charges was added to old business, the maintenance contracts for the Emergency Reporting bridge and Emergin were added to new business.

**APPROVAL OF MINUTES**

**Bob Wilson moved** to approve the May 24, 2007 minutes, Conner Daily seconded; the motion carried.

**APPROVAL OF VOUCHERS**

**Bob Wilson moved** to approve the vouchers, Bob Pontius seconded; the motion carried.

**OLD BUSINESS**

**South Tower Fire Repeater Fix** – Greentree has provided a quote for \$10,983 be done by end of June 2007.

**Law Multipath** – The project is complete and Greentree conducted an in-house training session.

**CAD Equipment Upgrade** - We will be able to move this forward again after July 1, 2007

**Jeffcom Enhancement Fund** - The resolution to create the fund goes to the BOCC on 6/25 and the budget amendment to set up the budget goes into the 2<sup>nd</sup> Quarter Amendment cycle and is due by 6/30.

**Jeffcom Network** – Jeffcom is continuing to explore establishing a network that does not rely on Central Services in the courthouse and can be integrated with the Sheriff's office. The IGN was installed in Hadlock and we are waiting for the new ORI from WSP. The County will let us acquire some of their replacement hardware.

**CFS Charges - Bob Wilson moved** to keep using the same formula for determining Users Fees for the 2008 Budget, Robert Pontius seconded, the motion passed 4 to 1.

### **COMMITTEE REPORT**

**Technical Committee –** Bob Wilson reported that the committee met, but did not have a quorum. A number of items were discussed and no recommendations are brought to the Board at this time.

### **DIRECTOR'S REPORT**

**New Licenses/FCC License Issues –** one of the two new pair of licenses we are trying to obtain is tight, the other relied on a UHF frequency used by Auburn. They have not responded to our inquiries, so we are seeking another alternative. The Sheriff Office's AM/Search and Rescue license came up for renewal and was transferred to Jeffcom. Morgan Hill is resolved and transfer to Teal Lake is in process.

**911 Call Answering/Radio Dispatching –** a handout illustrating how these activities are tracked and billed was discussed.

**Radio Maintenance RFP Draft –** The draft has been emailed to the Board and TEC committee for review.

### **NEW BUSINESS**

**.1% Tax Funds –** the Board will review all proposed uses of these funds rather than set a standing policy.

**Preliminary Budget Proposal –** Susan reported a preliminary budget will be emailed sometime in the next couple of weeks. Some pertinent information is not yet available.

**Emergency Reporting Maintenance –** the Board agreed to pay the \$2,500/year maintenance contract on the bridge that was built with grant funds.

**Emergin Maintenance –** The Board agreed to pay the \$1,500/year maintenance contract on Emergin.

### **PUBLIC COMMENTS**

Sunny Fortino, a Jeffcom Communications Supervisor, raised the issue of the Host Transmission problem that is interfering with Datamaxx. Donna Hamlin indicated that we are waiting for our own ORI number from ACCESS and then the request also goes to DOL. The Sheriff and Police Chief acknowledged that they are aware of the issue, the discussions with Central Services, and the alternate plan to fix the problem.

**Meeting Location –** Future Board meetings will be held in Chimacum at Fire Station 11.

A two minute break was taken from 1034 to 1036.

Tony DiBenedetto of Greentree Communications raised issues regarding payment of his maintenance contract invoices and the status of his contract.

The meeting was closed to go into Executive Session at 1048 to discuss contractual issues. The meeting reconvened at 1109.

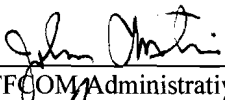
**Mike Brasfield moved** that the Director be authorized and instructed to pay any outstanding money to Greentree through the end of June 2007. Robert Pontius seconded, the motion passed unanimously.

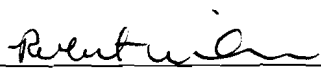
**Mike Brasfield moved** that the Director be authorized and instructed to meet with Greentree and its representatives to arrive at an agreement to extend their contract through December 31, 2007 at the current rate contingent upon Greentree entering into contract negotiations to be completed no later than August 31, 2007. Robert Pontius seconded, the motion passed unanimously.

The Board went into Executive Session at 1117 to discuss contractual issues and reconvened at 1124.

The meeting was adjourned at 1126.

**The date for the July meeting is July 26, 2007.**

  
\_\_\_\_\_  
JEFFCOM Administrative Board Member

  
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JEFFCOM Administrative Board Member

  
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ATTEST: Board Secretary, Donna Hamlin

**JEFFCOM BOARD MEETING  
ACTION MINUTES****June 21, 2007**

<b>Topic</b>	<b>Action</b>	<b>Follow-up</b>
Jeffcom Draft Budget Proposal	Budget preparation considerations were discussed regarding CFS billing and management of the .1% tax funds	A draft budget proposal will be prepared and emailed to the Board members in advance of the next Board meeting
Software Maintenance Agreements	Jeffcom will pay for maintenance of the Emergency Reporting Bridge and Emergin	
Greentree Radio Maintenance Contract	Motions were passed to pay Greentree all outstanding money through June 2007 and extend their current contract through December 2007.	Negotiations will be entered into with Greentree regarding a contract for services beyond December 31, 2007 to be completed no later than August 31, 2007

## JeffCom Board Minutes

July 7, 2007

### IN ATTENDANCE

#### Board Members

Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
John Austin, County Commissioner  
Tim Perry, JC Under Sheriff  
David Timmons, City of PT

#### Other Attendees

George Eims, JCFD 5  
Donna Hamlin, JeffCom Director  
Mike Mingee, EJFR  
Conner Daily, City of Port Townsend  
David Winegar, JeffCom IS Tech  
Susan Zoya, JeffCom Admin. Clerk

### HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for June 21, 2007
- June Vouchers and Financial Information

The meeting was held at Chimacum Fire Station 11. Chairman John Austin called the meeting to order at 0831.

### APPROVAL OF AGENDA

**Tim Perry moved** that the Port Townsend Tower Proposal and an Executive Session to discuss personnel issues be added to the agenda. Robert Pontius seconded, the motion passed.

### APPROVAL OF MINUTES

**Robert Pontius moved** to approve the June 21, 2007 minutes, David Timmons seconded; the motion carried.

### APPROVAL OF VOUCHERS

**David Timmons moved** to approve the vouchers, Robert Pontius seconded; the motion carried.

### OLD BUSINESS

**2008 Proposed Operating Budget** – copies of the proposed budget were distributed and the budget was discussed. **David Timmons moved** that the Board establish a policy for the 2008 operating budget that radio operations and information systems expenses be allocated to the .01% tax income. The motion was seconded by Tim Perry. During discussion, **David Timmons moved** that the motion be amended to read that any additions to the expenditures in the proposed budget be addressed individually and approved by the Board. Tim Perry seconded the motion to amend. The amended motion passed unanimously.

**David Timmons moved** that the Board request the budget proposal be revised to reflect the allocation of .01% and that payroll information be updated and a special meeting be scheduled to approve the revised 2008 budget. Robert Pontius seconded, the motion passed.

**Interlocal Agreement** - Donna Hamlin pointed out an apparent conflict in the Interlocal agreement regarding who chairs the TEC committee. Bob Wilson moved that discussion of the Interlocal agreement be postponed and placed on the agenda for the special meeting. Tim Perry seconded, the motion passed unanimously.

**South Fire Repeater** - Donna reported that Tony DiBenedetto said the new repeater is here, but some cables that have been ordered are not. Installation should be complete by August 3.

**Greentree Radio Maintenance Contract** – One negotiation session with Donna Hamlin, Conner Daily, Mike Brasfield, Chris Palmer and Tony DiBenedetto has been held and they will meet again within the next two weeks.

### COMMITTEE REPORT

**Technical Committee** – Bob Wilson reported that the committee discussed radio maintenance and the infrastructure project. A project kick off meeting with Sparling will be held in a couple of weeks.

### DIRECTOR'S REPORT

**July 19, 2007 Outage** – There was a failure of Qwest microwave equipment that caused a couple of our 911 lines to go out for several hours.

**Logging Recorder Upgrade** – Donna Hamlin reported that she is looking at replacing the Freedom recorder with one from Stancil and it will be eligible for State grant reimbursement. We should be able to purchase it off a recent Grays Harbor Purchase Order.

**Information Systems** - David Winegar reported there will be an equipment kickoff meeting with Qwest and Positron on August 6. JeffCom is no longer on the County server for ACCESS. This eliminated the host transmission failures. The next goal is to get the JeffCom intranet off the County as well. All remote hardware is tagged and inventoried.

### NEW BUSINESS

**Warrant Clerk Proposal** - JeffCom has received a proposal from the Sheriff to move the warrant clerk position from Sheriff's administration to JeffCom. The Sheriff's department will fund the position, but it will operate under JeffCom. **David Timmons moved** that the Board accept the Director's recommendation pending further dialogue with Sheriff Brasfield. Robert Pontius seconded, the motion carried.

**Port Townsend Tower at the Fire Hall** - In response to a request from JeffCom to transfer ownership of equipment to JeffCom, the City of Port Townsend has proposed we buy the new tower at the Fire Hall for \$80,000. **Robert Pontius moved** that JeffCom accept the tower for \$80,000 as long as it includes the land under it. John Austin seconded, the vote was 3 in favor, 2 opposed. Further discussion of this will be on the agenda for next month's meeting.

A ten minute break was taken from 1020 to 1030.

The meeting was closed to go into Executive Session at 1030 to discuss personnel issues.

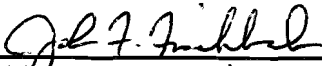
JeffCom Board Meeting Minutes

July 26, 2007

The meeting was reconvened at 1056. **Tim Perry moved** to allow the JeffCom Director to begin the process of creating an exempt Deputy Director's position for JeffCom. David Timmons seconded, the motion carried.

The meeting was adjourned at 1100.

**The date for the August meeting is August 23, 2007.**



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

**JEFFCOM BOARD MEETING  
ACTION MINUTES****June 21, 2007**

<b>Topic</b>	<b>Action</b>	<b>Follow-up</b>
JeffCom Draft Budget Proposal	Budget was discussed and revisions were requested	A special meeting will be held to review the revisions prior to the August 6 submittal to the county
Interlocal Agreement	Discussion was postponed	This will be an agenda item at the special meeting to discuss the budget
Warrant Clerk Transfer	A motion was passed to transfer the warrant clerk position from the Sheriff's office to JeffCom. To be funded by the Sheriff's Department	
Port Townsend Tower	Further discussion will be on the agenda at the August meeting	
Deputy Director Position	The Director was instructed to start the process to create a new position for JeffCom	Donna Hamlin will work with County HR to accomplish this



JeffCom Board Minutes  
August 23, 2007

**IN ATTENDANCE**

**Board Members**

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

**Other Attendees**

John Austin, County Commissioner  
George Eims, JCFD 5  
Ken Horvath, City of PT  
Donna Stamper, Dispatch Supervisor  
Loni Harbison, EJFR

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes for July 7, 2007 (Corrected to July 26, 2007)
- JeffCom Minutes for August 1, 2007, meeting
- August Vouchers and Financial Information
- Copy Draft Interlocal Agreement Regarding Emergency Dispatching, Communications and Other Services
- July 2007 Call Volume Grouped by Hour & Day report
- Fiscal Year Adjusted Monthly Total CFS's report
- FY CFS tally with adjustments report
- Calendar Year Adjusted Monthly Total CFS report
- JeffCom Phone Activity report

The meeting was held at JCFD #1 Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Fischbach called the meeting to order at 0834.

**PUBLIC COMMENT**

Ken Horvath stated David Timmons will be attending the meeting but will be late.

**APPROVAL OF AGENDA**

**Robert Pontius moved** to approve the agenda as presented. John Austin seconded, the motion carried.

**APPROVAL OF MINUTES FOR JULY 7, 2007**

John Austin requested the minutes be corrected by noting date of the meeting was July 26 not July 7. **John Austin moved** to approve the July 26, 2007 minutes as corrected, Robert Pontius seconded; the motion carried.

**APPROVAL OF MINUTES FOR AUGUST 1, 2007**

Chairman Fischbach noted this item does not appear on the agenda and requested a motion to amend the agenda. **Bob Wilson moved** to amend the agenda to include the approval of the August 1, 2007, minutes. Robert Pontius seconded; the motion carried. **Bob Wilson moved** to approve the August 1, 2007, minutes. Robert Pontius seconded; the motion carried with one abstention by John Austin.

**\*\*David Timmons arrived at 0838.**

**APPROVAL OF VOUCHERS**

Bob Wilson questioned the payment of \$6,567.41 to Greentree and the payment of \$35.00 to Willie Knoepfle. Donna Stamper noted the payment to Greentree was for the quarterly maintenance contract fee

and the payment to Willie Knoepfle was for training. **Bob Wilson moved** to approve the August vouchers. John Austin seconded; the motion carried.

## OLD BUSINESS

### **Port Townsend Tower Proposal**

Robert Pontius noted that both EJFR Chief Mingee and Sheriff Brasfield are not in attendance and questioned making a decision without their input. Chief Daily said he would like to get more facts and then revisit the issue. David Timmons requested the decision be made during this fiscal year. Chairman Fischbach said this would be tabled until the next meeting.

### **Interlocal Agreement – Tech Committee language, updates**

Donna Hamlin is requesting approval to amend the Interlocal Agreement to include on Page 3 under B. 8 (a) itemizing: "...the JeffCom Enhancement Fund,..." and to select which method shall be used to determine who Chairs the Technical Advisory Committee, refer to Page 7, VI., (B). **Bob Wilson moved** to amend the Interlocal Agreement to include "...the JeffCom Enhance Fund,.." language as requested. David Timmons seconded; the motion carried. Bob Wilson noted that at present the Chairman of the Technical Committee is selected by the Committee. **David Timmons moved** that the language in the Interlocal Agreement reflect that the Chairman of the Technical Committee be selected by the Technical Committee. Robert Pontius seconded; the motion carried.

It was suggested the amended Interlocal Agreements be sent to the participants to be signed and returned by November 1, 2007.

### **Port Security dispatching services**

Allowing Port security access to the law channel was discussed. Conner Daily said he had no objections and feels it would be beneficial and could aid in better response times. It was suggested investigating the possibility of entering into an agreement similar to the one with Port Gamble. After further discussion **David Timmons moved** to allow junior taxing districts access to JeffCom's services and any such requests from private agencies be considered on a case by case basis. John Austin seconded; motion carried.

### **Assistant Director position created**

John Fischbach said he had already talked with Donna Hamlin to advise her this cannot be done by eliminating a union position and creating an exempt position to do the same work. Discussion followed. It was decided to table this agenda item until Donna Hamlin could be present. The Board would also like information regarding budget implications, possibility of hiring from with-in, and a proposed job description.

## SUBCOMMITTEE REPORTS

### **Bob Wilson, Technical Committee**

Bob Wilson noted they did not have enough voting members to conduct their last meeting. He did note that Spencer has not called a meeting of the users which is causing some frustration.

### **Bob Wilson, Greentree contract status**

Bob Wilson noted they are working on Scope of Work in the contract and he feels positive about the progress being made. He said they are discussing ownership of parts, tower maintenance, annual reviews, etc. Conners Daily said to be sure and include documentation issues.

**DIRECTOR'S REPORT**

Donna Stamper reported they have tested and interviewed. There have sent two job offer letters and to date one has been returned. Discussed the turnover of dispatchers. It was noted JeffCom is now signed up with the Public Safety Network and can request potential candidates from their listings. John Fischbach said he thinks the current contract for employment idea of including a 4 year commitment or charging for training costs is a horrible idea. Discussed reducing the number of years commitment, noted that much of training costs are reimbursed by the State 911 grant, possible use of longevity bonuses, etc. Discussed the possibility of implementing a training program utilizing space from a local Junior College. Discussed the possibility of offering training at the local high school level to encourage our young people to consider a career in dispatching.

Donna Stamper noted with the three current openings work schedules have been adjusted to 12 hour shifts, working three days one week and four days the following week. This has been approved by the union.

**NEW BUSINESS**

Donna Stamper read a statement at the request of Donna Hamlin. Jefferson County signed an amendment to our State 911 grant indicating we would receive \$335,179 from wireline and wireless reimbursements and based on year end supplement windfall money. The State 911 has just informed us this amount is now being reduced to \$84,580. This will not impact our budget. Reasons for the reduction will be passed on when they are disclosed.

The meeting was adjourned at 0930.

**Next regular meeting is scheduled for September 27, 2007.**

Minutes prepared by Lonibeth Harbison, District Secretary, East Jefferson Fire Rescue.

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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  
Special Budget Review Meeting  
August 1, 2007

**IN ATTENDANCE**

**Board Members**

Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
John Fischbach, County Administrator  
David Timmons, City of PT

**Other Attendees**

Ken Horvath, City of PT  
Donna Hamlin, JeffCom Director  
Mike Mingee, EJFR  
Conner Daily, City of Port Townsend  
Susan Zoya, JeffCom Admin. Clerk

**HANDOUTS**

- 2008 Budget Proposal

The meeting was held at Chimacum Fire Station 11. Chairman John Fischbach called the meeting to order at 1000.

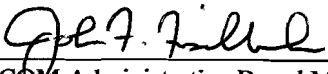
**Public Comment:** None

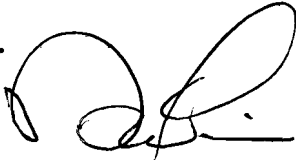
**2008 Proposed Operating Budget** – copies of the proposed budget were distributed and the budget was discussed. **David Timmons moved** to approve and recommend submission to the Jefferson County Board of Commissioners the proposed 2008 budget. Bob Wilson seconded. The motion passed unanimously.

**Public Comment:** None

The meeting was adjourned at 1015.

**The date for the August meeting is August 23, 2007.**

  
JEFFCOM Administrative Board Member

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

**JEFFCOM BOARD MEETING  
ACTION MINUTES****August 1, 2007**

<b>Topic</b>	<b>Action</b>	<b>Follow-up</b>
JeffCom Draft Budget Proposal	A motion to approve the draft budget for submittal to the Board of County Commissioners passed unanimously.	Donna Hamlin will submit the budget as proposed in accordance with the County budget process.

JeffCom Board Minutes  
September 27, 2007

**Members/Alternate Members present:**

John Fischbach, JC Administrator  
Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
Conner Daily, City of Port Townsend  
John Austin, JC Commissioner  
George Eims, JCFD #5  
Mike Brasfield, Sheriff Jefferson County

**Members/Alternate Members Absent:**

David Timmons, City of Port Townsend

**Other Attendees:**

Ken Horvath, City of PT  
Mike Mingee, EJFR  
Jamie Aumock, JeffCom Dispatcher  
Donna Hamlin, JeffCom Director  
Donna Stamper, JeffCom Supervisor  
Dave Winegar, JeffCom IT  
Loni Harbison, EJFR

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes from August 23, 2007
- September Vouchers and Financial Information
- Administrative Clerk II Job Description with attached pay rates spreadsheets
- Correspondence Regarding SIEC Grant
- Fiscal Year Adjusted Monthly Total CFS's report
- FY CFS tally with adjustments report
- Calendar Year Adjusted Monthly Total CFS report
- JeffCom Phone Activity report

The meeting was held at JCFD #1 Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Fischbach called the meeting to order at 0831.

**PUBLIC COMMENT**

None

**APPROVAL OF AGENDA**

**Chairman Fischbach** noted there were some staffing issues to be discussed and announced an Executive Session would be added to the agenda for that discussion. With no additional requests for changes to the agenda Chairman Fischbach requested approval of agenda by voice vote. There were no opposition votes.

**APPROVAL OF MINUTES FOR AUGUST 23, 2007**

**Bob Wilson moved** to approve the August 23, 2007, minutes as presented. Robert Pontius seconded the motion. Motion carried by unanimous vote.

**APPROVAL OF VOUCHERS**

Vouchers were not available for approval. Dave Winegar should arrive shortly with the vouchers. Following Old Business, Interlocal Agreement Status, vouchers were reviewed. Questioned payment to Mark Keelty. Donna Hamlin said payment was for replacing the roof on South repeater building. **Bob Wilson made a motion** to approve the vouchers. Bob Pontius seconded the motion. Motion carried by unanimous vote.

**OLD BUSINESS****Port Townsend Tower Proposal**

It was noted that David Timmons is not in attendance. Ken Horvath said that City Attorney John Watts, acting City Manager, did some research on selling the land holding the tower and found it cannot be done as it is too small. Mr. Watts did indicate that the City might propose a long term lease, subject to the Fire Department maintaining their presence, for a nominal fee, perhaps \$1.00 per year. It was noted there are presently no commercial users of the tower. Discussed history of the tower. Ken Horvath noted the he was involved in the latest installation of the tower and that was paid for by the City. **Mike Brasfield** made a motion to table this item until the next meeting. Bob Pontius seconded the motion. Motion carried by unanimous vote.

**Interlocal Agreement Status**

Donna Hamlin noted she has received signature pages from Fire Districts 1, 4, and 5. She reminded everyone the signature pages are due back to her by November 1, 2007.

**Greentree Contract Status**

Donna Hamlin noted that she, Mike Brasfield, and Bob Wilson met with Tony to assist in finalizing the contract language. Spencer Bahner asked that the contract include antenna standards. Once the final contract is ready she will forward it to David Alvarez for approval. Bob Wilson noted that Tony will need to purchase \$15,000 of additional equipment in order to satisfy contract requirements.

**Port of Port Townsend Security Status Clarification**

Donna Hamlin questioned if she should charge the Port the \$500 fee that had been charged to the tribal authority. The consensus was charges should be the same for junior taxing districts. Discussed possible increase of Port security users or the Port contracting out to private firms in the future. Discussed possible 90 day trail period. Dispatcher Jamie Aumock relayed concerns about untrained security personnel using improper radio protocols, such as walking on other traffic, etc. Conner Daily said he supports the security personnel having access to help in response times. He noted the Port has had a large increase in property thefts. Donna Hamlin noted the present MOU could be amended to include these issues. John Fischbach said it would need to include a termination clause. **Mike Brasfield** made a motion to follow past precedent and charge the \$500 user's fee. Conner Daily seconded the motion. Motion carried by unanimous vote.

**SUBCOMMITTEE REPORTS****Technical Subcommittee Report**

Bob Wilson said he met with Spencer Bahner who reported the repeaters and micro links will be up by the end of 2008.

**DIRECTOR'S REPORT****Staffing Issues**

Donna Hamlin reported she has two dispatcher candidates that are in the final stages completing the pre employment requirements. She feels they both are good candidates. With these two new hires JeffCom will still be short one dispatcher position. She noted she has contracted with Public Safety Testing and should be receiving some referrals from them following their next testing on October 14<sup>th</sup> in Port Townsend.

**Admin Clerk Position**

Donna Hamlin referred everyone to the Administrative Clerk II job descriptions packets. She noted language changes to reflect scope of duties, qualifications, etc. Attached are spreadsheets reflecting comparable salary charts and the calculations for salary at \$16/hr and \$17/hr. She indicated this would not affect user fees at this time as she has the necessary funds. Discussed possible affects to user fees in future

years. She noted that with the mandated increases per the union contract it appears the additional costs in 2010 would be \$6,122 and have little impact to users. Bob Wilson asked how we compare to other areas as far as Dispatcher wages. Donna Hamlin said we are in the top 30% for wages and that staffing issues are state wide. She noted starting Dispatchers will be paid \$16.02/hr in 2008. Bob Pontius questioned if there were probationary periods. Donna said yes, they all have a one year probationary period.

### **State 911 YES Funds Received**

Donna noted JeffCom has received the \$84,580 from the State 911 Yes fund and not the \$335,179 they were first told they would receive. John Fischbach questioned if the Washington State Patrol raided the State 911 funds again. Donna said they were told it was an error on the State's part dealing with reversal of numbers in calculations.

### **Chair Purchases**

Donna Hamlin said she has contacted 6 vendors and 4 will be sending chairs for the dispatchers to try out for a few weeks. The chairs are heavy duty designed for use 24 hours a day, 7 days a week. Since funding is in place she hopes to expedite the purchase.

### **I/S Projects**

Dave Winegar noted he had taken over Emergin. He has a new server in place to assist in getting the domain control off the 911 network. His next projects include Data Max and Emergency Reporting. Mike Brasfield questioned sharing of expenses for Dave's work. He noted the Sheriff's Department has budgeted a ½ FTE position to reimburse JeffCom for Dave's IT services and expects other departments to also pay when using his services.

Donna Hamlin said she has looked into Stancel Voice Recorder to replace the Freedom Recorder. The Stancel system offers up to 16 lines. She has checked with the State 911 funds and was told the State 911 would pay up to \$18,000 making our costs \$7,000. This would also enable Dave to attempt to write a report to capture actual numbers of hours on air for each user.

## **NEW BUSINESS**

### **SIEC Grant Proposal**

Donna Hamlin said she had been approached by Clallam County to become party to a joint grant application that would include Clallam, Jefferson, and Kitsap Counties. The grant is for funding radio interoperability and monies would be used to purchase 4 additional repeater pairs. She has discussed this with Spencer Bahner and he sees it as a fit to the overall plans. Spenser estimated costs to be approximately \$120,000. If we received the grant our costs in soft-match would be \$24,000. She said due to timing the grant application needs to be signed today so she can email back. Discussed 4 sites and being able to select different site if needed. **Mike Brasfield** made a motion to join with Clallam and Kitsap counties in applying for the grant. Conner Daily seconded the motion. Motion carried. Bob Wilson said he would not sign any document that he has not read. Mike Brasfield noted we could always decline the grant when awarded. Mike Mingee questioned if these improvements were already part of the long term improvement plans. Donna Hamlin said they were.

### **Alternate Income Source Discussion**

Donna Hamlin said in meeting with other area 911 Coordinators she noted charges that they assess other agencies in their areas. She said it might be something to look into. Mike Mingee questioned if law enforcement assess any fees to repeat false alarms. Mike Brasfield said neither the County nor the City assess repeat false alarms.



**Spillman CAD**

Donna Hamlin said she attended a Spillman demonstration on products they offer. They prepared a quote for her to replace the Positron software in the amount of \$270,000 as opposed to the \$500,000 plus Positron. There is only \$200,000 available now and the State 911 will not fund any of the purchase so this is just informational at this time. She did say she and a representative committee of dispatchers will visit Island County who uses this system to observe and ask about any problems. Mike Brasfield said if the new software did not include having both City Police and County Sheriff's Offices on same RMS he would not be interested. He noted it would also need to be determined if that software would interface with the Fire Districts specialized software. It was noted and RFP and bids would still be required before any purchases could be made.

**Public Comments**

Mike Mingee questioned if need change to run cards would there be a charge from Greentree. Discussed costs for adding change but did not know if that would apply to deleting item. Dispatcher Jamie Aumock asked EJFR Chief Mingee about the limited choices for dispatching Station 1-2. She indicated there are no types of incident selections. She said they can add but then are not sure about the tones opening up. Donna Hamlin said that one of Positron's updates will include drop down selection choices. She suggested waiting to see if the upcoming update will include those choices.

Donna Hamlin noted that the Spillman system bills by amount of positions not licenses and she would want to put terminals at the APSAP.

Mike Brasfield asked if the sub committee had reported anything regarding defining a CFS. Donna Hamlin said it was agreed to continue with current practice and that is reflected in the Interlocal Agreements that are being approved.

The meeting adjourned for Executive Session for all Board Members and Alternate Board Members at 9:36 AM.

The meeting reconvened at 10:07 AM.

On behalf of the Board, Chairman John Fischbach will respond to the letter from the Teamsters Union.

The meeting was adjourned at 10:10 AM.

**Next regular meeting is scheduled for October 25, 2007.**

Minutes prepared by Lonibeth Harbison, District Secretary, East Jefferson Fire Rescue.

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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  
October 25, 2007

**Members/Alternate Members Present:**

John Fischbach, JC Administrator  
John Austin, JC Commissioner  
Bob Wilson, JC Fire Chiefs Association  
Conner Daily, City of Port Townsend  
David Timmons, City of Port Townsend  
George Eims, JCFD #5  
Tony Hernandez, Jefferson County SO

**Members/Alternate Members Absent:**

Mike Brasfield, Jefferson County Sheriff

**Other Attendees present**

Mike Mingee, EJFR  
Donna Hamlin, JeffCom Director  
Dave Winegar, JeffCom IT  
Ken Horvath, City of PT

**HANDOUTS**

- JeffCom Administrative Board Agenda
- JeffCom Minutes from September 27, 2007
- September/October Voucher Summaries
- September Expenditure Statement by Fund
- Fiscal Year Adjusted Monthly Total CFS's report
- FY CFS tally with adjustments report
- Calendar Year Adjusted Monthly Total CFS report
- JeffCom Phone Activity reports
- JeffCom Technical Committee Minutes from October 15, 2007

The meeting was held at JCFD #1 Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Fischbach called the meeting to order at 0830.

**PUBLIC COMMENT**

None; general members of the public were not present.

**APPROVAL OF AGENDA**

Bob Wilson requested to add an item under new business regarding technical issues and concerns. With no additional requests for changes to the agenda Chairman Fischbach requested approval of agenda by voice vote. There were no opposition votes.

**APPROVAL OF MINUTES FOR SEPTEMBER 27, 2007**

**Bob Wilson moved** to approve the September 27, 2007, minutes as presented. Donna Hamlin noted corrections to show Ken Horvath is from the City of Port Townsend, and that she and Mike Brasfield attended the meeting but did not sign the sign-in sheet. **George Eims seconded** the motion. Motion carried by unanimous vote.

**APPROVAL OF VOUCHERS**

The vouchers were reviewed. Questioned payment to Greentree Communications. Donna Hamlin said payment was for monthly radio maintenance under old (amended) contract. **Conner Daily motioned** to approve the vouchers. **George Eims seconded** the motion. Donna Hamlin explained the payments to Dept. of Revenue were for repayment of taxes for out-of-state on-line orders. Motion carried by unanimous vote.

**OLD BUSINESS****Interlocal Agreement Status**

Donna Hamlin noted she has received all signature pages, and copies of the fully executed contract were mailed to each user agency. John Fischbach confirmed that the contract, by its effective date language, should be in effect now.

**Greentree Contract Status**

Donna Hamlin noted that the contract has been completed and is currently with David Alvarez for contract review.

**Port Townsend Tower Proposal**

Ken Horvath, the acting Chair of the Technical Committee for the October 15<sup>th</sup> meeting, gave a brief report on the tower discussion that took place during that meeting. The Technical Committee passed a motion to recommend to the Admin. Board that JeffCom contact Port Townsend for purchase of the Port Townsend tower. Discussion was tabled until David Timmons could arrive at the meeting and assist with further discussion.

**SUBCOMMITTEE REPORTS****Technical Subcommittee Report**

Ken Horvath gave a brief overview regarding the meeting of October 15<sup>th</sup>. He provided the minutes of that meeting to the Admin. Board attendees.

**DIRECTOR'S REPORT****IS Projects**

David Winegar reported that the Stancil recorder was installed and running, and that we would be receiving training on it today. The Positron parts are now at JeffCom, in stacks of boxes. Installation will begin on November 5<sup>th</sup> and will last approximately two weeks. He advised there may be a problem with PSNet and Emergency Reporting at that time as any table changes may create database problems.

**Staffing Issues**

Donna Hamlin reported Kari Fay started Monday last week and David Knowles started Monday this week. Public Safety Testing provided 9 interested applicants and JeffCom forms have been mailed to all of them for completion subsequent to releases to begin background checks. To date, we have received one application packet back.

**Admin Clerk Position**

Donna Hamlin reported that the in-house notice went out last week and the first notice in the paper began yesterday. The posting will be closed November 9<sup>th</sup>. She asked for assistance with all the oral boards when the time comes.

**Chair Purchases**

Donna Hamlin reported that the dispatchers had the opportunity to test 6 styles of chairs for two weeks and their preferences boiled down to two styles. Rather than get all the same style, she ordered three of each style and the new chairs should be arriving soon. She told Tony Hernandez that it is her intention to donate the old chairs to the jail as their chairs are in a worse state than JeffCom's.

**Staffing Issues**

There was further discussion regarding staffing issues. Bob Wilson voiced concerns about fire dispatching problems not being resolved and recommended that the Board keep the possibility of regionalization on the

table. Donna Hamlin provided a brief report on the meeting held in John Fischbach's office with representatives of the Teamster's Union and the dispatchers. Donna Hamlin provided some insight on the industry's difficulty in hiring and retaining dispatchers. Bob Wilson stressed that this further supports keeping regionalization on the table.

### NEW BUSINESS

#### November Meeting Date

Donna Hamlin noted that the 4<sup>th</sup> Thursday in November is Thanksgiving Day and requested to know when the Admin Board would like to meet instead. **David Timmons moved** that the November meeting be held on November 29<sup>th</sup> and that the December meeting be cancelled unless something comes up that requires a special meeting in December. **Tony Hernandez seconded**; the motion carried by unanimous vote.

#### Technical Issues Discussion

Bob Wilson stated that this topic was covered under the previous discussion of staffing issues.

David Timmons explained the history of the Port Townsend FD antenna. Further discussion ensued. **Bob Wilson moved** to have Donna Hamlin enter into negotiations with the City of Port Townsend for the tower purchase. **George Eims seconded** the motion. **David Timmons abstained**; the vote passed by a majority vote.

#### Public Comments

none

**Bob Wilson moved** to adjourn the meeting; **John Fischbach seconded** it. The meeting was adjourned at 09:39 AM.

**Next regular meeting is scheduled for November 29, 2007.**

Minutes prepared by Donna Hamlin, JeffCom Director.

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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 29, 2007

**Members/Alternate Members present:**

Bob Wilson, JC Fire Chiefs Association  
Robert Pontius, JC Fire Commissioners Assn  
Conner Daily, City of Port Townsend  
Mike Brasfield, Sheriff Jefferson County  
John Austin, JC Commissioner  
George Eims, JCFD #5  
Donna Hamlin, JeffCom Director/Board Secretary

**Members/Alternate Members Absent:**

David Timmons, City of Port Townsend  
John Fischbach, JC Administrator

**Other attendees:**

Ken Horvath, City of PT  
Donna Stamper, JeffCom Supervisor  
Dave Winegar, JeffCom IT  
Bob Herbst, Brinnon FD

The meeting was held at Chimacum Fire Station 11, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0830.

**PUBLIC COMMENT**

None

**APPROVAL OF AGENDA**

Chief Bob Wilson asked that the north repeater build-out and CAD mapping be added to old business. With no additional requests for changes to the agenda Chairman John Austin requested approval of agenda. Robert **Pontius moved** to approved the agenda, Mike **Brasfield seconded**. The agenda was approved by unanimous vote.

**APPROVAL OF MINUTES FOR OCTOBER 25, 2007**

Robert Pontius requested his name be added to the list of absentees. Donna Hamlin stated that the date at the header of the minutes had been corrected since minutes were e-mailed. Bob **Wilson moved** to approve the October 25, 2007, minutes. Mike **Brasfield seconded** the motion. Motion carried by unanimous vote.

**APPROVAL OF VOUCHERS**

Mike Brasfield questioned payment to WesTec Marketing. Donna Hamlin said payment was for replacing the dispatcher chairs. [This information was in error; the bill was actually for the Stancil Recorder.] Mike **Brasfield made a motion** to approve the vouchers. Bob **Pontius seconded** the motion. Motion carried by unanimous vote.

**OLD BUSINESS**

**Greentree Contract Status**

Donna Hamlin reported that the radio service maintenance contract with Greentree Communications is finally executed. It will go into effect Jan 1<sup>st</sup>.

**Year end '07 budget review**

Donna Hamlin provided preliminary year end budget reports since there is not a December meeting scheduled. It was determined that the final year-end budget report will be presented at the January meeting. Robert Pontius requested the cash balance report for the JeffCom Enhancement Fund be mailed to him.

### **North Repeater Build-Out:**

Bob Wilson asked about the status of the build out including the civil processes involved in permitting the site for the improvements. He requested Donna Hamlin clarify with Sparling that they will be spear-heading the process as it must begin soon. Ken Horvath suggested that he may act as the facilitator with the City through the processes.

### **CAD mapping:**

Bob Wilson inquired about the status of getting the mapping project underway. Dave Winegar stated that the problem was less with the maps than with the data to create the maps. Donna Hamlin stated that she has already offered to assist the County with mapping through State 911 salary reimbursements provided for mapping coordination, but to date, the County has not hired anyone to perform that function. Bob Wilson stated that he will be meeting with Doug Noltemeier to get it going again.

## **SUBCOMMITTEE REPORTS**

### **Technical Subcommittee Report**

Bob Wilson reported that Jeff Geer from Sparling attended the last meeting and the group was able to review radio coverage maps. They are working on infrastructure issues. Donna Hamlin reported that per Mt. Geer, the South site radio peripherals are being changed out first. Bob Wilson restated the urgency to get the fire radio equipment moved to the Teal Lake site and that all equipment put into place there needs to be new equipment. Bob Wilson made a motion that we upgrade all equipment for fire at all four sites as needed to include duplexers, co-ax, repeaters, antennas, and all peripherals. Much discussion ensued about the need for a motion that covers what is expected from Sparling. The motion was withdrawn. Donna Hamlin was directed to move forward with the final fire move to Teal Lake. The next Technical Committee meeting will be January 24<sup>th</sup> and Sparling will be providing a status report. All are encouraged to attend.

### **Port Townsend tower purchase discussion:**

Bob Wilson wanted this brought up again as the Technical Committee wants to ensure the negotiations include a long term lease on the land, APSAP, and alternate EOC radio room. Donna Hamlin stated that user fees long-standing-owed to JeffCom could be used to keep the cost of the tower minimal. Robert Pontius stated that he would like to be present for the negotiations. Donna Hamlin stated that she would be glad to have additional participants.

## **DIRECTOR'S REPORT**

### **Staffing Issues:**

Donna Hamlin reported she has two dispatcher trainees that are in the final stages of call-taker training. She also has seven applicants in the process of final testing prior to job offers. Several officers and deputies are helping augment call-taking and assisting with the overtime situation in the center.

### **Office Coordinator Position:**

Donna Hamlin reported that she has 3 applicants going to oral boards on December 6<sup>th</sup> and expects to have someone hired by end of December.

### **I/S Projects**

Dave Winegar reported that the Positron upgrade is completed, just working out the last of the bugs. He stated that the validation system is still rough, everything else is working. Mike Brasfield asked about the status of the Public Safety Network. David Winegar says we are waiting for the parts that will be ordered in January to begin working on that system. Donna Hamlin reported that since these parts will belong to JeffCom and enable delivery of info, she intends to pay for them out of the JeffCom Enhancement fund, not the 121 fund. Further discussion ensued. Mike Brasfield stated that the SO will be reimbursing JeffCom for

staff time required to work on the network. Donna Hamlin asked David Winegar to identify the costs and put together a shopping list for this project.

**SIEC PSIC grant:**

Donna Hamlin reported that this grant, part of the regional HLS radio interoperability grant, is going to be awarded and JeffCom will receive 4 new cross-band repeater pairs. The hunt to obtaining new radio frequencies goes on.

**NEW BUSINESS**

**IS Tech cell phone discussion:**

Donna Hamlin advised the Board that she intends to buy a communications devise, cell phone/palm pilot/blackberry, for David Winegar for his use while employed with JeffCom. As the dispatchers call him frequently, it will be easier for him to check for e-mail messages without carrying his personal pc every place he goes. The Board was advised due to the recurring costs associated with the extra phone bill.

**Communications Problems:**

Bob Herbst reiterated the ongoing problems Brinnon FD is having with the South repeater as it is now. The failed phone lines to the repeater have created serious problems in his district while responding to med calls. He is greatly concerned about liability. He expressed frustration over the slow pace the infrastructure rebuild seems to be taking. He stressed the importance of getting additional fire frequencies as the voting system cuts his district off when stronger traffic is detected north.

**Medical Insurance Expenses:**

Donna Hamlin reported that medical insurance expenses have gone up, and will be refigured into the budget.

**PUBLIC COMMENT**

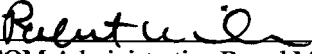
As there were no members of the public present, no further comment was called for.


With no further business to come before the Board, Bob **Wilson moved** to adjourn the meeting, Robert **Pontius seconded** the motion, The meeting was adjourned at 10:15 AM.

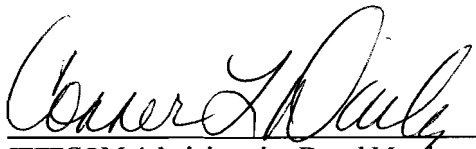
*There will not be a December meeting unless it becomes necessary to call one.*

**Next regular meeting is scheduled for January 24, 2008.**

Minutes prepared by Donna Hamlin, JeffCom.

  
JEFFCOM Administrative Board Member

  
ATTEST: Board Secretary, Donna Hamlin

  
JEFFCOM Administrative Board Member

There was no Admin. Board meeting held in December.