

JeffCom Board Minutes
Emergency Meeting
January 11, 2008

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
Donna Hamlin, JeffCom Director/Board Secretary

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
John Fischbach, JC Administrator
George Eims, JC Fire Commissioners Assn

Public notice of this emergency meeting was provided to the Peninsula Daily News and the Leader by e-mail on Wednesday, January 9, 2008, at 4:33 pm.

The meeting was held at Chimacum Fire Station 11, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 11:02 am.

PUBLIC COMMENT

None

APPROVAL OF AGENDA

With no requests for changes to the agenda Chairman John Austin requested approval of agenda. **Bob Wilson moved** to approved the agenda, **Mike Brasfield seconded**. The agenda was approved by unanimous vote.

NEW BUSINESS

Donna Hamlin spoke briefly about the status of the South radio tower. It has failed on a couple occasions recently and she is concerned for the safety of the public and responders if it fails again before emergency repairs can be completed. The vendor submitted a price estimate for the repairs which can begin immediately, but were over her permitted policy limits for expenditures. After discussion by the Board, it was determined that the submitted cost estimate did not constitute a contract, and the emergency repairs can proceed under the existing contract with the vendor.

PUBLIC COMMENT

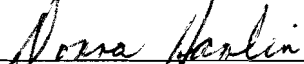
None.


With no further business to come before the Board, **Mike Brasfield moved** to adjourn the meeting, **Conner Daily seconded** the motion, The meeting was adjourned at 11:23 am.

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

JeffCom Purchasing Policy

1. All JeffCom purchases will be made responsibly, appropriately, and as deemed necessary by the JeffCom Director and/or JeffCom Administrative Board.
2. Purchases will be accurately documented and tracked, and the costs allocated to the correct fund accounts.
3. The JeffCom Director will produce monthly reports for the Admin. Board so they can review current expenses, and all fund account balances for consideration of proposed expenses.
4. The JeffCom Administrative Board will be advised of all purchases.
5. The Admin. Board can choose to not authorize any purchase.
6. Purchases of less than \$25,000 in value will be at the JeffCom Director's discretion if allowed within the current budget; however, if the purchase is outside the current budget, The Administrative Board members will be advised prior to the purchase.
7. Purchases of more than \$25,000 in value will follow Jefferson County purchasing processes and will require Admin. Board approval prior to purchase.
8. The Director will clearly identify any expected amounts of reimbursements when proposing major purchases.
9. All possible reimbursements for the costs of E911 equipment will be submitted in a timely manner.
10. Purchases that involve E911 equipment will also have prior State E911 Program approval prior to purchase.
11. All contracts, including purchase contracts, after Admin. Board approval, will go through Contract Review by the County Prosecutor. If approved to form, all contracts involving funds will be signed by the Board of County Commissioners.
12. Non-contractual agreements, such as lease agreements, after Admin. Board approval, will go through Contract Review by the County Prosecutor. If approved to form, the JeffCom Director or County Administrator can sign these agreements.

Admin. Board Chair: _____

Date: _____

Director: Donna Hamlin

Date: 12-01-06

JeffCom Board Minutes January 24, 2008

Members/Alternate Members Present:

Bob Wilson, JC Fire Chiefs Association
Conner Daily, City of Port Townsend
Tony Hernandez, Undersheriff Jefferson County
John Austin, JC Commissioner
George Eims, JC FD #5
Chuck Boggs, EJFR
Donna Hamlin, JeffCom Director/Board Secretary

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
John Fischbach, JC Administrator
Robert Pontius, JC Fire Commissioners Assn

Other Attendees:

Ken Horvath, City of Port Townsend
Kathy Young, JeffCom Office Coordinator

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Minutes from November 29, 2007 & January 11, 2008 Emergency Meeting
JeffCom 2007 Expenditure Statement, Funds 121 & 122
December vouchers and financial statements
JeffCom phone activity statistics

**The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA.
Chairman John Austin called the meeting to order at 0835.**

PUBLIC COMMENT

None. There were no members of the general public present.

APPROVAL OF AGENDA

Chairman John Austin requested approval of agenda. **Conner Daily moved** to approve the agenda, **Bob Wilson seconded**. The agenda was approved by unanimous vote.

APPROVAL OF MINUTES

With no changes to the minutes, **Bob Wilson moved** to approve the November 29, 2007 minutes. **Conner Daily seconded**; the motion carried. Hearing no changes, **Bob Wilson moved** to approve the January 11, 2008 Emergency Meeting minutes. **Conner Daily seconded**; the motion carried.

APPROVAL OF VOUCHERS

While reviewing the vouchers, Donna Hamlin noted that the January invoices shown to be paid actually came out of the December budget. **Bob Wilson moved** to approve the vouchers. **Conner Daily seconded**; the motion carried.

OLD BUSINESS

Year End '07 Budget Review

Donna Hamlin provided the year end budget reports. She said she will be seeking an approximate reimbursement from State 911 for \$161,772 for July-Dec. 2007 expenditures. The December grant report is not completed yet.

South repeater repair status

Donna Hamlin reported that Greentree is set to make modifications on the South Repeater and that while the boom is in place they will install extra cable and hardware to plan for future expansion.

Port Townsend tower purchase discussion:

Donna Hamlin reported that she has not been able to meet with David Timmons yet. They will try for February.

CAD Mapping

Donna Hamlin reported that CAD mapping is at a stand still for now. One hold up has been creating the 911 Mapping Coordinator position. While Donna can use State 911 money to backfill this position, the logistics of where to place the employee has not been worked out. For the February agenda, Bob Wilson asked that extra staff for mapping be added. After discussion, it was agreed that Bob Wilson and Donna Hamlin will meet to discuss the issue.

SUBCOMMITTEE REPORTS**Technical Subcommittee Report**

Bob Wilson reported that the subcommittee was moving forward with positive results. He reported on the south repeater, simulcast for Law Enforcement, and that additional cables will be added while the bucket is in place to plan for additional growth.

He said that he is sending Donna Hamlin a letter about looking into the possibility of going to unit based dispatching.

DIRECTOR'S REPORT**Staffing Issues**

Donna Hamlin reported that new employees are in training. This means that Deputies from the Sheriff's office and the Officers from the Police Dept. who have been helping with overtime, will not be needed in the future. Kathy Young was hired for the Office Coordinator position. Sharon Kylo will transfer over in February.

I/S Projects

David Winegar was able to put the Fire Depts. on the web before he went on vacation. With David returning to the office on Monday he will begin working on the Public Safety Network after tending to the needs of JeffCom that came up during his absence..

Changing Technology Update

Donna Hamlin reported that Verizon cell phones can give off a tone when 911 is dialed which could be a problem if someone is trying to hide during a burglary, etc. Most people don't realize that this is a programmable feature that can be turned off. Bob Wilson suggested it be put on the web page or in the paper. Donna Hamlin agreed to look into putting it on the webpage.

New technology will allow owners of Ford motor vehicles to link their cell phone directly to 911 in case of airbag deployment. Donna Hamlin said that car owners have the option to cancel this service within 10 seconds, but many may not know that which could create unnecessary calls to coming in. The issue is that State law forbids prerecorded messages to 911 centers. Companies providing these features are standing firm that this is new technology, is what the public wants, and the laws will have to change.

Donna Hamlin reported that APCO (Association of Public-Safety Communications Officers) and NENA (National Emergency Numbering Assoc.) are our official organizations that are our representatives to Congress. They are lobbying to change the laws regarding collection of 911 taxes from VOIP (voice over internet protocol). It is a growing technology that allows users to use their internet for phone services. In King County alone the growth was 600% from 2005-2006. There currently are no laws in place to collect revenue from internet providers, placing the entire burden of supporting 911 technology on wireline and

cell phone users. However, some providers have voluntarily sent money to 911. Currently, the money must be returned or marked "donated" to deposit.

NEW BUSINESS

State's stand on Positron's Evergreen Software maintenance

Donna Hamlin reported that the State 911 has checked into Positron's Evergreen Software Maintenance business practices at 911 centers across the state. It appears that Positron has been charging different rates to different com centers for different services. They also are giving different information and not supporting their product with timely updates. They have been unwilling to meet with representatives from State 911 so the State has taken the stance of "no headway, no value" and won't be supporting this service any longer.

Changing CAD software

Donna Hamlin reported that due to the inadequate support and lack of updates, Positron's Evergreen Software Maintenance contract will not be renewed. Also, the current licensing contract expires December 2008. George Eims asked whether the State would pay for another system. Donna Hamlin said the State confirmed that new CAD software is an authorized expense. They advised she needs to confirm her users are in favor of the new system, that she has the funds available to buy the new system, and needs to be aware of the costs associated with data transfer and how much data entry will be needed. Donna Hamlin said that she will take some of her staff and visit other com centers to see what they are using. **Chairman John Austin asked if there was a motion. Bob Wilson made a motion** to look at changing to another system and **Conner Daily seconded** the motion. During discussion, Ken Horvath stated that the City of Port Townsend police would also like to move away from that system. Donna Hamlin stated that all users would have produce demonstrations and input before a final product is purchased. The motion was approved by unanimous vote. Bob Wilson asked whether, just for the record, Donna Hamlin would send a letter to Positron asking for the CAD upgrade money back. Donna Hamlin said she would.

Positron NCIC server installation

Donna Hamlin reported that currently Positron doesn't interface with the Datamaxx computer used for running licenses, wanted persons, etc., and when the dispatchers need to affix that information to a CFS they have to cut and paste the information into the call. Positron wants \$26,000 for this software application. Since permission has been given to migrate away from Positron this year, she will not ask for authorization for this installation.

APSAP build out

Donna reported that in the APSAP (Alternate Public Safety Answering Point) there is currently one phone available to the dispatchers and no CAD capability at all. She stated that it is her priority for 2008 to find phones for a 3 position station, and that David had saved the old hardware from the upgrade to use in an attempt to build some type of CAD capability at the APSAP. Since she now has permission to seek another CAD vendor it's very possible to simply expand the CAD terminals used in JeffCom out to the APSAP.

Dispatch scanner

Donna Hamlin reported that the operators are getting a squeal feed-back from the bearcat scanner putting their hearing in danger. She said that the scanner will be removed and a State Patrol radio will be installed which will solve the scanner fire broadcast feedback problem.

Fire Chief's Assn. alternate representative to the Board

Donna Hamlin said she needed an official email or letter stating who the Fire Chief's Association alternate representative to the Board will be. Chairman, John Austin said an email would be satisfactory.

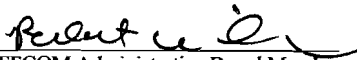
Bob Wilson said he would send an email and clarified that he will be the representative and Chuck Boggs will be the alternate.

PUBLIC COMMENTS


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

With no further business to come before the Board, **Chairman John Austin moved** to adjourn the meeting, **Bob Wilson seconded** the motion. The meeting was adjourned at 10:00 AM

Next regular meeting is scheduled for Thursday, February 28, 2008.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes February 28, 2008

Members/Alternate Members Present:

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

Members/Alternate Members Absent:

Chuck Boggs, EJFR
David Timmons, City of Port Townsend
Ed Wilkerson, PLFR
Ken Hovarth, City of Port Townsend

Other Attendees:

David Winegar, JeffCom IS Tech
Kathy Young, JeffCom Office Coordinator

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Minutes from January 24, 2008 meeting
Expenditure Statement for Funds 121 & 122, January 2008
Voucher Review signature form for January/February, 2008 expenditures
Voucher Summary and Detail for February 2008
Communication Assets Survey and Mapping (CASM) Tool Information Paper
JeffCom phone activity statistics

**The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA.
Chairman John Austin called the meeting to order at 0835.**

PUBLIC COMMENT

None. There were no members of the general public present.

APPROVAL OF AGENDA

Chairman John Austin requested approval of agenda. After discussion, the following items were added to the agenda: Skokomish Fish & Wildlife, CASM, EOC Resolution 14-08, and Dispatch Protocol. The agenda, with changes, was approved.

APPROVAL OF MINUTES

With no changes to the minutes, **Bob Wilson moved** to approve the January 24, 2008 minutes. **Mike Brasfield seconded**; the motion carried.

APPROVAL OF VOUCHERS

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

OLD BUSINESS

South repeater repair status

Donna Hamlin reported that during her last contact with Tony on Feb. 10 he said he would do PMS and was waiting for special equipment. Donna reported on what work had been done on the tower and cross arms. Discussion followed about what to do with Port Ludlow tower after Teal Lake is fully operational. The group agreed that if the site is licensed by the FCC then keeping that option open would be worth considering.

Port Townsend Tower Acquisition

Donna Hamlin reported that she firming up plans to meet with David Timmons soon regarding the tower acquisition.

Changing CAD Software

Donna Hamlin reported that she took Sunny Fortino and David Winegar to Chehalis to look at the Spillman CAD software. They were able to observe it being used by staff and asked pertinent questions about the systems strengths and weaknesses. The next field trip will be to Cathlamet to look at the EIS system. Donna stressed that the deadline to make a decision is rapidly approaching. The goal is to have something in place and running before the December maintenance contract is up on Positron. Mike Brasfield said that since his staff will also be an end user he asked Donna Hamlin to expose them to the product too since JeffCom serves fire and police. Donna Hamlin said she would most likely have an RFI out in March.

CAD (Computer Aided Dispatch) Mapping

Donna Hamlin reported that the Technical Committee met earlier this week where the group reached a consensus that a 911 Ordinance needed to be passed. In discussing whether the CAD system should use in-house personnel or contract with an outside agency Mike Brasfield and Donna Hamlin are conducting a poll. Mike Brasfield said he had polled other law enforcement agencies to see what they have experienced; while Donna Hamlin checked with County 911 Coordinators. It appears that there was a 50/50 split between doing the work in-house and hiring an outside agency. Frank Gifford said that accurate mapping is very expensive and takes personnel to maintain. Donna Hamlin said she has \$50,000 to work with through State 911 and would like be able to use these funds. The group discussed the possibility of the Technical Committee giving a presentation in the future.

Skokomish Fish and Wildlife

Donna Hamlin said that in April 2007 the Skokomish Tribe signed an MOU which allows them to use one of our frequencies. It now appears that their radios were not programmed to work on that frequency and she is considering making an adjustment to the \$500 they paid. Mike Brasfield said that before someone uses our frequencies, maybe we should make sure their equipment works. Mike also said that Donna has discretion over the money so it is up to her to determine what to do about adjusting their bill.

SUBCOMMITTEE REPORTS

Technical Subcommittee Report

Bob Wilson reported that the subcommittee discussed proposing the 911 Ordinance. Bob distributed binders to the Admin Committee with information on the ordinance which had been worked on several years ago. Bob asked that it be reviewed and comments given back to him. He stressed that we need to get moving on cleaning this up. Chairman John Austin asked whether the ordinance, as written, is trying to get too much done and wondered if the procedures should be removed from it to keep it straightforward. The group agreed and felt that even if the document stopped the naming of duplicate roads, it would be helpful.

Mike Brasfield said the Sheriff's Office has been asked to consider switching to VHF and utilizing money in JeffCom to replace car and handhelds. The UHF channel, once freed up, could be used by everyone, which the group felt was a good thing for the public.

DIRECTOR'S REPORT

Staffing Issues

Donna Hamlin reported on staffing issues in JeffCom. She said the issue of whether a polygraph is legal for JeffCom employees was recently raised. Donna reported that since JeffCom is considered part of the

Sheriff's Office and Port Townsend Police Department and therefore in law enforcement then, yes, it is legal to do polygraphs.

I/S Projects

David Winegar presented an update on what he has been working on, including his CAD research. Also discussed was the space needs for David since he is working at the 4th call taker station. Donna said the aim is to equip him with his own work area. She said they have looked at several possibilities including using the white-building behind JeffCom. Donna Hamlin said that Allen Sartin came out on February 27th and looked at the space and said he would write a white-paper to address the need. Frank Gifford agreed that something needed to be done and they were working toward a solution.

Changing Technology Update

Donna Hamlin reported that Verizon cell phones give off an audible tone when 911 is dialed which could be a problem if someone is trying to hide during a burglary, etc. Verizon knows that this can be a problem so the next generation Verizon phones will have the ability to turn that feature off.

Ford/Bluetooth: Donna talked about new Ford/Bluetooth technology. Customers can plug their Bluetooth into their car so that in case of airbag deployment it would dial 911 and activate the car radio speakers to allow for conversation. **Cell phone/GPS:** Improvements are being made to cell phones that will give them GPS mapping capability. It is currently being tested in New York City and appears to be working very well. **Non-Initialized Cell Phones:** some of the cells phones donated to the domestic victims program are not initialized which presents a problem when dialing 911 in that people cannot be located. The FCC is looking at initializing these older phones. **Reverse 911 Calling:** Governor Gregoire is promoting reverse 911 calling. She is appropriating \$200,000 statewide and leaving it to individual counties to pick up the rest of the cost. Donna Hamlin said that she and Kathy Young will look at the budget to determine where the funds would come from to cover this. **PBX Service:** The Swedish have developed a PBX system which uses mobile phones. This new technology in VOIP will most likely be coming to America someday.

Revised State 911 reimbursement info

Donna updated the committee on the revised estimate on how much money was being received from the State 911 Grant. Originally the amount was to be \$164,000 but actually will be \$208,000 which covers the July-Dec 2007 period. The revision was due to the State putting CAD money under telephone maintenance thereby giving us more money.

UPS (Uninterrupted Power Supply) Batteries

Donna Hamlin reported that the UPS was found to have a low battery and they were keeping an eye on it. They need to be replaced and it will be 911 reimbursable.

Sparling

Donna Hamlin reported that Jeff Geer has departed Sparling and that Spencer Bahner is trying to get a new person to replace him. Donna said that Jeff had assisted Greentree with ordered parts before he left and apparently left good notes for the next person. Because the Board is concerned about the transition, they have requested that we hold back payment until we have reassurance that Sparling will keep us a priority. Bob Wilson agreed and pointed out that we were supposed to have a final document by now.

NEW BUSINESS

APSAP build out

Donna said the goal is to increase the APSAP (Alternate Public Safety Answering Point) from 1 phone to 3. She reported that Steve in Clallam County had gained 2 extra phones so Donna said all that would be needed now is to get the cable and hardware then to purchase the phones from Clallam County.

FEB 28
January 24, 2008

New BOCC resolution regarding maintaining order in meetings

The members discussed Resolution 14-08, a simple resolution, to resolve public outcry in meetings.

MOU With Emergency Management

Bob Hamlin asked Donna to sign an MOU regarding use of the canope link from the EOC to the alternate EOC at Station 61. He is concerned that when personnel changes, the ownership will be lost. JeffCom is also using it for data transfer to PTPD. Donna has no objection to signing it. Mike Brasfield would like to review it with the other Board members first.

CASM (Communication Assets Survey Mapping tool)

Donna Hamlin reported that the CASM is an SIEC project that uses software to throw frequencies in the hat to see where holes in radio infrastructure appear on a map. Sparling has already done this. The Sheriff said that it has ties to the Homeland Security and has been discussed in the Tec Committee. The committee agreed to go ahead with this since it is free and we have the software. Donna said that Patty will contact your agencies.

Dispatch Protocol

George Eims expressed his concern about the time involved in dispatching a call. He said that they don't care about the pre-arrival questioning and the ALS and tone out, but would like to have their equipment rolling. Donna said that is a concern which the Positron report is not covering. Bob Wilson said the problem is in part self-created because the fire districts asked for the technology but now have to live with it. Donna said she will work on the problem and try to find another means of obtaining that information.

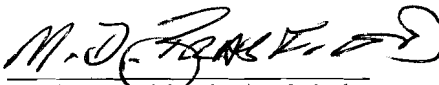
PUBLIC COMMENTS

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

With no further business to come before the Board, **Chairman John Austin moved** to adjourn the meeting, **Bob Wilson seconded** the motion. The meeting was adjourned at 10:30 AM

Next regular meeting is scheduled for Thursday, March 27, 2008. Possible location change: to the Port Ludlow Fire Hall.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes March 27, 2008

Members/Alternate Members Present:

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

Members/Alternate Members Absent:

Chuck Boggs, EJFR
David Timmons, City of Port Townsend
Ed Wilkerson, PLFR
Ken Horvath, City of Port Townsend

Other Attendees:

David Winegar, JeffCom IS Tech
Kathy Young, JeffCom Office Coordinator

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Minutes from February 28, 2008 meeting
Expenditure Statement for Funds 121 & 122, March 2008
Voucher Review signature form for March, 2008 expenditures
Voucher Summary and Detail for March 2008
Sparling Executive Summary
Memorandums of Understanding
JeffCom phone activity statistics

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

PUBLIC COMMENT

None. There were no members of the general public present.

APPROVAL OF AGENDA

Chairman John Austin requested approval of agenda. Donna Hamlin said she would like to add the EOC MOU to Old Business and USN Indian Island & Island County MOU's to New Business. Mike Brasfield moved to approve and Bob Pontius seconded. The agenda, with changes, was unanimously approved.

APPROVAL OF MINUTES

With no changes to the minutes, **Bob Wilson moved** to approve the February 28, 2008 minutes. **Bob Pontius seconded**; the minutes were unanimously approved.

APPROVAL OF VOUCHERS

The March vouchers were reviewed. Bob Wilson asked if the Sparling bill had been held back for payment. Donna Hamlin explained that she held the bill until the consultant attended the Technical Meeting, which happened on March 17th. After discussion, **Mike Brasfield moved** to approve the vouchers. **Conner Daily seconded**; the motion carried.

OLD BUSINESS**Towers Report, Greentree contract meeting**

Donna Hamlin said she had met with Tony this week. He went over what he has done to date and Donna said she was pleased with his progress. Donna gave details of equipment changes and the group discussed disposal options for the removed equipment. Frank Gifford suggested that Donna Hamlin contact Judi Morris to learn how the county disposes of equipment.

Meeting about Port Townsend Tower Acquisition

Bob Pontius also attended
Donna Hamlin said that she met with David Timmons and Ken Horvath regarding the Port Townsend tower acquisition. They agreed to work up a Bill of Sale for approx. \$80,000 (taxes unknown). The agreement will include access rights. Since the EOC owns the radio room, Bob Hamlin will talk to his group and figure out what to do. Frank Gifford asked about the terms of the payment. Donna Hamlin said she wasn't sure at this point but they would be having another meeting then she will bring the details back to the Board.

Tone-out Times for Fire Districts

Since the last meeting Donna Hamlin said she had been giving some thought to getting the call received to tone times info George Eims asked for. While some delays could be 1 minute or more, most were less than 1 minute and there were none found to be over 2 minutes. Donna said she would send a copy of the information to George. Robert Pontius also asked for a copy.

Sparling Project Update

Donna Hamlin pulled the Executive Summary from a report that Sparling provided at the Tec Meeting on March 17th. The Executive Summary covers the written proposal and recommendations that Sparling made on the project. At the next Tec Meeting Sparling will be prepared to discuss what to do at the sites.

Memorandum of Understanding

Donna Hamlin presented an MOU from Bob Hamlin who wants to memorialize an agreement between EOC and JeffCom regarding the Motorola "Canopy" wireless link. This MOU would put into place an agreement between Emergency Management and JeffCom to identify that EOC has the primary interest and JeffCom be identified as a user on the bandwidth. Mike Brasfield said he would like a chance to read the agreement and suggested that the discussion continue at the next meeting. The group concurred.

SUBCOMMITTEE REPORTS**Technical Subcommittee Report**

Bob Wilson reported that the Tec Committee was reviewing the new project proposal, including the new towers. He said that the new project manager, Min Chen, should be at the next meeting. Donna Hamlin reported on Positron by saying that the run cards were all in but they are not working properly. She said that Positron sent a CAD specialist in who made all kinds of changes which appeared good until she left. David Winegar said they are working on it. Donna said we now have a service contract with Qwest and that Qwest is making the phone calls to Positron. Bob Wilson asked how long it would take to change to another CAD and Donna replied that it would take about 6 months. Mike Brasfield suggested exploring a month to month contract with Positron. Donna reported that Yakima County put out an RFP for CAD. Yakima County is asking for more than we would need but their agreement allows other counties to piggyback on their contract.

DIRECTOR'S REPORT

Staffing Issues

Donna Hamlin reported on staffing issues in JeffCom. She said that Greg Madsen will join the staff in April filling the 11th position. Donna said she has 3 more people going through testing and feels confident that she will be able to quickly fill any new vacancies. Donna praised the "uniforms" that filled in and said they did a wonderful job at covering shifts. Chairman Austin asked whether a training program was in place for young people. Donna said she would love to bring in cadets but right now does not have the staff to accomplish that.

ACCESS 3 year audit

Donna Hamlin explained that the State had finished a very detailed ACCESS audit and made recommendations for change. One of the big issues was security and as a result the doors to JeffCom will remain closed. She said that anyone with working access to JeffCom must be fingerprinted, including facilities and janitors. Visitors to JeffCom will need criminal history run on them or the dispatchers will need to close down the screen to ACCESS during their stay. Donna said that since EOC has access to JeffCom during emergencies their staff is in the process of being fingerprinted. Another change that came from the audit is the handling of criminal history paperwork. The audit revealed that paperwork generated by JeffCom becomes our responsibility so those papers will no longer leave JeffCom (with the exception of faxing to the Prosecutor's Office). Donna said that with those changes made we are almost ready to meet the State requirements. Mike Brasfield said the job descriptions need to be updated reflecting the changes. Frank Gifford said the union had been contacted and they have been supportive. Mike Brasfield said he understood that people might be worried about what a background check would reveal but said the criminal history check is just to make sure people are who they say they are.

Positron Configuration updates

Donna Hamlin explained in detail why the run cards were not working and gave the history of how the numbering of sectors had changed over time.

NEW BUSINESS

Geo-Map Contracting

Mike Brasfield said the options of mapping in-house or hiring a vendor is still being explored but stressed that a decision has not been reached. Donna Hamlin said she would still like to draw in other county departments to discuss need and expense sharing. Frank Gifford added that Clallam County used a private and government solution that worked well. Frank said that perhaps we need to regroup and look at who would have a vested interest. Donna Hamlin suggested having Microdata give a presentation. Frank Gifford said that Central Services should be involved in this project and reported that they had put a paper together on this subject. Mike Brasfield said a presentation on the eastern portion of Jefferson County would be beneficial to see what capability and cost we would be looking at by using a vendor. The group concurred that they would like to see a demonstration.

IT Space update

Donna Hamlin gave a brief history on David being hired and due to space shortage was put at the 4th call taker station. She said the opportunity of acquiring the trailer has been lost. Donna read a letter from Allen Sartin and said she understands that he has to look at the big overview but that doesn't help us in this situation. Donna said she has looked at outside possibilities, such as trailers or small buildings but doesn't know what to do. Frank Gifford said this would be going to the board on April 7th. He explained that Facilities is obligated to respond to requests for space study and come up with recommendations for solution but assured Donna that once it gets to the commissioner level things will get moving. Frank Gifford said he will discuss with the Facilities Manager about what to do next.

Memorandum of Understanding – Navy/Indian Island

Donna Hamlin talked about the MOU with the Navy on Indian Island. She said the MOU allows them access to use the fire frequencies owned by JeffCom. She went over the changes made in the MOU and asked to confirm who should be signing it as David Alvarez said the BoCC should sign. Mike Brasfield said the county is not party to this agreement, it's just between the Navy and JeffCom. Mike said this is no different than any MOU done before because JeffCom controls licensing and procedures therefore should sign the agreement. Frank Gifford concurred and added that the county would sign only if the county is obligated in some way. Mike Brasfield said the Navy's primary duty is to protect Indian Island but they are agreeable to providing emergency services to residents of Marrowstone Island. Bob Pontius said the fire districts also have an interest in the bands and asked whether they should be signing the MOU. Mike Brasfield suggested that members of the fire district go out and meet with the Navy Fire Chief and also suggested that the Navy Fire Chief be invited to the Board Meetings.

Mike Brasfield gave an overview of the incident on Indian Island and what changes have resulted. He said the State Patrol is now giving impromptu truck inspections and felt this would send a message to the haulers to take better care of their equipment.

Memorandum of Understanding – Island County

Mike Brasfield gave a background on the Island County Sheriff's request for an MOU. He said that they are building marine boats and want to be able to communicate with us. Mike said they are not requesting use of a frequency, just requesting the capability. Donna Hamlin said it was okay to proceed.

Before adjourning, Mike Brasfield passed along the consultant recommendation to Frank Gifford about changing over to VHF. He said that Frank may want to look at changing the radios in the Public Works fleet.

PUBLIC COMMENTS

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

With no further business to come before the Board, **Chairman John Austin** moved to adjourn the meeting, **Bob Pontius** seconded the motion. The meeting was adjourned at 10:30 AM

Next regular meeting is scheduled for Thursday, April 24, 2008.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes
April 24, 2008

Members/Alternate Members Present:

John Austin, JC Commissioner
Dennis Richards, JC Interim County Administrator
Bob Wilson, JC Fire Chiefs Association
Conner Daily, City of Port Townsend
Chuck Boggs, EJFR
George Eims, JC FD #5
Robert Pontius, JC Fire Commissioners Assn
Donna Hamlin, JeffCom Director/Board Secretary

Members/Alternate Members Absent:

Mike Brasfield, Sheriff Jefferson County
David Timmons, City of Port Townsend
Ed Wilkerson, PLFR
Ken Horvath, City of Port Townsend

Other Attendees:

David Winegar, JeffCom IS Tech
Kathy Young, JeffCom Office Coordinator

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Minutes from March 27, 2008 meeting
Expenditure Statement for Funds 121 & 122, April 2008
Voucher Review signature form for April, 2008 expenditures
Voucher Summary and Detail for April 2008
Mobile Building Quotations
GIS Service Bureau Data
Facilities Policy for Acquisition of Temp Office Space
JeffCom phone activity statistics

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

PUBLIC COMMENT

None. There were no members of the general public present.

Dennis Richards, Interim County Administrator was introduced and welcomed to the committee. Bob Wilson commented that Frank Gifford did a fine job as acting Interim County Administrator.

APPROVAL OF AGENDA

Chairman John Austin requested approval of the agenda. Donna Hamlin said she would like to add EAS and "reverse" 911 to the agenda. The agenda, with changes, was unanimously approved.

APPROVAL OF MINUTES

Robert Pontius said he would like it noted in the March 27th minutes that he also attended the Port Townsend Tower acquisition meeting. With that change noted ~~Chuck Boggs~~ moved to approve the March 27th minutes, **Conner Daily seconded**; the minutes were unanimously approved. *Re-voted 5-22-08 & passed*

APPROVAL OF VOUCHERS

The April vouchers were reviewed. After discussion, **Bob Wilson moved** to approve the vouchers. **Robert Pontius seconded**; the motion carried.

OLD BUSINESS

MOUs signed: NavMag Indian Island & Island Co. SO

Donna Hamlin said the MOUs have been completed and signed.

Port Townsend Tower Acquisition

Donna Hamlin said this is still in progress and that she is currently waiting on paper work from the City.

Tone-out Times for Fire Districts

Donna Hamlin apologized for not having tone out information for this meeting. She said the Stancil is not recording so she was unable to get the information out of the system. Donna said she would mail it out when it's ready.

IT Space Needs

Donna Hamlin said she appreciated the county's effort to accommodate JeffCom's space needs. She received policies and procedures from Facilities on our responsibility for acquiring and maintaining the portable space and is in agreement with those terms. She and David Winegar will be contacting vendors. The trailer will be placed in the back lot, where the gazebo is currently located.

Mapping Presentation

Donna Hamlin said an email invitation has gone out about the upcoming mapping presentation by Micro Data. The first presentation will be May 6th at the Sheriff's Office from 9-12 and focus on what they can do for us on geo map data. The second presentation will be on May 7th from 9-11 at the courthouse. It will focus on how mapping can be a revenue generator for departments. Donna said last time there was a poor showing of department heads and asked John Austin if he could have some influence on getting more people to attend. Robert Pontius asked if Donna had invited DNR. She said she had not, but would.

SUBCOMMITTEE REPORTS

Technical Subcommittee Report

Bob Wilson reported that the Tec Committee discussed frequencies. He said the two that are under discussion now would probably become three in the future: one for tone, one for radio north, and one for radio south. He said that Positron is basically a failure. Bob said that it was disappointing that Sparling did not show up for the meeting. Spencer Bahner had promised that he would bring Min Chen to the meeting and also the plans for the next phase of work. Donna Hamlin said she had sent an email to Spencer and would follow-up with a letter if she did not hear back from him in a day or so.

DIRECTOR'S REPORT

Staffing Issues

Donna Hamlin reported on staffing issues in JeffCom. She said the full 11 dispatcher positions are filled and 2 more people are in the pool ready to come on board if needed. This has helped alleviate the staffing crisis and also the overtime by uniforms. Donna said her staff was able to enjoy an awards ceremony away from the office for the first time. Sunny Fortino was voted Dispatcher of the Year.

Regional Fire Commissioners Presentation

Donna Hamlin said she was invited, along with Bob Oenning of the State, to give a presentation at the Regional Fire Commissioners meeting in Kitsap County a few weeks ago explaining how the State funding works. She said she enjoyed getting out doing that.

Positron Updates/Time Lines

Donna Hamlin said she is still having problems with the run cards not working. She said technicians are working on this behind the scenes. The group discussed the licensing timelines and when to let go of the contracts.

RFP Status

Donna said she is working on the RFP by pulling information from Yakima County's RFP. She said her plan is to have it out by June and up and running by April 2009.

IT Updates

David Winegar said he is frustrated with Positron especially now that he can only contact them through Qwest. He said Positron sent a CAD specialist who was unable to fix the problems.

JeffCom Public Safety Network Status

David Winegar reported on the Public Safety Network saying that JeffCom is ready to cut ties with the county and operate on their own system. After that is accomplished, David said he will begin working on the Sheriff's system.

EAS & Reverse 911

Donna Hamlin said that Governor Gregoire wants Reverse 911 in operation by the end of the year and has pledged \$200,000 statewide to make that happen. Donna said discussions are taking place at higher levels on what the Governor expects. At this time it is undecided why community notifications would be a function of PSAPs and not Emergency Management. Donna said she would have better direction after next month's meeting of the 911 Advisory Committee.

NEW BUSINESS

JCPSN Equipment Division/Purchase from County

Donna Hamlin said that once JeffCom is no longer on the county system she is unsure whether the county would be taking back the 4 stand-alone computers. She said she plans to meet with Allen Sartin to discuss this. Allen had indicated he would send a letter to Donna Eldridge releasing the property to JeffCom and charging the remainder of the asset depreciation to JeffCom as a purchase price. George Eims said he thought the original agreement was that JeffCom owned the equipment outright, but Bob Wilson said he didn't think that applied to these computers.

Change Meeting Location


The group discussed the possibility of changing the meeting location but decided that Chimacum Fire Hall meets the needs due to its central location.

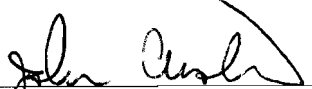
PUBLIC COMMENTS

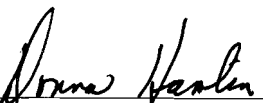
As there were no members of the public present, no further public comment was called for.

With no further business to come before the Board, **Conner Daily** moved to adjourn the meeting, **Bob Pontius** seconded the motion. The meeting was adjourned at 9:40 AM

Next regular meeting is scheduled for Thursday, May 22, 2008.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes May 22, 2008

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
Anthony Hernandez, JCSO Alternate

Other Attendees:

David Winegar, JeffCom IS Tech
Kathy Young, JeffCom Office Coordinator
Ken Horvath, City of Port Townsend
Chuck Boggs, EJFR, Fire Chiefs Alternate
George Eims, JCFD #5, Fire Comm. Alternate
Dennis Richards, JC Interim County Admin.

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Minutes from April 24, 2008 meeting
Expenditure Statement for Funds 121 & 122
Voucher Summary and Detail for May 2008
2009 State 911 Grant Application
State 911 Grant comparison worksheet
JeffCom phone activity statistics

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

PUBLIC COMMENT

None. There were no members of the general public present.

APPROVAL OF AGENDA

Chairman John Austin requested approval of the agenda. Donna Hamlin added under the Director's Report: Next Generation 911; Fiscal Year 2009 State Grant; 911 Grant Summary Worksheet; Fire Times Report. The agenda, with changes, was unanimously approved.

APPROVAL OF MINUTES

Chairman John Austin called for approval of the April Minutes. Chuck Boggs pointed out an error where he was named as moving to approve the March minutes. Chuck said he is not a voting member of the Board. The group agreed to reapprove the April minutes with that deletion noted. **Robert Pontius moved** to approve the updated April 24th minutes; **Mike Brasfield seconded**; the updated minutes were unanimously approved.

APPROVAL OF VOUCHERS

The May vouchers were reviewed. It was noted that JeffCom has purchased the existing computer equipment from Central Services. Discussion took place about whether to pay Sparling when there is a question to their performance. Robert Pontius suggested a letter be sent to Sparling stating our displeasure with their performance. John Austin asked whether the group would like to bring a motion to hold back payments for review. **Mike Brasfield moved to instruct the Director not to pay future Sparling bills until they have been reviewed by the Technical Committee.** **Conner Daily seconded**; the motion was unanimously approved.

Robert Pontius moved to approve the vouchers; Dennis Richards and Mike Brasfield jointly seconded; the vouchers were unanimously approved.

OLD BUSINESS

IT Space Needs – Trailer Siting

Donna Hamlin said she and David Winegar traveled to Marysville to look at a William Scotsman trailer. The refurbished 1995 trailer is 24x8x7 and can be purchased for \$13,600 plus delivery and setup. She is currently working on the site plan and development for the trailer to be placed in the back parking lot. Robert Pontius suggested having the point-of-sale transferred to Jefferson County so the tax revenue stays here.

Mapping Data Project

Donna Hamlin said Micro Data gave a presentation at the Sheriff's Office and Courthouse and she was pleased with the potential of their product. Donna said that for about \$2,500 city and county data, MSAG, etc. could be poured together to find out where the holes are; then we would have an accurate picture of data for longitude and latitude. The State 911 Grant would reimburse us for equipment purchased. The group discussed spending authority and limits granted to the Director. John Austin suggested that if there were concerns that they should be addressed at another meeting. Robert Pontius and Conner Daily thanked Donna for her presentation, letting her know that she did a good job.

Surplus Radio Equipment Disposal

Donna Hamlin said she spoke with Judy Morris about disposing of the Legacy radios. Donna said the radios have value to select groups that might not be reached during a general public auction. Judy is researching the sale of equipment on E-Bay to maximize the audience and value of the sale.

Donna Hamlin said Med Net is on Teal Lake and soon now the Port Ludlow site can be vacated. The lease states that the site will need to be taken down but amateur radio people are interested in acquiring it. Discussion took place about the impact of leaving the site. Donna said the lease is good for six months after vacating. It was agreed to take the discussion back to the Technical Committee for review and recommendation. John Austin asked whether there was any other radio equipment that needed consideration for disposal. With none, **Bob Wilson moved to surplus the equipment per county rules; John Austin seconded;** it was unanimously approved.

Fire District 7

Donna Hamlin said that last year she had been given permission to bill Fire District 7 (west Jefferson County) for their calls but at that time the call volume was too low to do so. Now the call volume is increasing, so she contacted Judy Morris about putting into place the billing process. Jefferson County's general fund will pick up the charges for JeffCom's service to Fire District 7.

SUBCOMMITTEE REPORTS

Technical Subcommittee Report

Bob Wilson reported that Sparling had agreed to come to the table but instead have changed project managers again. The new PM is Andy Ruschak who lacks experience in project management and was unprepared to discuss our project in detail. Bob said the Tec Committee had made a motion to look into hiring Dean Heistand as an hourly consultant to manage Sparling and Greentree. Donna Hamlin said money was in the enhancement budget for his professional service and she thought it was wise to hire him. **Bob Wilson made a motion to look into hiring Dean Heistand as a consultant; Robert Pontius seconded;** it was unanimously approved. John Austin asked that a 30-day termination clause be built into the contract.

DIRECTOR'S REPORT

Positron Updates/RFP

Donna Hamlin reported that Positron still doesn't work and at this point she does not want to spend any more money on it. The RFP is done and will go through internal review. In the RFP she is asking for CAD and mapping software

JeffCom Board Minutes

and an interface with the Sheriff's RMS system. She expects to have the notice in the paper by June 15 and vendor selection by November 15. If all goes well it should be operational by April 2009.

IT Updates

David Winegar said he had a breakthrough and fixed a Positron problem after he was given permission to go into the system. He also reported that JeffCom is completely off the county system. Our new email address is (first initial; last name)@jcpsn.us (Jefferson County Public Safety Net).

Morgan Hill Tower

Donna Hamlin reported that Ken Horvath provided the applications for the permitting process and said that after adding in some of the neighbor's addresses it will be nearly complete.

PT Tower Acquisition

Donna Hamlin said that David Timmons is working on the sale agreement.

June Admin Board Meeting, Director Pro-Tem

Donna Hamlin said that she will be attending a State conference in June and therefore will not be at the Admin Board Meeting. She said that Sunny Fortino will be stepping in as director pro-tem. Donna also reported that the budget is in the final stages of preparation and will be sent out by mail/email for comment. Kathy Young would be at the June meeting to answer questions.

Next Generation 911

Donna Hamlin said she learned at the State Advisory Committee that Next Generation 911 equipment gets very hot and burns a lot of electricity due to digital data streaming. She has sent a letter to facilities about the heat problem in the equipment room and the need for a stand-alone air conditioner for that room.

State 911 Budget

Donna Hamlin said the Board packets included the 2009 application for State funding. She said the total grant request for \$551,316 includes \$300,000 for CAD. A State worksheet of how Jefferson County stacks up against the other counties was also included.

Fire Times Report

Donna Hamlin said the problem with the Stancil was found and she can now run reports to sample response times. She said if the fire chiefs find this useful then she can run them on a monthly basis. Robert Pontius and George Eims said it was helpful and suggested she run a few from each fire district each month.

NEW BUSINESS

Radio Tech Consultant Position

(Discussed above)

Mapping Coordinator Position

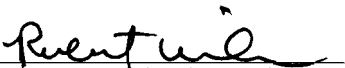
Donna Hamlin said that it is clear that our mapping needs cannot be met by the county so she intends to migrate away from them. She had discussed with Mike Brasfield the possibility of sharing an FTE with him to provide technical needs to JeffCom and JCSO and he was in favor of looking into that; although, it would need his Board's approval. Donna said the State Grant would pay for JeffCom's portion and also provide training dollars. Donna envisioned that this person would be housed in the new trailer and would go out and drive new roads and put the coordinates in, and free up some of Marlo Erwick's time on some MSAG duties. Donna asked whether the Board would support the concept. Discussion took place about the fees imposed on road name changes and services provided by Public Works. Bob Wilson moved to pursue discussions with Public Works; Mike Brasfield seconded.

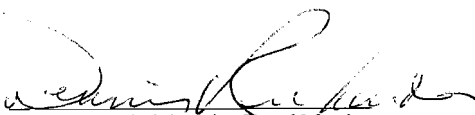
PUBLIC COMMENTS

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

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

Next regular meeting is scheduled for Thursday, June 26, 2008.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Donna Hamlin

JeffCom Board Minutes June 26, 2008

Members/Alternate Members Seated:

Dennis Richards, JC Interim County Admin
(Acting Chairman)
Mike Brasfield, Sheriff Jefferson County
Bob Wilson, JC Fire Chiefs Association
Conner Daily, City of Port Townsend Alternate
Robert Pontius, JC Fire Commissioners Assn
Sunny Fortino, JeffCom Director Pro-Tem

Members/Alternate Members Absent:

John Austin, JC Commissioner
David Timmons, City of Port Townsend
Anthony Hernandez, JCSO Alternate
Donna Hamlin, JeffCom Director/Board Secretary

Other Attendees:

Kathy Young, JeffCom Office Coordinator
Chuck Boggs, EJFR, Fire Chiefs Alternate
George Eims, JCFC #5, Fire Comm. Alternate
Bob Herbst, JCFC #4
Ron Garrison, JCFC #4

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Minutes from May 22, 2008 meeting
Expenditure Statement for Funds 121 & 122
Voucher Summary and Detail for June 2008
CAD Software Procurement Timeline
NENA Next Generation 911 Proof of Concept email
Ltr from Donna Hamlin to Spencer Bahner
Ltrs from Sheriff Brasfield and Donna Hamlin regarding proposed IT position
2009 JeffCom budget proposal materials
JeffCom phone activity statistics

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Acting Chairman Dennis Richards called the meeting to order at 0830.

PUBLIC COMMENT

None. There were no members of the general public present.

APPROVAL OF AGENDA

Acting Chairman Dennis Richards requested approval of the agenda. Green Mtn fire repeater was added to the agenda under old business. The agenda, with changes, was unanimously approved.

APPROVAL OF MINUTES

Acting Chairman Dennis Richards called for approval of the May Minutes. **Bob Wilson approved the minutes as written, Conner Daily seconded;** the minutes were approved.

APPROVAL OF VOUCHERS

May 2008 vouchers were reviewed. Bob Wilson questioned the payment of \$9,487.80 to Emergency Reporting when the system is not working. Kathy Young said that was an annual bill. The committee said they would like Donna Hamlin to offer more explanation at the next meeting. **Mike Brasfield moved to approve the vouchers; Conner Daily seconded;** the June vouchers were approved.

OLD BUSINESS

IT Space Needs – Trailer Siting

Kathy Young said the IT trailer has arrived but needs handicap access and electrical hookup; therefore it will not be occupied until that is accomplished. Kathy also noted that since the trailer was delivered to Jefferson County it became a point-of-sale and therefore the sales tax will stay in Jefferson County. An invitation was extended to board members to stop by and see the new facility.

Mapping Data Project

Kathy Young said that the mapping data has been given to MicroData and we are awaiting their results.

Surplus Radio Equipment Disposal

Kathy Young said that Donna Hamlin and David Winegar have not had a chance to get out and pick up the equipment but they still plan to advertise it on E-Bay.

Fire District 7

Kathy Young said she will be contacting Judy Morris about the procedure to bill the county for CFS in Fire District 7. Kathy said it amounts to about \$500.

CAD RFP

Kathy Young said that Donna Hamlin has received 7 responses so far to the CAD RFP. A procurement timeline was given out with the agenda. Bob Herbst requested a copy of the CAD proposal.

Morgan Hill Tower

Kathy Young said the Morgan Hill tower paperwork is near completion. Donna Hamlin and Ken Horvath will be making the pre-application meeting with the City of Port Townsend in July.

PT Tower Acquisition

Kathy Young said that Donna Hamlin is waiting for paperwork from the City. Donna has sent another letter to David Timmons but she has not heard back from him. The group questioned the agenda phrase "*EOC alternate radio room footprint removed from the deal*" and asked that Donna Hamlin explain that.

Skokomish TP MOU

Kathy Young said that they have been sent a letter but we have not heard back from them about whether they want to renew for 2008/2009. Kathy said it amounts to about \$500 in revenue.

IT/Mapping FTE

Mike Brasfield referred to the letter he had sent Donna Hamlin; and her response to the ongoing discussion of sharing an FTE for IT and mapping purposes. Mike said that with the increased demands that law enforcement places on IT resources it would benefit the county to add a second position to the JeffCom Public Safety Network. Mike said that by obtaining available grant money, both JeffCom and JCSO would likely fully fund the position without impacting the general fund.

Green Mtn.

Bob Wilson outlined the discussions from the Tec Meeting about need to improve communications on Green Mtn. The group discussed connecting phone lines, licensing for fire and med net, and adding a repeater. Mike Brasfield said that Sgt. Stringer will now be representing JCSO at the Tec Meetings and will look into licensing LE at Green Mtn.

SUBCOMMITTEE REPORTS

Technical Subcommittee Report

Bob Wilson said that he and Donna Hamlin had met with Sparling 3 weeks ago. Spencer Bahner and Andy Ruschak gave them a presentation and emphasized their commitment to the project. The group was concerned that Sparling is saying that most of the design work is complete without knowing what it was that Jeff did. The Board had previously asked that Sparling bills be held and Kathy Young confirmed that she was holding approx. \$10,000 in invoices. Board members asked that they be provided those invoices and also copies of the Sparling contract for review.

DIRECTOR'S REPORT

Sunny Fortino, June meeting Director Pro-Tem

No director's report this month.

NEW BUSINESS

Point-no-Point Fisheries – Port Gamble S'Klallam is requesting to enter again into an MOU with JeffCom for dispatch services. They are asking for access to both law and fire frequencies for coverage on both ends of East County. Mike Brasfield said there was no impact to LE; Bob Wilson said the Fire channel was already busy so he would like to talk to them about that. The group concluded that if the contract language is the same as before, **then Mike Brasfield moved to approve the contract; Bob Pontius seconded; contract approved as noted.**

2009 JeffCom Budget

Kathy Young presented first draft budget materials for JeffCom's 2009 revenue and expenditure estimates. She noted that some expenses are not known at this point, such as facility lease and employee benefits. Added personnel include Sharon Kylo and the new IT position. Mike Brasfield explained the transfer of Sharon to JeffCom and the billing back of her salary to Sheriff (80%) and Port Townsend (20%) for the work she performs for them. Kathy said that the revenue reflects the reimbursement of CAD from the State Grant. Bob Wilson said when we are looking at new sites we should be aware of the financial impact of it and stressed the importance of using sites where we don't have to pay rent.

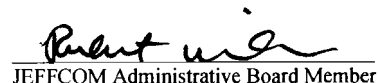
PUBLIC COMMENTS

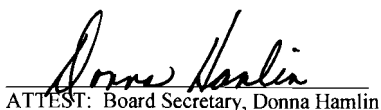
Public Comment - Mike Brasfield said as a public comment he wanted board members to think about the importance of the PUD issue and the need to have power in emergency situations. No further public comments were made.

With no further business to come before the Board, Acting Chairman Dennis Richards adjourned the meeting at 9:30 AM

Next regular meeting is scheduled for Thursday, July 24, 2008.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes

July 24, 2008

Members/Alternate Members Seated:

John Austin, JC Commissioner
Mike Brasfield, Sheriff Jefferson County
Bob Wilson, JC Fire Chiefs Association
Conner Daily, City of Port Townsend Alternate
Robert Pontius, JC Fire Commissioners Assn
David Timmons, City of Port Townsend

Members/Alternate Members Absent:

Anthony Hernandez, JCSO Alternate

Other Attendees:

Donna Hamlin, JeffCom Director/Board Secretary
George Eims, JCFD #5, Fire Comm. Alternate
Ken Horvath, City of Port Townsend
Dennis Richards, JC Interim County Admin.
Kathy Young, JeffCom Office Coordinator

HANDOUTS

JeffCom Administrative Board Agenda
Expenditure Statement for Funds 121 & 122
Unpaid Sparling Invoices from May/June 2008
Revised State 911 2009 Grant Application
JeffCom Preliminary 2009 Budget materials
Email from MicroDATA re: data development

JeffCom Minutes from June 26, 2008 meeting
Voucher Summary and Detail for July 2008
Infrastructure Bond Timeline
JeffCom Cash Reserves Statement
Ltr to JeffCom Board re: IT/GIS position
JeffCom phone activity statistics

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

PUBLIC COMMENT

None. There were no members of the general public present.

APPROVAL OF AGENDA

Chairman John Austin requested approval of the agenda. **Bob Wilson moved to approve the agenda; Mike Brasfield seconded.** The agenda was unanimously approved.

APPROVAL OF MINUTES

Chairman John Austin called for review and approval of the June minutes. **Mike Brasfield moved to approve the June minutes; Bob Wilson seconded.** The minutes were unanimously approved.

APPROVAL OF VOUCHERS

July 2008 vouchers were reviewed. After clarification on several items, **Bob Wilson moved to approve the July vouchers; Mike Brasfield seconded;** the vouchers were unanimously approved.

OLD BUSINESS

Port Gamble MOU status

Donna Hamlin said the MOU for Port Gamble has been written and she is waiting to find out who the proper person is to sign it.

Sparling payments/contract review

Donna Hamlin said that per the Board's instruction, payments to Sparling have been withheld since May. Discussion focused on the contract and the expectations which have yet to be fulfilled. Mike Brasfield suggested that Donna send a tactful, but direct letter to put them on notice and start a paper trail in case we need to cancel their contract. Bob Wilson suggested we sit down with Sparling and get the contract straight. Donna said she would send a letter to Sparling about

why the invoices have not been paid and that we disagree with the percentages of completion that they indicate. Discussion took place about the spending timeline of the bond project and whether unspent money can be obligated or moved to a trust before the 36 months are reached. Donna Hamlin said she will contact Judi Morris and ask about that possibility.

Warrants Clerk 80/20 billing approval

Donna Hamlin said she wanted to confirm the decision to transfer Sharon Kylo from Sheriff to JeffCom's budget for 2009 and bill Sharon's annual salary for services to JCSO at 80% and Port Townsend at 20%. Donna said she and Sharon had looked at her workload and confirmed that it is consistently split 80/20. Donna said she will bill JCSO and PT directly and that user fees will not be raised because of this change.

'09 Budget

A revised E911 Grant Application for State funding was included in handouts. The change represents removal of the CAD reimbursement. The State requires actual costs before they will allow us to submit that as a future expense.

Donna Hamlin referred to the budget materials in the handouts and explained that there will be a shortfall for 2009. The group discussed ways to reduce the impact on the user fees shortfall and it was agreed to move David Winegar's salary to the 1/10 of 1% column of the "checkbook" spreadsheet. Mike Brasfield said it may be time to address the user fees as the trend, as stated in the JeffCom Cash Reserves sheet, indicates an ongoing reduction of cash reserves. Mike said an argument could be made to raise fees by a small amount each year or wait until a crisis and raise it by a large amount. After discussion it was agreed to tap into the cash reserves for 2009 and then address user fees for 2010.

Bob Wilson said another cost to consider for the future is microwave maintenance. He said it was brought to the Tec Committee's attention that once installed; microwave requires regular maintenance and the cost for that could be significant.

Emergency Reporting

Donna Hamlin said she wanted to clarify emergency reporting that was brought up in a discussion at the last Board meeting. She said that data from CAD is sent to the Fire Districts and most of the cost is covered by JeffCom through a contractual arrangement. She said she pulled up minutes from the Board meeting on April 26, 2007 where a discussion took place about the financial arrangement. It was determined that JeffCom would pay for 1 station per Fire District and directly bill each station over the limit of 1. Bob Pontius said every month he hears that emergency reporting does not work. Donna said this is the first she had heard of this and suggested problems be coordinated through Ted Krysinski. Bob Wilson mentioned that the problems may go away with the new CAD software.

PT Tower Purchase/AEOC radio room

Donna Hamlin said she met with city representatives to finalize the sales agreement wording. The purchase includes the tower, ice bridge, and peripherals. She explained that the EOC radio room and the APSAP had been removed from the agreement because it was already included in the lease for the whole building; so we don't need to negotiate for that space. David Timmons said he needs an itemized list to fill in the dollar amounts. Donna said she will bring a security fence discussion to the Board later.

SUBCOMMITTEE REPORTS

Bob Wilson said the Tec Committee made a decision on 7 tower sites with 1 potential site still to be studied. The 7 sites are: Green Mtn, Morgan Hill, South (Coyle), Z-point, Hadlock, Maynard, and Teal Lk. Tarboo Lake is a potential site that needs further study. Bob said to keep our costs down he wanted to stress the importance of avoiding sites where leases would be required. Bob said the Tec Committee would like to recommend the 7/1 sites to the Board and move forward. **Mike Brasfield made a motion** to accept the Tec Committee's recommendation of 7 tower sites at Green Mtn, Morgan Hill, South (Coyle), Z-point, Hadlock, Maynard and Teal Lake and 1 potential site at Tarboo Lake; **Bob Pontius seconded the motion**. The motion was unanimously approved.

Bob Wilson said he wanted to discuss with the Board the \$25,000 spending limit that Donna Hamlin is under. He said with the infrastructure project underway there will be many purchases over that limit and he would like to suggest raising her limit for this project. Mike Brasfield asked if there was any chance to bring the costs before the Board before ordering. Donna Hamlin said that with the Board only meeting once a month that would seriously delay the project. A group decision was reached to have 2 other people agree on the purchase costs before ordering. **Mike Brasfield made a motion** to amend Donna Hamlin's spending limit of \$25,000 for the bond infrastructure project only, with prior spending approval of Mike Brasfield and Bob Wilson. **Bob Pontius seconded the motion.** The motion was unanimously approved.

Bob Wilson said the Tec Committee made a motion to forward to the Admin Board a recommendation to approve the purchase of MicroDATA's data management services for mapping. Donna Hamlin said the cost for software will be \$41,975; half of that would be reimbursed by State Grant. The cost to have them drive county roads and map the coordinates would be \$239,880 billable in three parts. Donna said the money would come from reserve funds. Discussion took place about locating specific coordinates such as hydrants, water sources, etc. Donna said she would ask MicroDATA about that and get back to the Board next month. The group agreed in principal to hire MicroDATA but would like have the question of specific coordinates answered and also explore to possibility of allowing other county departments to use the data which could potentially generate revenue for JeffCom.

DIRECTOR'S REPORT

IT/GIS position update

Donna Hamlin said the job description has been written for the new IT/GIS position. David Winegar needs to review it before it goes to Lorna Delaney. Lorna will set the salary range and notify the Teamsters then the job will go out to the public.

IT Trailer Update

Donna Hamlin said that application has been made for the permit. Dept. of Community Development will be coming out to look at the setup which Donna said still needs a handicap access and electrical hookup. Donna said she needs to research a vendor to build the ramp to meet code. She said the entire IT trailer cost is under \$25,000.

Skokomish MOU update

Donna Hamlin said she had discussions with them in June but has not heard back yet. The cost of \$500 covers the few times a year they use it. Mike Brasfield said if their call counts go up and they are interfering then it should be reevaluated.

Surplus radio equipment disposal

Donna Hamlin said Greentree gathered the excess equipment and put it in the Port Ludlow site. Donna said that she and David moved some of the equipment and that there is one more load to pick up. Donna said she has permission from the County to sell the equipment on E-Bay and does not have to adhere to the County surplus disposal deadline. Donna said she was disappointed in the poor condition of the equipment and would like to clean it before selling. Bob Pontius asked if that would be worthwhile doing and she said it would since some of the equipment is valuable as replacement items.

Tower sites updates

Donna Hamlin said she received a letter from David Timmons to proceed with Morgan Hill. The plan is to segregate the process into two pieces. The first step will be to build the first 50' of a 100' tower which will meet current code. The SEPA process will continue for a 100' tower which will give a direct microwave link to Port Hadlock. Donna said we have been offered a site on Maynard for \$1.00, if we wish to build there.

SIEC grant status

Donna Hamlin said the SIEC grant to buy 4 cross-band repeaters and their peripherals was approved. Donna said she thought our request was in the vicinity of \$140,000.

Staffing status

Donna Hamlin said Katie Wahlgren is leaving to get married and move away and that Greg Madsen has been let go during probation. New hires: Kristine O'Bryant and Amber Parypa are in training and appear to be catching on very quickly. Randy Anderson is due to start in a few weeks. With so many people in training, Donna said she will hold off hiring the last person until one of the new hires moves to their own console. The uniforms are filling in and doing a tremendous job, though it impacts our overtime budget. Bob Pontius asked whether she has considered using the Fire Department personnel. Mike Brasfield said he has grant money that is not being used due to lack of manpower and fire folks stepping up would be helpful if Donna wanted to consider that option.

CAD RFP update

Donna Hamlin said she received 7 responses with 3 actual bids: EIS, New World, and Spillman. The proposals are due August 22nd and will be opened in the next public meeting of the JeffCom Board on August 28th. The envelopes will just be opened and then turned over to the review committee who will take up to 2 weeks to go over the proposals. Donna explained that the State has a 6 year change-out for CAD and we are now in our 6th year. However, Dave Irwin said they only give permission to reimburse after they have the quotes and are satisfied that our current system is not adequately meeting our needs. Donna said that since we are not buying the entire CAD system that she hopes the quotes come in under \$160,000. Mike Brasfield said the Board will need to decide if they want to pay if the State does not reimburse. Conner Daily said they have an RFI out for an RMS system and hope to have it in place by the end of the year. Mike Brasfield said that a discussion needs to take place about CAD working seamlessly with law enforcement. Conner Daily stressed the importance of information sharing. Donna said she will ask for a presentation from each vendor.

NEW BUSINESS

MicroDATA – (discussed above).

UPS batteries

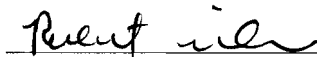
Donna Hamlin said the UPS has yearly maintenance, which is reimbursed by State Grant. This year, Eaton said there are three more bad strings that need changing out which will cost an additional \$5,000 per string. Dave Irwin at the State said it appears we have more battery than we need and they will not cover the cost of the extra batteries. Donna said she could not come up with historical data as to why JeffCom was outfitted with so many batteries. Mike Brasfield suggested contacting other com-centers to see what their needs are and then get rid of the excess.

Director spending limits clarification

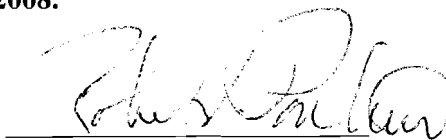
The discussion on clarification of routine spending limits for the JeffCom Director is postponed until the next meeting.

With no further business to come before the Board, **Mike Brasfield moved to adjourn the meeting; Bob Pontius seconded.** The meeting adjourned at 11:00 a.m.

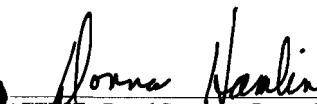
Next regular meeting is scheduled for Thursday, August 28, 2008.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
August 28, 2008

Members/Alternate Members Seated:

John Austin, JC Commissioner
Mike Brasfield, Sheriff Jefferson County
Bob Wilson, JC Fire Chiefs Association
Ed Green, City of Port Townsend Alternate
Robert Pontius, JC Fire Commissioners Assn

Members/Alternate Members Absent:

Anthony Hernandez, JCSO Alternate
David Timmons, City of Port Townsend

Other Attendees:

Donna Hamlin, JeffCom Director/Board Secretary
George Eims, JCFD #5, Fire Comm. Alternate
Ken Horvath, City of Port Townsend
Dennis Richards, JC Interim County Admin.
Kathy Young, JeffCom Office Coordinator
David Winegar, JeffCom IS Tech
Cory Taylor, Spillman
Spencer Bahner, Sparling

HANDOUTS

JeffCom Administrative Board Agenda
Expenditure Statement for Funds 121 & 122
JeffCom Budget materials
Verizon Emergency Service Launch Notice

JeffCom Minutes from July 24, 2008 meeting
Voucher Summary and Detail for August 2008
JeffCom phone activity statistics

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

PUBLIC COMMENT

Bob Pontius said he would like to pass along two public comments from other people. 1) Someone reported to him that when they called 911 they could hear their voice echo back in the phone. David Winegar said he would look into that. 2) Bob said the other comment was: "Thank You, JeffCom 911."

APPROVAL OF AGENDA

Chairman John Austin requested review and approval of the agenda. With no changes, **Bob Pontius moved to approve the agenda; Mike Brasfield seconded.** The agenda was unanimously approved.

APPROVAL OF MINUTES

Chairman John Austin called for review and approval of the July minutes. **Mike Brasfield moved to approve the July minutes; Bob Pontius seconded.** The minutes were unanimously approved.

APPROVAL OF VOUCHERS

August 2008 vouchers were reviewed. After clarification on several items, **Mike Brasfield moved to approve the August vouchers; Bob Wilson seconded;** the vouchers were unanimously approved.

OLD BUSINESS

CAD RFP's opened

John Austin opened the 3 CAD RFP's that were received in JeffCom by the August 22nd deadline:

New World Systems

EIS (Executive Information Systems)

Spillman Technologies

Donna said the binders will be divided up between the dispatch review committee and Board members. The review committee is scheduled to meet on Sept. 5th, and then will be making plans for site visits to see the systems in work. In answer to John Austin's question, Donna said she will bring a recommendation to the next Board meeting.

Sparling payments/contract review

Donna Hamlin said that Spencer Bahner, from Sparling, had been asked to the meeting to give clarification on the project and what is expected from JeffCom. Spencer gave a power-point presentation, starting with the history of the 3 project contracts. Spencer said the current contract for project management is to implement the recommendations of Hatfield and Dawson and at this time is just for design work. Noted in the contract is the fact that page 12 is missing which lists the items they do not cover; such as FCC fees and licenses, electrical work, and civil design. Spencer emphasized that they sometimes manage and coordinate civil work but do not actually do that work. Spencer noted the staff changes which have caused delays but said that Andy Ruschak has been spending 95% of his work day on civil issues with JeffCom as evidenced by the July presentation that he made to the Tech Committee. Spencer admitted that the tasks being billed were in error. He said they will hold future bills until the percentages of work-complete equalize. Spencer agreed to update the Gant Chart. Spencer said that with the project progressing so fast there is a need to meet more often than once a month. He suggested that Donna Hamlin and other interested parties meet by phone once a week, which was agreeable to the Board. He also suggested that Andy Ruschak be allowed to conference by phone for the Tech Committee unless there is something that requires an in-person review. In conclusion, Spencer Bahner said Sparling is committed to the successful outcome of this project but asked if the level of Sparling's performance was such that the Board wanted to dissolve their relationship.

Mike Brasfield thanked Spencer Bahner for the presentation and said that JeffCom would like them to continue with the project. Mike said that it was JeffCom's understanding that the Hatfield and Dawson recommendations would be implemented by the chosen consultant for a fixed price, with no project conflicts. Mike added that he wants to make sure that the door is left open for mobile data, if needed in the future. Spencer said that would be done. Simulcast was discussed. Spencer recommended that a conference call with other users be made so that JeffCom could see the benefit of it.

Donna Hamlin asked Spencer Bahner to address the RFP. Spencer said it would be for microwave and radio systems. He said we would need to secure civil work for Z-point, Morgan Hill, and Green Mtn. Donna expressed her frustration with Andy Ruschak's request for us to order the equipment. Donna said she does not have the time or storage space for the equipment and thought it was premature for Andy to suggest that. Spencer said that working out the timing details could be managed during the weekly telephone conferences.

NEW BUSINESS (moved up)

NW Tower Engineering Assistance

Donna Hamlin said she met with Steve Diamond of NWTE to look at Maynard, Morgan, and Z-Point. Steve said there needs to be surveys done. Donna said she was concerned about Morgan Hill because of the appearance of inaccessibility and soil stability issues. Spencer Bahner said that surveys can be done that cover geotech and noise. Donna said she would like to retain NWTE to do the SEPA and have them hire the people to do the actual work. Mike Brasfield asked her to look into the bidding process to see if it falls under sole-source or service contract. Spencer said they would be able to oversee the construction. Mike said it was important that the two companies work effectively together and eliminate the workload burden on the JeffCom Director.

OLD BUSINESS (continued)

'09 Budget

Donna Hamlin called for a final vote on the submitted budget. Mike Brasfield said he thought we had done that at the last meeting. John Austin called for a vote to approve the submitted budget. **Mike Brasfield moved to approve the budget; John Austin seconded.** There was not a unanimous decision so the topic was opened up for further discussions. After additional discussion, a 2nd vote was taken and the motion to approve the budget was unanimously passed.

MicroData purchase confirmation

Donna Hamlin confirmed the purchase price of MicroData. MicroData will drive the county roads and build a map for JeffCom. Discussion followed about allowing other departments to use the information and whether they should be charged. Mike Brasfield said it could be argued that general funds help pay for some of the purchase price, but thought we should ask anyway to see if they would help defray the cost.

UPS batteries discussion

Donna Hamlin said there are currently 4 strings of batteries to sustain JeffCom until the generator kicks in. The State will pay for one string per year, but at \$5,000 per string there is no reimbursement for the other 3. She learned that just unplugging the other strings will change the system confirmation and it is not recommended. Donna said that Loring Bemis will do a load study on our system since we have added more equipment.

Director's normal spending limits clarification

Donna Hamlin asked for a clarification on what constitutes the \$25,000 spending limit she has been granted. Mike Brasfield summed up the discussion by saying that a large ticket item cannot be broken up into multiple \$25,000s. Mike also said that money that has been budgeted for a large item that is no longer needed cannot be randomly spent on other big items without the Board's consent; because the Board wants to encourage JeffCom to spend less than we budget for.

Bond spending decision

Donna Hamlin asked Judi Morris to clarify the spending parameters of the bond. Judi explained that 95% of the funds must be dispersed at the end of the 2 years and cannot be trusted out to another fund or encumbered. That means that \$128,000 or less should remain in the fund. Donna was asked to find out what the penalty is.

SUBCOMMITTEE REPORTS

Bob Wilson said, in the interest of time, he would forgo the full report of the Tech Committee's discussions. The main item he wanted to report is that Tarboo Lake had been removed from the tower-mix since the committee felt that Maynard would pick up portables. Bob said that Broadstripe is willing to sell their tower on Maynard for \$1.00. Once owned, it would be JeffCom's responsibility to maintain the tower. NW Tower Engineers will be submitting a report on what needs to be accomplished at that site. **Bob Pontius made a motion to purchase the Broadstripe facility on Maynard for \$1.00; Mike Brasfield seconded the motion.** The motion was unanimously approved.

DIRECTOR'S REPORT

IT Trailer Update

Donna Hamlin said the IT trailer is going forward. Donna said that electrical will soon be connected and she has someone hired to build a handicap ramp. Donna said that she has been holding off advertising the second IT position until she has a place to house that person.

IT project updates

David Winegar said he has been finishing up some projects before the CAD installation. David said he met with a Kitsap County audio video person and was not impressed with what they presented. He said we are not a priority with them, being about 9th on their list. David said he has been working on installing cameras for the jail and video arraignment. Mike Brasfield asked David when he would be networking JCSO. David said he wants to wait for the second IT person to come on board because it will take two people to accomplish that.

Staffing status

Donna Hamlin said she has 10 people on dispatch staff; 3 of them being trainees. Donna thanked JCSO and Port Townsend for lending the uniforms to fill in. Donna said she will be holding off hiring the last person until one of the trainees takes a console. Donna said the senior staff is getting burned out on training people. A discussion followed about

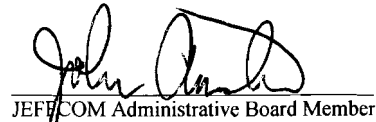
JeffCom Board Minutes

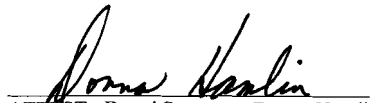
what to do to retain employees but Donna said those discussions would need to wait until the next contract negotiations in 2010.

With no further business to come before the Board, **Bob Pontius moved to adjourn the meeting; John Austin seconded.** The meeting adjourned at 11:05 a.m.

Next regular meeting is scheduled for Thursday, September 25, 2008.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes September 25, 2008

Members/Alternate Members Seated:

John Austin, JC Commissioner
Mike Brasfield, Sheriff Jefferson County
Bob Wilson, JC Fire Chiefs Association
Ed Green, City of Port Townsend Alternate
Robert Pontius, JC Fire Commissioners Assn

Members/Alternate Members Absent:

Anthony Hernandez, JCSO Alternate
David Timmons, City of Port Townsend

Other Attendees:

Donna Hamlin, JeffCom Director/Board Secretary
Ken Horvath, City of Port Townsend
Conner Daily, City of Port Townsend
Dennis Richards, JC Interim County Admin.
Kathy Young, JeffCom Office Coordinator
David Winegar, JeffCom IS Tech
Judi Morris, County Treasurer
Chuck Boggs, EJFR

HANDOUTS

JeffCom Administrative Board Agenda
Expenditure Statement for Funds 121 & 122
JeffCom 2008 revenue vs. actual

JeffCom Minutes from August 28, 2008
Voucher Summary and Detail for September 2008
JeffCom phone activity statistics

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

PUBLIC COMMENT

None. There were no members of the general public present.

APPROVAL OF AGENDA

Chairman John Austin requested review and approval of the agenda. With no changes, **Bob Wilson moved to approve the agenda; Mike Brasfield seconded.** The agenda was unanimously approved.

APPROVAL OF MINUTES

Chairman John Austin called for review and approval of the August minutes. **Bob Wilson moved to approve the August minutes; Bob Pontius seconded.** The minutes were unanimously approved.

APPROVAL OF VOUCHERS

September 2008 vouchers were reviewed. **Bob Wilson moved to approve the September vouchers; Mike Brasfield seconded;** the vouchers were unanimously approved.

OLD BUSINESS

MicroData

Donna Hamlin said she received the software contract from microDATA, and is still waiting for the main service contract original to be signed and returned. Donna said the software contract will need to go through the county contract review process.

UPS Batteries

Donna Hamlin said that she will be meeting with county maintenance staff to test the UPS battery system. The plan is to systematically unplug the strings to see whether all are needed. If it is determined that the system cannot operate without all 4 strings then JeffCom will need to make up the cost difference from the 1 string that the State 911 Grant reimburses us for.

Bond Spending

Judi Morris said the bond that was purchased for infrastructure upgrade came with certain requirements attached, mainly that the money must be spent within 36 months. Judi said if that does not happen then the Federal

Government requires arbitrage and the bond must be reinvested to a place that earns less than the current standard of 11%. Judi said the money can be retained after 36 months but it requires a great deal of labor intensive effort to manage the money and report earnings to the Feds. Also, the scrutiny of the Federal Government becomes more intense after the 36 months, so Judi urged spending down as much as possible before that time. (Judi Morris departs meeting)

PTFD Tower

Donna Hamlin said there are discrepancies with the contract which is adding confusion about what the contract includes and how long it lasts. A meeting is scheduled for October 9th.

Pt Gamble

Donna Hamlin said that Port Gamble is on board with the MOU and have paid \$500. They have access to law repeaters or fire repeaters, if law cannot be used.

SUBCOMMITTEE REPORTS

Bob Wilson said the CAD RFPs have been reviewed. There were 3 vendors, and after the presentation Bob said that 1 of the vendors had been eliminated. The Tech Committee felt that Spillman met the requirements and is recommending that we go forward with them. Donna Hamlin said she would like the Board's approval and then she will proceed with contacting the State about funding. After group discussion, **Mike Brasfield moved to enter into preliminary discussions with Spillman contingent upon State approval, with no decisions being made until the Board gives final approval.**

Bob Wilson gave updates on the infrastructure project. Donna Hamlin reported that Amateur Radio and the Ludlow Maintenance Commission would like more time than Feb 2009 to transfer the property at Port Ludlow to them. Donna Hamlin was asked to contact them and give them until Nov. 1 to have a proposal back to JeffCom on how much additional time they will need.

Donna Hamlin reported that she has been working with Sparling on the RFQ for civil engineering and after the final revisions are made it will go out to the public. Funding will come from the JeffCom Enhancement Fund.

DIRECTOR'S REPORT

IT project updates

David Winegar said he has been busy with the CAD review and site visits. David said he also completed the jail arraignment project which connects the jail to the courthouse by wireless Motorola canopy. Mike Brasfield added that the Sheriff's Office had received a non-specific grant that funded the installation of jail cameras will add to the safety of staff and inmates.

IT Trailer Update

Donna Hamlin said she received the occupancy permit and the IT trailer project is now complete. David and the new IT person will share the facility. The final cost was \$25,430; the overrun due to a specific type of gravel that was needed at the landing.

IT Mapping Position

Donna Hamlin said several applications have been received so far for the IT position. The deadline for applying is Sept. 30th. After David moves to the trailer Donna said the 4th position will be temporarily used by MicroData.

Staffing Status

Donna Hamlin said the three trainees are progressing well and one may have a console in a month or so. Donna said that Public Safety has sent another 5 names to us, and she has 3 still in the pool, but two of those dispatcher applicants need to increase their typing speed.

Donna reported that one of our staff members had mistakenly received a step increase on January 1 instead of September when it was due. Donna said that Lorna Delaney admitted that it was an error on their part and Donna felt that JeffCom should not have to pick up the additional \$2,000 that has been spent. The group discussed the issue with many feeling that we should not set a precedent by gifting public funds and cited similar examples of employees paying money back in increments. Donna agreed to meet with Dennis Richards and Lorna Delaney to resolve what should be done.

Bob Wilson asked if something couldn't be done with wages to stop the revolving door of dispatcher turnover. Donna Hamlin said that wages in the contract cannot be changed at this time but other things can be done to increase job satisfaction. Donna said that recently a few dispatchers had asked about working part time and that was being looked at as an option along with seasonal employees. Mike Brasfield encouraged Donna to work with Lorna Delaney on these issues as she had been very helpful with ideas for the Sheriff's Office. (Mike Brasfield and Conner Daily left the meeting)

NEW BUSINESS

Civil Process/Engineering Assistance


Donna Hamlin said, as mentioned before, that she is working with Sparling on getting the RFQ out to the public so we can get an engineering firm working on getting the towers up.

Grant application information

Ken Horvath said the city and county are working together on the 5 year mandated update to the Comprehensive Emergency Management Plan. Ken said that Bob Hamlin and his staff are working on part of the plan and he has part of it. Donna Hamlin asked if JeffCom could benefit from some of the grant money but Ken said that other than seismic retrofitting, probably not. Ken said that public meetings will be held and most of the plan will be available through the library.

With no further business to come before the Board, **Bob Wilson moved to adjourn the meeting; John Austin seconded.** The meeting adjourned at 0930.

Next regular meeting is scheduled for Thursday, October 23, 2008.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
October 23, 2008

Members/Alternate Members Seated:

John Austin, JC Commissioner
Mike Brasfield, Sheriff Jefferson County
Bob Wilson, JC Fire Chiefs Association
Philip Morley, County Administrator
Conner Daily, City of Port Townsend
George Eims, JCFD #5

Other Attendees:

Chuck Boggs, EJFR
Donna Hamlin, JeffCom Director/Board Secretary
Ken Horvath, City of Port Townsend
Chic Stout, JeffCom IT/GIS Tech
David Winegar, JeffCom IS Tech
Kathy Young, JeffCom Office Coordinator

Members/Alternate Members Absent:

Robert Pontius, JC Fire Commissioners Assn
David Timmons, City of Port Townsend

HANDOUTS

JeffCom Administrative Board Agenda
Expenditure Statement for Funds 121 & 122
JeffCom 2008 revenue vs. actual
Emergency Budget Appropriation
Critical Incident Planning & Mapping System

JeffCom Minutes from Sept. 25, 2008
Voucher Summary and Detail for October 2008
JeffCom phone activity statistics
Exigent Circumstances Workshop for Law Enf.

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

PUBLIC COMMENT

None. There were no members of the general public present.

INTRODUCTIONS

New County Administrator Philip Morley was introduced to the group by John Austin. Donna Hamlin introduced Ray "Chic" Stout as the new IT/GIS Technician for Jeffcom.

APPROVAL OF AGENDA

Chairman John Austin requested review and approval of the agenda. Donna Hamlin requested the following be added to Old Business: OPSCAN, Sparling Payments and under New Business: Budget Cash Shortfall, APSAP Phones, Cost Allocation Plan. Mike Brasfield requested Rapid Responder be added to New Business. The agenda with changes was approved.

APPROVAL OF MINUTES

Chairman John Austin called for review and approval of the September minutes. With no changes, **Mike Brasfield moved to approve the September minutes; Conner Daily seconded.** The minutes were approved, with 1 member abstaining from the vote.

APPROVAL OF VOUCHERS

September 2008 vouchers were reviewed. After clarification on several items **Mike Brasfield moved to approve the October vouchers; George Eims seconded;** the vouchers were unanimously approved.

OLD BUSINESS

PTFD Tower Purchase

Donna Hamlin said this issue continues to make progress. Donna said that errors in the contract have been corrected but additional problems have arisen. She said that she will be getting together with Ken Horvath and Bob Pontius soon to discuss it. The current issues stem from the price being increased by \$5,000 and questions over the length of residency being offered. The group discussed their perplexity over how original expectations have evolved into something entirely different – namely, how did the price get so high; why are we not getting the land beneath; and why the length of residency is not in perpetuity. Donna emphasized the critical need of having the tower for JeffCom and EOC's operation and Ken Horvath added that the city agrees that a contract would save the tower through all administrations. Before agreeing to a final contract the group concurred that they would like a final chance to review it. **George Eims make a motion to have the Admin Board give the contract a final review and Mike Brasfield seconded.**

Ludlow Tower

Donna Hamlin said she had sent a letter to the Ludlow Association asking that they give us a timeline on when they would occupy the site. Their response was that they need at least 6 more months, so they said to go ahead and take the tower down. Donna said that the project will be turned over to the civil engineer.

CAD RFP

Donna Hamlin said she has been finalizing details with Spillman before the contract goes to David Alvarez for review. Donna said that State 911 will let her know on Friday what they will reimburse us for.

UPS Batteries

Donna Hamlin said that she met with county maintenance staff, facilities, and the repair people to test the UPS battery system. State 911 was questioning why we had 4 strings of batteries which is more than they will reimburse us for. It was determined that 1 string could be eliminated. Donna said the State has paid for 1 string in 2008 and she plans to ask them to pay for an additional one in 2009 since the UPS internally contains 2 banks of batteries to operate.

MicroData

Donna Hamlin gave background on the mapping problems JeffCom has experienced and the Board's approval to purchase a new system. MicroData has been hired to drive county roads and build a mapping system for JeffCom. Donna said they will begin November 15th and plan to finish the project by August 2009. Philip Morley asked whether county departments will have access to the data. Mike Brasfield said the Board had discussed sharing the data for a fee but that nothing had been decided yet. It was decided to save this discussion for the future.

911 Ordinance

Donna Hamlin said that this is still in progress and she will be meeting with Public Works in Dec. or Jan.

OPSCAN

Donna Hamlin said she met with the OPSCAN group but reported that only about 7 to 8 users have signed the agreement. Donna explained that OPSCAN (based in Clallam County) takes data and uploads into a "big cloud of information" which can then be shared with multiple sources – fire, law, State Patrol, transit, medical, Fish & Wildlife. Mike Brasfield said it is an excellent concept but delivery is not good. George Eims said it works by them taking our equipment and giving us back a share of the system, with the State Patrol receiving the largest share. George said it is a bad idea to lose ownership and not be a voting member. Ken Horvath added that we would also give up our licenses. Donna said she will bring the contract to the Board for review.

Sparling Payments

Donna Hamlin said she wanted clarification on when payments to Sparling should be continued. Mike Brasfield said we were waiting for them to catch up to the tasks done and then payments would resume but that Donna should work that out with Sparling. Donna said she would talk to Sparling about it.

NEW BUSINESS

RFQ Opening

Donna Hamlin explained that the infrastructure consultant, Sparling, does not provide civil engineering so an RFQ was put out to search for a company that can design the tower sites, get the permits and show the workers where to begin construction. John Austin opened the following four RFQs but did not reveal pricing: P.B. Telecom, Inc-Seattle; NW Tower Engineers-Everett; NTI Engineering & Land Survey-Port Angeles; and, KPFF Consulting Engineers-Seattle. Donna said that Sparling will help review the RFQs then she will discuss the costs with Mike Brasfield and Bob Wilson before bringing to the Board for review.

Nov/Dec Board Meeting Dates

Donna Hamlin said with holidays falling on the November and December scheduled Board Meetings she wants to work out a date or dates when the Board could meet. It was decided to tentatively set up Dec. 7th as a meeting date, if needed. Donna Hamlin said she would let the press know. The meeting will be held at Chimacum Fire Hall.

Budget Cash Shortfall

Donna Hamlin said with the end of the year approaching and the funds from State 911 not available until 2009 JeffCom needs to transfer money from the cash reserves into the operating budget. An emergency appropriation was prepared in the amount of \$192,340 to cover additional salaries and training; MicroData partial payment and a few miscellaneous items. Donna said the State will refund money to us in January and that revenue will be coming in to reimburse the reserves by the end of the first quarter of 2009.

APSAP Phones

Donna Hamlin explained that the alternate dispatch center currently has one phone which will not adequately provide backup in the event of an emergency. Donna explained that APSAPs are not funded by State 911 and she has never had the money to do anything about the problem. Recently, PenCom upgraded their system and offered us 4 sets of Plant phones for free. Donna took the phones to the APSAP along the 911 phone equipment rack and various boxes of misc. stuff, including cables. Budget permitting, next year she will have the equipment inventoried by Qwest and have them put everything together and connect them on a time & materials basis. Dave Winegar will also be working on setting up some type of CAD capability there.

Cost Allocation

After receiving the county bill for Cost Allocation Donna Hamlin questioned the transactions charged to us. She said it appears we are paying a large portion for the County Administrator and Hearing Examiner that doesn't match our actual usage. Each portion is based on overall total department expenditures for the year, but the only expenditures JeffCom costs the County are what's paid from the general fund for the Sheriff's CFS fees. The other expenditures are paid from 911 taxes, 911 grant money, radio infrastructure bond money, and users' fees. Mike Brasfield said they take the gross budget and apply a percentage to all departments. It was agreed that this should be looked at for the 2010 budget cycle.

Rapid Responder

Mike Brasfield said that Rapid Responder is a product of the Washington Association of Sheriff's and Chief's and funded through Legislature. This is a digital mapping system of schools that can be pulled up on a laptop to see their floor plans, where exits are, etc. Because of the success of this the Legislature wants to expand the mapping to all public buildings. Mike said that the on-line training sessions every Thursday from 1500-1700 is something

the Fire Chiefs should start looking at. He said it would also be helpful to have the PSAP look at this information. Dave Winegar and Chic Stout said they would look into it. Conner Daily added that it also shows where electrical connections are and locations where to shut off gas which could be beneficial.

REPORTS

Subcommittee – Bob Wilson

Bob Wilson said the Tech Committee has many projects pending with Sparling and the RFQ. Bob provided the Z-point survey to Donna Hamlin. Donna spoke about Maynard and the decision of Broadstripe to abandon the site which will now default to DNR. Donna said David Alvarez will look at where we are legally on this and Sparling is working to see if we can put dishes on other towers, as a backup plan.

IT Projects – David Winegar

David Winegar said he and Chic Stout have moved into the IT trailer. David is currently training Chic, focusing on the ongoing problem areas so Chic can backup David. David said they are also working on share-point document storage to provide user defined access to information. David said he is also working on moving the Sheriff's Office onto the Jefferson County Public Safety Network.

Director's Report – Donna Hamlin

Technology – Donna reported that there is clothing available in the orient which monitors body statistics but was unsure whether it transmits data to an emergency center.

Donna said that some systems (like blackberries) send text messages to an automated answering service which then calls the PSAP to announce they have a message (much like Emergen), and then it's up to the PSAP to call and retrieve the message – a process which is entirely unacceptable. Many cell phones have a feature that allows the user to TTY, so many cellular calls are coming in on TTY from hearing people. The State plans to take a stand that they will not support texting systems until Next Generation 911 is in place.

With no further business to come before the Board, **Mike Brasfield moved to adjourn the meeting; Bob Wilson seconded.** The meeting adjourned at 10:05.

A special meeting before the Holidays is scheduled for Friday, November 7, 2008, 1:30 pm at Chimacum Station.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
November 7, 2008

Members/Alternate Members Seated:

Robert Pontius, Fire Comm. Assn.; Acting Chairman
Mike Brasfield, Jefferson County Sheriff
Bob Wilson, JC Fire Chiefs Association
Philip Morley, County Administrator; Co. Alternate
Conner Daily, City of Port Townsend Alternate

Other Attendees:

Chuck Boggs, EJFR, Fire Chief's Assn. Alternate
Donna Hamlin, JeffCom Director/Board Secretary
Kathy Young, JeffCom Office Coordinator
Cory Taylor, Spillman
Jeff Andrus, Spillman

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
Tony Hernandez, Jefferson County Sheriff, Alternate
George Eims, Fire Commissioners Assn. Alternate
John Austin, County Commissioner

HANDOUTS

JeffCom Administrative Board Agenda
MicroData/Spillman Funding Needs
Infrastructure Site Development Costs
Spillman Financing Plan

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Acting Chairman Robert Pontius called the meeting to order at 1330.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF AGENDA

Acting Chairman Bob Pontius requested review and approval of the agenda. With no changes, Mike Brasfield moved to approve the agenda; Conner Daily seconded. The agenda was unanimously approved.

OLD BUSINESS

CAD Update

Donna Hamlin gave a brief history of the problems with Positron, adding that the system is down again. Donna said the State sent a letter to JeffCom saying they will not pay for a new CAD system so she contacted Positron asking what it will take to get the system going. Donna said she has not heard back from them. (Philip Morley arrives).

Spillman – Donna said that JeffCom needs a reliable system and has not had it. Positron has not performed at an acceptable level and the system has been unstable and simply does not meet our needs. Donna said that when the Evergreen contract expires the State will no longer support it. Donna said if we go with Spillman that David Winegar and Chic Stout said they can do maintenance on it. She said that Spillman is flexible, has good customer support and meets industry standards. They provide on-site training and technical support. Referring to the bound handout Cory Taylor and Donna Hamlin explained the proposed 5 year payment plan at zero percent interest. Technical questions answered were: yes, the plan includes emergency reporting which will push into fire; they support PSNet interface, same as fire; our in-house IT personnel can write the RMS; and Spillman will provide 1 year trial voiceless CAD mobile products for patrol vehicles. Cory said maintenance is included in the

cost. Donna Hamlin said other com centers have been pleased with their product and customer service and added that with Spillman she would be able to tap into other com centers for dispatchers in case of pandemic emergencies. The changeover time would be 3-6 months with on-site training on a trainer database and then Spillman would be on-site for the 4-day go-live. Philip Morley asked about funding and Donna Hamlin explained that she has been setting aside State 911 money for such an event.

Mike Brasfield made a motion that we enter into a contractual agreement with Spillman with the caveat that the payment plan pricing is accurately reflected in the payment schedule. Conner Daily seconded the motion. The motion to purchase Spillman was unanimously approved.

PTFD Tower Purchase

Donna Hamlin said she emailed David Timmons with questions and has not heard back. The group discussed the problems with the contract which include: not purchasing the ground; not having an agreement in perpetuity; not being able to lease out space on the tower; and questions about the Fire District's own lease. **Mike Brasfield made a motion to put this discussion on hold until David Timmons is available and we can get more information on clarity of ownership, history of previous fire chief, and ground ownership. Bob Wilson seconded the motion. The motion was unanimously approved.**

Civil Engineering

Donna Hamlin said KPFF was selected as the radio infrastructure build firm. Andy Ruschak from Sparling sent a rough estimate on the cost to build out the tower sites. After discussion it was noted that KPFF will complete the hiring of the physical labor at the sites. **Bob Wilson made a motion that we enter into an agreement with KPFF for infrastructure engineering if a contractual price agreement can be reached. Conner Daily seconded the motion. The motion was unanimously approved.** (Mike Brasfield left the meeting).

DNR/Broadstripe-Maynard

Donna Hamlin said she received approval from Dean Wilson at DNR that they will turn the site at Maynard over to JeffCom in the interest of public safety. He plans to send a letter to Broadstripe asking them to release the equipment to us. Donna said we will still have to lease the site but the equipment will be ours. Chuck Boggs asked what the site will be capable of. Donna said we will have microwave and receive capability.

Mapping Cost Share

Donna Hamlin said she spoke with Frank Gifford in Public Works who said he would like to share the data but he does not have funding to help pay for it. Donna said she also spoke briefly with Monte Reinders who said they could meet to talk about negotiating sharing a car from their pool in exchange for mapping to help offset the expense. That meeting will be scheduled soon.

MicroData

Donna Hamlin said that a representative from MicroData came to JeffCom this week to set up the internet and lay the foundation for the mapping person. He also parked the jeep that will be used to drive the roads. Donna said the mapping person will arrive on November 24th and be here until mid-August. This person will be responsible for driving every road in Jefferson County and gathering data for the CAD.

NEW BUSINESS

There was no new business. But Donna Hamlin asked for clarification on calling another Board meeting before January 22, 2009 if needed. Bob Pontius said to call the Board members and that could be arranged.

Public Comments

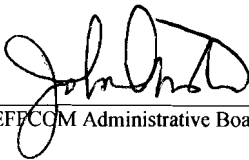
Bob Pontius said he wanted to make a public comment. He said the Fire Commissioners are concerned about the process in which the vouchers are approved. Currently, the vouchers go straight to the BOCC for approval and

JeffCom Board Minutes

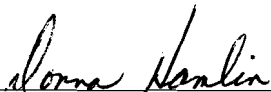
payment and then later the JeffCom Admin Board approves them after the fact. Discussion took place about having someone appointed to stop by JeffCom to view the vouchers on a weekly basis. Bob Wilson said that the Board finds out after the vouchers have been paid when they would like to have discussed it first. Philip Morley said it is good to have checks and balances in the system and suggested we get together to get a clear understanding so that Donna Hamlin has clear authority.

With no further business to come before the Board, **Bob Wilson moved to adjourn the meeting; Conner Dailey seconded.** The meeting adjourned at 14:55.

Unless a special meeting is needed, the next regular meeting is scheduled for Thursday, January 22, 2009 at Chimacum Station at 0830.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
December 12, 2008

19

Members/Alternate Members Seated:

John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn.
Mike Brasfield, Jefferson County Sheriff
Bob Wilson, JC Fire Chiefs Association
Conner Daily, City of Port Townsend Alternate

Other Attendees:

Chuck Boggs, EJFR, Fire Chief's Assn/Alternate
Ken Horvath, City of Port Townsend
Philip Morley, County Administrator/Alternate
Donna Hamlin, JeffCom Director/Board Secretary
Kathy Young, JeffCom Office Coordinator

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
Tony Hernandez, Jefferson County Sheriff/Alternate
George Eims, Fire Commissioners Assn/Alternate

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes – November, 2008
Voucher Detail & Summary – November & December 2008
Expenditure Statements – October & November 2008
JeffCom Phone Activities Statistics

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 1335.

PUBLIC COMMENT

Robert Pontius questioned the use of the term "special meeting". After group discussion it was determined that a special meeting is one that is convened for a specific or special purpose, therefore, the December 19th JeffCom Admin Meeting is considered to be a regular meeting with a date change. Donna Hamlin said the public had been notified of the date change through the newspapers.

APPROVAL OF AGENDA

Chairman John Austin requested review and approval of the agenda. With no changes, **Robert Pontius moved to approve the agenda; Conner Daily seconded. The agenda was unanimously approved.** (Mike Brasfield and Philip Morley arrive).

APPROVAL OF MINUTES

Chairman John Austin requested review and approval of the Minutes. Since the October minutes did not appear on the agenda it was decided to hold them for approval until the next meeting. With no changes, **Conner Daily moved to approve the November 2008 minutes; Bob Wilson seconded. The November minutes were unanimously approved.**

OLD BUSINESS

None.

REPORTS

Subcommittee Report

Bob Wilson reported that the Tech Committee had made a recommendation to support Z-tron for dispatch which is due to be discussed later in the agenda. Bob also said that Ken Horvath was nominated to act as Vice-Chair during his absence.

Director's Report

None.

NEW BUSINESS

Kpff RFQ contract status

Donna Hamlin said that she is having difficulty getting a dollar amount out of Kpff which is delaying the project. Andy Ruschak from Sparling is working on an RFP so the project can move forward. Kpff had indicated that they want JeffCom to provide the "muddy boots" for the project. Donna told them that the county does not have anyone available for that. After speaking with Sparling it was determined that Andy would be the best choice for field manager, working for time & materials. The group discussed the previous meeting where Kpff made it clear to all that they would have no problems providing a turnkey system. To clear up expectations and/or misunderstandings Philip Morley agreed to coordinate a telephone meeting with Kpff, a county attorney, Donna Hamlin, Mike Brasfield, Ken Horvath, and Sparling.

Sparling T&M contract renewal & pending bills

Donna Hamlin said that Kathy has held back Sparling payments since May. After looking over the invoices, Donna discovered that many of them were for time and materials which are separate from the infrastructure build and felt that they should be paid without delay. After group discussion **Mike Brasfield moved that the Sparling time and material bills be paid; Robert Pontius seconded. The motion was unanimously approved.**

E-mailing vouchers lists for preview

Donna Hamlin said the Board had voiced concern over the way JeffCom vouchers are approved. The group indicated that they would like to have a chance to review the invoices before they are paid. Donna inquired whether the Board would agree to reviewing an email list of bills beforehand, giving an opportunity for questions. After discussion, the Board concurred that non-recurring bills should be held for review at monthly board meetings. **Mike Brasfield made a motion to have JeffCom staff hold payment of non-recurring invoices for Board review; with a 90-day procedure review. Bob Wilson seconded; the motion was unanimously approved.**

Z-tron playback recorders

Donna Hamlin explained that dispatchers use a dual system, Z-tron and Stancil, for voice recorder playback. Donna said that 2 of the 6 Z-tron units are in need of replacing, the cost being around \$2,000 per unit. She explained that Z-tron is an older system but that dispatchers are in favor of keeping it for the convenience of use and security of having a dual system in place. Donna said the Tech Committee unanimously agreed that they should be replaced as they fail. After group discussion **Bob Wilson made a motion to replace Z-tron units as needed. Robert Pontius seconded; the motion was unanimously approved.** During discussion, Robert Pontius suggested putting a \$12,000 limit on replacement.

Elect Admin. Board Vice-Chair

The Board discussed electing a Vice-Chair and commended Robert Pontius on the nice job he has done as Vice-Chair. **Conner Daily made a motion to have Robert Pontius continue as JeffCom Admin Board Vice-Chair. Mike Brasfield seconded the motion; the motion was unanimously approved.**

Appoint Admin. Board Secretary

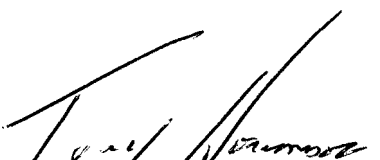
The Board discussed electing a Board Secretary and noted that Donna Hamlin is currently filling that role. **Mike Brasfield made a motion to have Donna Hamlin, or appointee, serve as the JeffCom Admin Board Secretary. Conner Daily seconded the motion; the motion was unanimously approved.**


Public Comments

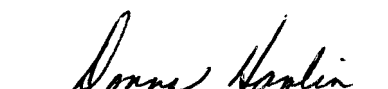
No additional public comments were offered.

With no further business to come before the Board, **John Austin moved to adjourn the meeting.** The meeting adjourned at 1430.

The next regular meeting is scheduled for Thursday, January 22, 2009 at Chimacum Station at 0830.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin