

JeffCom Board
Minutes
January 28, 2004

IN ATTENDANCE

David Goldsmith - Jefferson County Chair, Robert Pontius- JC Fire Commissioner's Association, Bob Wilson- JC Fire Chief's Association, Kristen Anderson- PT Police Chief, Mike Brasfield- JC Sheriff, Meril Smith- JC Fire Chief's Association Alternate, Bob Hamlin-DEM, Chuck Boggs- District 1 Fire, Tony DiBenedetto- GreenTree, Tracy Stringer- JeffCom Director

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for November 26, 2003 (no meeting in Dec)
- JeffCom Voucher's & Budget
- Director's Report
- Number of calls per day & month

Opened the Meeting at 0902 hours.

APPROVAL OF AGENDA

Added scheduling conflict for JeffCom meeting.

APPROVAL OF MINUTES

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

APPROVAL OF VOUCHERS

Kristen Anderson moved to approve the vouchers. **Bob Wilson seconded** the motion, which carried by a unanimous vote.

DISCUSSION

Radio Console Upgrade – The remodel project for JeffCom was originally to include new console equipment. The project is over budget, making it impossible to purchase the equipment. There are two options: Move existing equipment and hope that it doesn't break (currently purchasing parts of EBAY as Motorola doesn't recognize equipment) or borrow the money (\$157K) from the county and have users either pay back over 3 to 5 years, or try to pass the 1/10th of 1% sales tax increase for new radio infrastructure.

Mike Brasfield would like to know the cost over 3 to 5 years. David Goldsmith will bring figures to the next meeting.

Tracy will present the 1/10th of 1% at the Fire Commissioners meeting. Will come back to the board on whether or not the Fire Districts will support the tax. The board will make a decision at the next meeting.

T-Mobile tower in Pt. Ludlow/Possible repeater site? - T-Mobile has a tower at Shine Ridge Road in Port Ludlow. We can get on their tower for a cost. The cost would be anywhere from \$500 to \$900 a month. There may be other possible tower locations. Tracy will contact CenCom and ask if they have any towers they are not using. Buck and Maynard Mountain may take care of the Ludlow issues as well.

911 Ordinance – The committee presented the County Commissioners with four options. The committee is currently revising the ordinance and will meet again in March. Robert Pontius would like the JeffCom board to review the new ordinance. Bob Wilson will give a draft to the members.

911 Outage Plan – Tabled.

Technical Meeting – There was a technical meeting this morning prior to the board meeting. Several items were discussed, including testing Hadlock repeater for District 1 tones, pagers hearing squelching noises, not hearing audible on tone-outs.

Scheduling Conflict – There is a scheduling conflict for the Sheriff, the Director and the County Administrator on the 4th Wednesday of each month. **It was decided that the JeffCom Board meetings will be changed to the 2nd Wednesday of each month at 8:30 a.m. STARTING IN MARCH.**

DIRECTORS REPORT

See attached handout.

Bob Hamlin reported that the National Warning System would be installed at JeffCom soon. Jefferson County is the first county in 10 years to receive this system. Bob also stated that the Hamm Repeater has been moved to Morgan Hill.

Kristen Anderson advised the group the Citizens Academy is starting March 9th. The Police Department, Sheriff's Office and JeffCom will be participating. Kristen also informed the group that a search is under way to find a replacement for Chief Edwards.

Mike Brasfield stated that there is an extra key in the Jail Control Room for the Sani-Can. The fire districts and other public entities are welcome to use it if needed. Mike also informed the group that he has purchased 3 laptops with cell access to WACIC/NCIC for vehicles.

With no further business before the board, the meeting was adjourned at 10:00. **The next meeting will be February 25, 2004 @ 0900 hours.**

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board
Minutes
February 25, 2004

IN ATTENDANCE

David Goldsmith - Jefferson County Chair, Robert Pontius- JC Fire Commissioner's Association, Bob Wilson- JC Fire Chief's Association, Kristen Anderson- PT Police Chief, Mike Brasfield- JC Sheriff, Meril Smith- JC Fire Chief's Association Alternate, Ben Cooper- District 5 Fire, Tracy Stringer- JeffCom Director

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for January 28, 2004
- JeffCom Voucher's
- Director's Report
- Radio Console Loan

Opened the Meeting at 0902 hours.

APPROVAL OF AGENDA

Approved.

APPROVAL OF MINUTES

Mike Brasfield moved to approve the minutes. **Robert Pontius seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the vouchers. **Kristen Anderson seconded** the motion, which carried by a unanimous vote.

DISCUSSION

1/10th of 1% Sales Tax & Radio Console Upgrade – Tracy advised the group that she attended the Fire Commissioner's meeting and the City Council meeting to discuss support of the 1/10th of 1% Sales Tax. Discussion occurred regarding payback schedule for the users if the tax doesn't pass. (See attached document). There is a RCW for this tax that would ensure that it is only used for 911 costs. (Tracy will e-mail).

A motion was made to forward to the Board of Commissioners for the 1/10th of 1% Sales Tax and ask for the loan from the county for the radio upgrade.

Bob Wilson moved to approve the motion. **Robert Pontius seconded**, which carried by a unanimous vote.

Tower at PTFD - Tracy and Tony met with the city to discuss the tower moving to Morgan Hill. The city public works department had decided internally that they wanted the tower moved to Hastings/SR20. Tracy advised them this would not work due to coverage issues and not to make a decision on a tower without consulting JeffCom.

There is a permitting process that JeffCom must go through to get the tower on Morgan Hill. David Goldsmith is working with the City Attorney to expedite this process. Tracy and Tony have another meeting with city public works on March 8, 2004. An update will be available at the next meeting.

DIRECTORS REPORT

See attached handout.

With no other business, the meeting was adjourned at 9:42 a.m.

A reminder that starting in March the JeffCom Board Meetings will be on the second Wednesday of every month starting at 08:30 a.m.

The next meeting will be March 10, 2004 @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board
Minutes
March 10, 2004

IN ATTENDANCE

Bob Wilson- JC Fire Chief's Association, Kristen Anderson- PT Police Chief, Meril Smith- JC Fire Commissioner's Association Alternate, Ben Cooper- District 5 Fire, Chuck Boggs-District 1 Fire, Chris Kauzlarich- District 1 Fire, Bob Hamlin-Emergency Management, Tracy Stringer- JeffCom Director, Loni Harbison-JeffCom Admin Clerk.

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for February 25, 2004
- JeffCom Voucher's & Budget
- Director's Report
- RCW 82.14.420 "Sales and use tax for emergency communications systems and facilities"

In the absence of Chairman David Goldsmith, Tracy Stinger conducted the meeting. Opened the Meeting at 0837 hours.

APPROVAL OF AGENDA

The agenda was amended to include discussion of a resolution from the Commissioners regarding the 1/10 of 1% Sales Tax.

APPROVAL OF MINUTES

Meril Smith moved to approve the minutes. **Kristen Anderson seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Bob Wilson moved to approve the vouchers. **Kristen Anderson seconded** the motion, which carried by a unanimous vote.

DISCUSSION

Tower at PTFD - Tracy and Tony attended a meeting with the City Public Works Department and OPSCAN on March 8, 2004. It was determined that the Morgan Hill site would not be workable for OPSCAN. OPSCAN will continue forward with a tower in the Cape George area. Tracy and Tony will continue meetings with the City for placement of the North Repeater tower at Morgan Hill. David Goldsmith will be working with them and David Alvarez on the City permitting process.

1/10th of 1% Sales Tax- Tracy requested to form a committee to work on reports, etc. Committee members include: Mike Brasfield-JC Sheriff(if he accepts), Tracy Stringer-JeffCom Director, Kristen Anderson-PT Police Chief, and Bob Wilson-JC Fire

Chief's Association. Tracy will contact Mike Brasfield and invite him to be on the committee and schedule the first meeting.

Resolution – Bob Wilson requested that we submit a resolution to the Board of County Commissioners to assure that all funds received from the 1/10th of 1% Sales Tax, if approved, be allocated only to E911 Communications and not be used by any other department and/or agency. Tracy indicated this was covered in the RCW enclosed. Bob said he would still like to go forward with the resolution. Tracy said she would email David Goldsmith and check on this.

Miscellaneous- Technical Meeting March 24, 2004, at 9:00 AM at the Chimacum Fire Station. Chuck Boggs, Fire District 1, requested that anytime there is a major road block that the affected district be notified immediately. Tracy said she would alert all Dispatchers. Bob Hamlin discussed pending available funds from Homeland Security and advised that they have changed their allocation process. He is requesting assistance on how best to spend the funds. Tracy Stringer announced Telecommunicators Week is April 11 through April 17. There will be a banquet, probably on April 16 at 6:00 PM. Location has yet to be determined.

DIRECTORS REPORT

See attached handout.

Meril Smith made a motion to adjourn the meeting. Kristen Anderson seconded the motion. Meeting adjourned at 09:20 AM.

The next meeting will be April 14, 2004 @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board
Minutes
April 14, 2004

IN ATTENDANCE

Glen Huntingford-Jefferson County Chair Alternate, Ken Sukert- Jefferson County Sheriff's Department Alternate, Bob Wilson- JC Fire Chief's Association, Chuck Boggs- JC Fire Chief's Association Alternate, Robert Pontius-JC Fire Commissioner's Association, Meril Smith-JC Fire Commissioner's Association Alternate, Jim Wadkins-District 4 Fire Chief, Ben Cooper-District 5 Fire Chief, Dan Smith-Port Townsend Interim Fire Chief, Brian Soete-Port Ludlow Fire Rescue, Chris Kauzlarich-District 1 Fire, Kenneth Horvath-Port Townsend, Bob Hamlin-Emergency Management, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk.

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for March 10, 2004
- JeffCom Voucher's & Budget
- Director's Report

In the absence of Chairman David Goldsmith, Commissioner Glen Huntingford conducted the meeting. Opened the Meeting at 0837 hours.

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

Bob Wilson moved to approve the minutes. **Robert Pontius seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Bob Wilson moved to approve the vouchers. **Robert Pontius seconded** the motion, which carried by a unanimous vote.

COMMITTEE MEETING REPORT

1/10th of 1% Sales Tax- Tracy and Kristen Anderson meet with Clallam County E 9-1-1 representatives to discuss their successful passage of a similar tax increase initiative. They advised that the tax initiative committee have volunteer residents hold both the Chairman and Vice-Chair positions. Meetings will have to be scheduled during lunch breaks. County, JeffCom and Fire District personnel should be available for technical information only. White papers have been drafted and forwarded to the Port Townsend Police Department and Emergency Management for suggested changes and/or approval. Tracy said she has already had some positive feedback. She would like representation from both the North and South and asked if anyone present could give recommendations

for committee members. Tracy will hand out the white paper regarding the tax once any changes have been made.

DISCUSSION

Tower at PTFD/Greentree Compensation (Morgan Hill Project) - Tracy reported they are still working on the Morgan Hill site. Permitting, soil analysis, and engineering still need to be completed. She asked if she could incorporate item #3 under Discussion at this time. She explained that a Greentree representative must attend meetings and provide computerized digital formats for the tower placement. With Greentree required to attend meetings, there should be some compensation. It was requested to pay Greentree \$30 an hour, which is substantially less than his shop price. Bob Wilson asked if funds were available for this in the budget. Tracy indicated there were. Bob Wilson also noted that a consultant should not be selling any of his products to whomever he is consulting for. He also asked if Tracy had any idea how many hours this might be. Tracy said probably 15 or less. **Bob Wilson made a motion** to compensate the Greentree representative \$30 an hour with a cap of 15 hours. **Robert Pontius seconded** the motion. **Motion carried.** A question was asked if we had considered the Hastings site for the tower. Tracy said yes that had been discussed but coverage would be to limited making that site unacceptable.

Personnel Status Change – Tracy referred everyone to the worksheet following the vouchers and budget in the packet. She explained that we are in the process of testing our last applicant and with the hiring of this applicant we will have a full staff. In our initial personnel request there are two positions for Supervisor and these positions are included in our budget. Tracy would like to promote Whitney Howard from Communications Officer to Supervisor. Bob Wilson questioned why a skills assessment was not being completed. Tracy explained that when there are multiple people qualified for the position of Supervisor she would recommend skill assessments be conducted. When skills assessments are being conducted it requires supervision by another entity and is very costly. Whitney is the only qualified candidate at this time and generally with only one candidate the decision can be made on recommendations. Tracy explained this will give us Supervisor coverage throughout the week. Whitney will continue to dispatch and train all new employees. **Robert Pontius made a motion** to promote Whitney Howard to the Supervisor position as outlined. **Ken Sukert seconded** the motion. **Motion carried.**

DIRECTORS REPORT

Tracy provided a short explanation of each item listed.

MISCELLANEOUS

Glen Huntingford told the group that he has been a part of the Traveling Commissioners for the past few months and the project will continue for a short time. This is getting out and having meetings with various communities to discuss their issues. He said they are often questioned about 911 and the Dispatch Center. He said the availability of 911 to each community is considered a high importance.

The question was asked if the 9-1-1 Center is still receiving calls for District 7. Tracy said yes and they were being referred. She did not know what the responses were.

Bob Wilson made a motion to adjourn the meeting. **Robert Pontius seconded** the motion. Meeting adjourned at 09:07 AM.

The next meeting will be May 12, 2004 @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board
Minutes
May 12, 2004

IN ATTENDANCE

Bob Wilson- JC Fire Chief's Association, Chuck Boggs-JC Fire Chief's Association Alternate, Robert Pontius-JC Fire Commissioner's Association, Meril Smith-JC Fire Commissioner's Association Alternate, District 4 Fire Chief, Ben Cooper-District 5 Fire Chief, Dan Smith-Port Townsend Interim Fire Chief, Brian Soete-Port Ludlow Fire & Rescue, Bob Hamlin-Emergency Management, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Administrative Clerk.

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for April 14, 2004
- JeffCom Voucher's & Budget
- Director's Report
- Call Volume Summary Report

8:30 AM – Not enough Board Members present for a quorum. Robert Pontius suggested we wait until 9:15 AM to see if additional board members might arrive.

9:15 AM – No additional Board Members arrived. It was noted that David Goldsmith was scheduled to attend a meeting in Quilicene that was to end at 9:00 AM and should be on his way. It was agreed to wait an additional 15 minutes.

9:34 AM – No additional Board Members arrived. Due to the lack of a quorum the meeting was cancelled. It was requested that it be noted the Fire Districts were present and represented by the Fire Chiefs Association and the Fire Commission Association.

It was requested that the meeting be rescheduled for Wednesday, May 19, 2004. After some discussion it was agreed the meeting would be held at 10:00 AM. Tracy Stringer stated she would notify all members.

JeffCom Board Minutes
May 19, 2004

IN ATTENDANCE

David Goldsmith-Jefferson County Chair, Mike Brasfield- Jefferson County Sheriff's Department, Kristen Anderson –Port Townsend Police Department, Robert Pontius-JC Fire Commissioner's Association, Bob Wilson- JC Fire Chief's Association, Meril Smith-JC Fire Commissioner's Association Alternate, Chuck Boggs-JC Fire Chief's Association Alternate, Ben Cooper-District 5 Fire Chief, Brian Soete-Port Ludlow Fire Rescue, Kenneth Horvath-City of Port Townsend, Tony DiBenedetto- Greentree, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk.

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for April 14, 2004
- JeffCom April Voucher's & Budget Report
- Director's Report
- Call Volume Summary Report

Chairman David Goldsmith called the meeting to order at 1002 hours.

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

Robert Pontius moved to approve the minutes of the April 14, 2004, meeting. **Bob Wilson seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Robert Pontius moved to approve the April vouchers. **Bob Wilson seconded** the motion, which carried by a unanimous vote.

COMMITTEE MEETING REPORT

1/10th of 1% Sales Tax- David Goldsmith advised that the Board of County Commissioners signed the Resolution for the loan to JeffCom for new equipment, with repayment by revenues from the 1/10th of 1% Sales Tax initiative or by either the 3-year or 5-year repayment schedule. He also said it is the Commissioners' plan to have the sales tax initiative appear on the November general election ballot. **Bob Wilson** made a motion to repay the loan using the 5-year plan in the event the sales tax initiative does not pass. **David Goldsmith** seconded the motion. Robert Pontius ask if each district could make their own choice on the repayment schedule. After discussion regarding both schedules having the same interest rate, early payoff as an option, and that Tracy would help recap the payments if districts used different payment schedules or paid more than the minimum payments a vote was taken on the motion. **Motion passed.**

Tracy said the committee is planning on presenting the information to the Fire Commissioners and asking for their support. She showed the brochure JeffCom just completed and will handing out to the public. Sheriff Brasfield asked David Goldsmith if he would chair the internal committee and David indicated he would.

911 Ordinance – Bob Wilson said they are still reviewing the draft ordinances and they have a meeting scheduled for June 7, 2004. There was some discussion on how long this is taking. Sheriff Brasfield said that the implementation of the 911 ordinances may create hard feelings towards 911 in general and suggested we might wait until after the sales tax initiative. David Goldsmith said perhaps we could plan on implementing the 911 ordinances after Jan. 1, 2005. He mentioned that the Post Office would like the information as soon as the decisions are made. A delay of the implementation was discussed. It was decided that Bob Wilson would attend the County Commissioners' meeting on Monday, May 24, 2004, at 9:00 AM to present them with an update

DISCUSSION

Fire Departments Request for Changes- Tracy reviewed the information presented at the Technical Meeting for new tone out schemes with recommendations for the Fire Districts. She explained she was concerned with the costs, training of staff, and additional staffing. She said changing the Chief tone outs at this time would not be a problem and would require no training. She did verify with Tony, from Greentree, that the cost to implement the Chief tone outs would be approximately \$600. David Goldsmith said the hardware should be in place within six months and we would go forward with implementing the additional tone outs at that time. Brian Soete questioned the \$600 charge. Tony said it was for his time and adding Chiefs' tones is not a part of routine maintenance. **Bob Wilson** made a motion to proceed with the implementation of the Fire Chiefs tone outs at this time with the charges being paid proportionately per tone by the Fire Districts and not bill the law enforcement agencies. **Robert Pontius** seconded the motion. **Sheriff Brasfield amended the motion** to include all JeffCom users when billing for the implementation of the Fire Chiefs tone outs. Police Chief Kristin Anderson said that would be fine with her as long as this does not set precedence. **Motion passed.**

Pre-Employment Testing Tapes Lease - Renewal of the lease on the pre-employment testing tapes is due. The company has lowered the yearly lease price from \$1,000 to \$800. Tracy emphasized how important these tapes are for pre employment testing and screening. It was agreed to renew the lease.

Outside Agencies using our Frequencies - It was noted that Fort Worden, the state Parks agencies, and the City Public Works uses the fire districts frequencies. Tony noted that the City Public Works owns the license. A private ambulance service wants to have access to and use of the fire frequencies line. David Goldsmith said all users should be public entities and not private. Discussion followed regarding governmental agencies access and not private companies or if private company was allowed there should be a substantial fee. Misuse by the City Public Works by keying in when in use was discussed. Kristin suggested updating the training for them and said she will talk with the appropriate people and get back to Tracy. Tony said that with all the modern technology sharing of frequencies would happen. He said he would look into who actually has licensing for use of the frequencies. **Sheriff Brasfield** made a motion not to allow private entities use of the fire and law frequencies and that any such request would require Board consideration. **Kristen Anderson** seconded the motion. **Motion passed.** Discussed contracted ambulance services, ambulance aid requirements and possible disaster situations. It was decided that Chief Boggs, Sheriff Brasfield and Tracy Stringer would work on putting together a policy manual.

DIRECTOR'S REPORT

Tracy gave a brief update on all the items listed.

MISCELLANEOUS

Police Chief Kristen Anderson brought up her alternate assignment. She said Dave Timmins is her alternate of record but if he ever had to attend he would have no history or background. She would like the Port Townsend Fire Chief to be her alternate. After some discussion regarding the balance between law enforcement and fire representatives it was decided that the PT Fire Chief could be Kristen's alternate but any major issues would be tabled until an equally represented Board could consider them.

Tony DiBenedetto gave a brief update on OPSCAN activities.

After no further business the meeting was adjourned at 1132 AM.

The next meeting will be June 9, 2004 @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
June 9, 2004

IN ATTENDANCE

David Goldsmith-Jefferson County Chair, Mike Brasfield- Jefferson County Sheriff's Department, Kristen Anderson –Port Townsend Police Department, Robert Pontius-JC Fire Commissioner's Association, Bob Wilson- JC Fire Chief's Association, Meril Smith-JC Fire Commissioner's Association Alternate, Chuck Boggs-JC Fire Chief's Association Alternate, Ben Cooper-District 5 Fire Chief, Kenneth Horvath-City of Port Townsend, Bob Hamlin-Emergency Management, Chris Kauzlarich-District 1 Fire, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk.

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for May 19, 2004
- JeffCom May Voucher's & Budget Report
- Draft – Use of Public Safety Frequencies by Private Entities
- Director's Report
- Comments by Washington State Enhanced 911 Program to the FCC regarding VOIP
- Call Volume Summary Report
-

Chairman David Goldsmith called the meeting to order at 0832 hours.

APPROVAL OF AGENDA

Bob Wilson asked that Repeaters be added to the agenda. Repeaters added and agenda approved.

APPROVAL OF MINUTES

Bob Wilson moved to approve the minutes of the May 19, 2004, meeting. **Robert Pontius seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

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

COMMITTEE MEETING REPORT

1/10th of 1% Sales Tax- Law and Justice and the City have both signed to support the 1/10th of 1% initiative appearance on the ballot. David Goldsmith, Kristen Anderson, Chuck Boggs, Mike Brasfield, and Tracy Stringer will meet following this meeting to discuss the initiative committee. Requested suggestions for possible committee members from the various areas of the county. We are still waiting for the City of Port Townsend to sign the repayment agreement in the event the initiative is not successful. Kristen said she thought it was on the agenda for the later part of this month.

911 Ordinance – Bob Wilson reported that he had spoke with the County Commissioners on the progress of this project. The 911 Ordinance committee will review the new name requests first. He said Jeff Miller has done a great job on this project. Bob also said they have been working on a grid system to decide whether to stay with the current grid system or create a new one. A new grid system may lessen the number of road name changes. A sub-committee will start work on this next month. It was mentioned that we do not want to start the

road name changes until after the 1/10 of 1% initiative has been determined. Bob indicated that it would take that long even if on schedule.

Repeaters – Bob Wilson said he attended a meeting where it was mentioned that Homeland Security funding included monies for repeaters. He requested Bob Hamlin check into the possibilities of getting some of these funds. Robert Pontius said he had been told that both the DNR and Homeland Security had such funds available. Bob Hamlin said that replacing the repeaters is on the wish list but the State Homeland Security determines if requests meet their criteria and repeaters are not on their list of approved equipment. He indicated that had asked for some funding for the Morgan Hill site. Bob Wilson said maybe there is another fund available. Bob Hamlin asked if Bob Wilson could get him in contact with whoever had that information at the meeting he attended.

Tracy reported that she has received and paid for the Pre-application process for the Morgan Hill site and that she would be attending a meeting tomorrow to continue the application process.

David Goldsmith reminded everyone how important it is to JeffCom that this site be approved. Kristen Anderson said she has an informational Power Point presentation that would be educational to the public if needed

Frequency Proposal Draft – Tracy said a copy of the draft, completed by Chief Boggs, is included in everyone's packet. Robert Pontius suggested we have two separate proposals – one for government agencies and one for private agencies. Bob Wilson noted that the Emergency Medical Council does not think we are looking at patient care in the proposal and if any agency had enough money they could buy into the system. Mike Brasfield noted that all agencies would need our approval. Bob Hamlin questioned why the Department of Emergency Management was not included in 1.1. License owners allowing use by others or loaning use was discussed. Bob Wilson stated he does not feel JeffCom controls frequencies when someone else is licensed to be on the same channel. Mike Brasfield said we should just assume ownership and impose the regulations. **Mike Brasfield made a motion** to approve the draft as presented. **Bob Wilson seconded the motion.** The Emergency Management situation was brought up. **Mike Brasfield amended the motion** to include Emergency Management and to have both the public and private in the same policy. Motion passed. David Goldsmith noted that if you sign on you play by the rules.

DIRECTOR'S REPORT

Tracy announced:

Testing for new Communications Officers will be June 24, 2004, at the Chemicum Fire Hall

Pre-application completed and paid for Morgan Hill site.

Chief tones are in the system and are being tested.

She completed a PSAP Management Course through APCO

Included a statement from the Washington State Enhanced 911 Program to the Federal Communications Commission in today's packet. Voiced concern that there are no current regulations in place and no funding allocated. Biggest concern is that the public may think they have 911 access when using Voice over Internet when in fact many will not.

At last week's Coordinator Forum learned that the WSP had taken \$612,000 from the State E911 Fund that is dedicated to small counties that don't bring in enough revenue to run their centers. These small counties are very restricted on what funds can be spent on and have contracts with the state. WSP does not have a contract and, therefore, is not restricted. Apparently this was approved by the legislature and they are now asking for more money. It seems that the 911 Military Department was unaware that this had occurred. We need to contact our legislatures

and voice our concerns over this. Mike Brasfield suggested Tracy draft a boilerplate that could be used for contacting the legislatures.

MISCELLANEOUS

David Goldsmith said that Tracy Stringer's contract is due to expire the end of this year and he would like to meet with members of the Board on June 16 to discuss this. He would like to have as much done as possible before he leaves and does not feel his replacement will be able to donate any time to this committee for several months. He has asked Glen Huntingford to take over Chairmanship until such time his replacement has been brought up to date. It was decided that David Goldsmith, Mike Brasfield, Robert Pontius, and Bob Wilson will meet June 16 at 12:00 Noon at the Quillicene Fire Hall.

David Goldsmith thanked everyone for the opportunity to be a part of this Board. He said he felt the Board, having only been in existence a little over 2 years, has done a good job and he was proud to have been a part of it. Bob Wilson thanked David for his support. Tracy Stringer also thanked David for his support and being available to answer questions, review MOUs, etc. Robert Pontius said he felt David's participation resulted in this entity being brought together.

After no further business the meeting was adjourned at 0932 AM.

The next meeting will be July 14, 2004 @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
July 14, 2004

IN ATTENDANCE

Glen Huntingford-Jefferson County Chair, John Fischbach, Jefferson County Administrator, Mike Brasfield-Jefferson County Sheriff's Department, Kristen Anderson –Port Townsend Police Department, Bob Wilson- JC Fire Chief's Association, Meril Smith-JC Fire Commissioner's Association Alternate, Bob Hamlin-Emergency Management, Chris Kauzlarich-District 1 Fire, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk, Luke Bogues, Citizen.

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for June 9, 2004
- JeffCom June Voucher's & Budget Report
- 2005 Preliminary Budget
- Director's Report
- Call Volume Summary Reports

Chairman Glen Huntingford called the meeting to order at 0832 hours.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mike Brasfield moved to approve the minutes of the June 9, 2004, meeting. **Kristen Anderson seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Vouchers were reviewed and payments made to Greentree, the Washington State Patrol, and the Association of Public Safety were questioned and answered. **Mike Brasfield moved to approve** the June vouchers. **Kristen Anderson seconded** the motion, which carried by a unanimous vote.

2005 PRELIMINARY BUDGET

Tracy went over the budget and reported the following:

- The State 911 Grants for 04-05 have been reduced by approximately \$94,000.
- The Wireless Carrier Charge line item of \$50,000 has been eliminated. The state has assured the local 911 centers that they will not have to pay these costs per the FCC. There is always the possibility that the FCC could reverse their decision and assess some of the charges to the local centers.
- Due to lose of revenues user costs have increased.

RESCHEDULE OR CANCEL AUGUST MEETING

Tracy Stringer will be on vacation from Aug. 9 through Aug. 20. Rescheduling or canceling the August meeting was discussed. It was decided to try to reschedule.

Glen Huntingford said he would like to attend these meetings but the second Wednesday of each month is not good for him. He asked about the possibility of changing the regular meeting times. He is available the second, third, and fourth Tuesdays and Thursdays, and the fourth Wednesday. It was decided to keep the time the same. Loni will email everyone to get a time that everyone is available and advise the Board.

GENERAL BUSINESS

Bob Wilson said he had been told that the 911 mapping system is not working. Tracy said the mapping system is working fine but there has been some confusion with cross streets. The system will always give the first cross street. The County IS Department is updating and adding new streets every few months.

COMMITTEE MEETING REPORT

1/10th of 1% Sales Tax- Kristen Anderson reported that she, Chuck Boggs, and Sheriff Brasfield met last week with the lists of potential committee members. They have called most of those listed with very positive feedback. The list represents all areas of the county and some have had prior experience with initiatives and levies. Some of the potential committee members have requested additional information. They will be sending out informational letters and may have an informational meeting once David Goldsmith, who will chair the committee, returns from vacation.

Frequency Proposal - At our last meeting the Frequency Proposal draft that was completed by Chuck Boggs was approved but Bob Wilson indicated he would like his Board to review it. Tracy asked if there was any follow-up. Bob said he still does not think that JeffCom can tell other licensed users who can or cannot use frequencies. Mike Brasfield said the proposal is just an instrument to create a process for allowing requests. He said as we grow and things become more technical the problem could get much worse and if we can establish a procedure now we should do so. It was suggested that David Alvarez review the proposal as to legality.

Systems Analyst Request - Kristen Anderson presented everyone with a copy of her memo dated July 8, 2004. She said that Ken Hovarth has proven to be a very valuable asset to the City by utilizing his computer application and grant writing skills. His one-year contract will expire in October and she would like the JeffCom users to share 35% of his new contract. He would then be available to assist the various fire departments and Sheriff's Department. He would not be doing anything directly for JeffCom. Bob Wilson said he would like to get input from the Fire Commissioners. Sheriff Brasfield said he met Ken and was very impressed and felt he offered a value to local governments. He questioned if this should even be handled through JeffCom or if each department that would utilize his services include a line item in their budget for payment. Kristen said she was just looking for an umbrella type organization and felt all JeffCom users could utilize his services. **Mike Brasfield made a motion** to approve Kristen's proposal. Bob Wilson asked that this not be rushed through at this time, as he wants to get the opinions of the Fire Commissioners. Their next meeting will be Aug. 19. Kristen said she would like to attend that meeting. **Mike Brasfield withdrew his motion.**

Recording System- Tracy reported that we are having problems with the present recording system which was purchased in 1999 at the low end of recording systems. The difficulty has been recording 911 tapes. It seems the system's dating periodically changes on its own, once back to 1976. The problem can be corrected but it is very inconvenient and causes duplication of work and frustration. Another problem is access to the CDs this system requires. They are not available in the United States and no company has an alternate that can be used. The state contract will pay 50% of a new recording system. The Board requested that Tracy find out how much is in our Unreserved Fund by our next meeting before a decision is made.

DIRECTOR’S REPORT

Tracy reported the following (see enclosed Director’s Report)

Testing for new Communication Officers.

Morgan Hill Repeater Tower project- Preliminary work done. Waiting for additional information from Tony. Would like to proceed with request for 100’ tower and not settle for 50’ unless that is all they will approve. Kristen said if Tracy would like to meet with David Timmons she would be happy to set it up and attend. School officials have been in contact with David Timmons in support of a 100’ tower and received positive responses. It was the consensus of all present that the 100’ tower is most desirable. Bob Hamlin interjected that Homeland Security will be paying for the tower.

Washington State Patrol receiving payment from the State 911 funds.

Remodel project/temporary move – Tracy indicated that with all the problems she and Bob Hamlin have discovered there may be some unexpected expenses with the move.

VOIP Article

Phase II update.

Hadlock Days

MISCELLANEOUS

Kristen Anderson advised that the City of Port Townsend has signed the agreement on the loan repayment plan if the 1/10th of 1% initiative does not pass.

Glen Huntingford requested the regular meeting be adjourned and that Mike Brasfield, Kristen Anderson, John Fischbaugh, Bob Wilson, and himself go into an executive session regarding the renewal of Tracy Stringer’s contract.

After no further business the meeting was adjourned at 0945 AM.

The next meeting, date to be determined, will be @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
August 26, 2004

IN ATTENDANCE

Glen Huntingford-Jefferson County Chair, John Fischbach, Jefferson County Administrator, Kristen Anderson –Port Townsend Police Department, Bob Wilson- JC Fire Chief’s Association, Chuck Boggs- JC Fire Chief’s Association Alternate, Meril Smith-JC Fire Commissioner’s Association Alternate, Ben Cooper-District 5 Fire Chief, Bob Hamlin-Emergency Management, Chris Kauzlarich-District 1 Fire, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for July 14, 2004
- JeffCom July Voucher’s & Budget Report
- Copy draft frequency proposal policy approved “as to form”
- Letter request from Jefferson Transit for monitoring
- Director’s Report
- Call Volume Summary Reports

Chairman Glen Huntingford called the meeting to order at 0832 hours. He presented the agenda as submitted and with no corrections and/or additions the agenda was accepted.

APPROVAL OF MINUTES

Bob Wilson moved to approve the minutes of the July 14, 2004, meeting. **Meril Smith seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Bob Wilson moved to approve the July vouchers. **Meril Smith seconded** the motion, which carried by a unanimous vote.

CHANGING DATE OF REGULAR MONTHLY MEETINGS

JeffCom 911 Communications Board of Directors monthly meetings will now be held on the **4th Thursday** of each month. Time and place remain the same.

GENERAL BUSINESS

Bob Wilson said that the State Parks is still using the fire frequency to call JeffCom requesting law enforcement and wanted to know the latest information on that situation. Tracy said Sheriff Mike Brasfield said he would look into it and he is on vacation until Aug. 30. No one was sure where the Parks got permission to use the frequency but Bob Wilson said he thought Brinnon Fire Department gave them verbal permission some time ago.

COMMITTEE MEETING REPORT

1/10th of 1% Sales Tax- Tracy, Kristen Anderson, and Chief Boggs will be meeting with David Goldsmith, who has volunteered to Chair the committee, at 9:30 AM today.

DISCUSSION

Frequency Proposal – Tracy reported that David Alvarez, Prosecuting Attorney, had reviewed the policy and approved it “as to form”.

Jefferson Transit Monitoring Request – Tracy reviewed the letter from Jefferson Transit requesting that JeffCom monitor the Transit radio frequencies from 1830 to 2100 hours on Saturdays and Sundays, and, in the event of an emergency, dispatch the proper emergency personnel and notify a Jefferson Transit supervisor. Tracy noted that Tony, from Greentree, would have to program in their frequencies. Bob Wilson expressed concerns about the ability to monitor when JeffCom is already so busy. Bob Hamlin expressed concerns about liability issues when more than one event may be occurring. After more discussion the consensus was that with the dispatch center not being fully staffed and continually busy, JeffCom would not be able to take on their request at this time. **Bob Wilson made a motion** to deny Jefferson Transit’s request for monitoring. **Meril Smith seconded the motion.** Motion carried.

Recording System- Tracy reminded everyone of our discussion last meeting regarding all the problems we are having with our recording system and the Boards request regarding our Unreserved Fund. She reported that we have approximately \$130,000 in our Unreserved Fund. She and Mark have checked into a new recording system that will cost approximately \$50,000. Under the current state grants they will pay up to \$25,000 for a new recording system. After more discussion **Kristen Anderson made a motion** to authorize purchase of the new recording system. **Meril Smith seconded the motion.** Motion carried

DIRECTOR’S REPORT

Tracy reported the following-

Hiring/Testing – After testing, interviews, observations, polygraph, psychological and medical evaluation, one new Communications Officer has been hired. His name is Luke Bogues and he started Sunday, August 22. Our full-time that went to part-time and then back to full-time (all at her request) has submitted her resignation effective August 24, 2004. There have been inquiries from two possible laterals from other areas. One application has been mailed and we are awaiting additional contact from the other.

Morgan Hill Repeater Tower – I had a meeting with Rick Sepler, Contract Planner for the City of Port Townsend, on Tuesday, August 24. Mr. Sepler liked the information we have put together and made a few requests such as importing a map into the coverage comparison pictures so the public could relate better to the specific areas. He also requested a coverage comparison on a 50’ and 100’ towers to better establish the need for the higher tower at the Morgan Hill site. We will be working with Tony on his requests and hope to meet with him again in about one week.

Update on Chief Tones – We are still waiting for some districts to test their Chief Tones. A letter was sent to Chief Cooper for all Fire Chiefs to sign regarding when the Chiefs Tones will be used. I am waiting for the letter to implement the tones.

Remodel project/temporary move – The remodel project continues. Walls are up and some lighting is in. It is now possible to envision offices, etc. Tuesday, August 31, 2004, at 2 AM all existing Backroom PSAP equipment will be moved from the existing equipment room to the new equipment room.

Phase II Update –Signed Phase 1 and Phase 11 Enhanced 911 Service Agreements have been received from Cingular, Nextel, Sprint PCS, T-Mobile, and AT&T Wireless. Verizon refuses to return contracts to any PSAP at this time. Qwest Wireless advises they are going out of the cellular phone business and will be transferring

their cell phone customers to another company so they are not returning their contracts. The contracts are now being forwarded to the County Commissioners for their signature. T-Mobile is now live with Phase II, joining Verizon and AT&T Wireless.

September 11 is 9-1-1 Day.

Governor Gary Locke has signed a proclamation declaring September 11 as 9-1-1 day. A proclamation will be presented to the County Commissioners on September 7th, urging all citizens in Jefferson County to join in recognizing the importance of 9-1-1 service to our health and safety and in offering our gratitude to all the public safety providers on whom we rely every day.

FURTHER DISCUSSION

Bob Wilson said he had talked to Jeff Miller regarding access to maps for the Fire Districts. Apparently in the past the Public Works Department had supplied the Fire Districts with maps annually. Tracy said that the Fire Districts maps requests must now go through a paying entity, such as JeffCom or the Sheriff's Department. Discussion included the Fire Districts getting together to determine what they would like to have on their maps, such as fire hydrant locations, natural water sources, etc. It would be easier on Information Services if all map requests were for similar information. At this time please make your requests to Tracy.

Chief Wilson wanted to know if JeffCom was aware of the File of Life program and if they would be putting the information in the CAD. Bob Wilson said he would like to have information entered into the CAD for things such as large propane tanks and other hazard situation. Tracy said they can enter the information but Flag Request forms must be completed and signed. She will get the forms to the various Fire Districts.

MISCELLANEOUS

After no further business, Chairman Glen Huntingford adjourned the meeting at 0922.

The next meeting will be September 23, 2004, @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
September 23, 2004

IN ATTENDANCE

Glen Huntingford-Jefferson County Chair, Mike Brasfield – Jefferson County Sheriff’s Department, Kristen Anderson –Port Townsend Police Department, Bob Wilson- JC Fire Chief’s Association, Mike Mingee – Port Townsend Fire Chief, Meril Smith-JC Fire Commissioner’s Association Alternate, Ben Cooper-District 5 Fire Chief, Bob Hamlin-Emergency Management, Chris Kauzlarich-District 1 Fire, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for August 26, 2004
- JeffCom August Voucher’s & Budget Report
- Director’s Report
- Call Volume Summary Reports
- Press Release for Morgan Hill project
- Question and Answer sheet for Morgan Hill project

The meeting was delayed by discussion regarding Homeland Security funds and the proposed purchase of mobile command vehicles.

Chairman Glen Huntingford called the meeting to order at 0903 hours. Upon presenting the agenda for approval Kristen Anderson stated she has not received anything in writing regarding the Fire Departments support of Ken Hovarth’s position as presented at a previous meeting. All Fire representatives present indicated their Departments were in support. Kristen requested that statements to that affect be sent to her as soon as possible. Bob Wilson said he would get the word out to all the Departments. The agenda was accepted.

APPROVAL OF MINUTES

Mike Brasfield moved to approve the minutes of the August 26, 2004, meeting. **Meril Smith seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Bob Wilson moved to approve the August vouchers. **Kristen Anderson seconded** the motion, which carried by a unanimous vote.

GENERAL BUSINESS

Bob Wilson asked if the JeffCom Board had ever approved the 2005 budget. Tracy said it was approved as presented and has been sent to the Jefferson County Board of Commissioners. Mike Brasfield noted there is still the issue of the contract with Tracy. After some discussion **Kristen Anderson made a motion** to retain Tracy as Director of JeffCom and not advertise for the position. **Bob Wilson seconded** the motion. Motion carried. Mike Brasfield said he would check with the contract committee and get everyone together as soon as possible to finalize their recommendations.

COMMITTEE MEETING REPORT

1/10th of 1% Sales Tax- Tracy reported that the Committee met last week with only one citizen but the meeting results were good. Bob Hamlin is working on the brochures and signs. David Goldsmith, Committee Chairman, is supposed to be talking with the teamsters for funding to put the signs out. Kristen Anderson asked the Fire Department representative if they could recruit any volunteers to help with the committee, i.e. posting signs, public meetings, etc. Mike Brasfield mentioned the web site he has already set up and getting the brochure information from Bob Hamlin to post to the site.

DISCUSSION

State Parks – Bob Wilson wanted to revisit the issue of the State Parks using the fire frequencies for dealing with law enforcement issues. Mike Brasfield said he would check into this.

DIRECTOR’S REPORT

Hiring/Testing – Testing for entry level Communications Officers has been scheduled. Polygraph, medical, and psychological testing has been scheduled for a lateral hire that has been given a Conditional Offer of Employment.

Morgan Hill Repeater Tower – The official notice appeared in The Port Townsend Leader on Wednesday, September 22, 2004. A press release was sent to both newspapers to be published on the same day but it did not appear. Will check to see if it appears today. Advised the site has been posted. Working with Rick Sepler, a contract planner for the City of Port Townsend, who has done similar projects in the past. The copies of the Press Release and the Question and Answer sheet were given to everyone for information in case they are questioned about the project. The City has a file with coverage comparison maps and a power point on OPSCAN available for public review. Glen Huntingford and Kristen Anderson said they were both impressed with Mr. Sepler’s work.

Remodel project/temporary move – The remodel project continues. Furniture has been ordered for the Director’s and Supervisors’ offices. It may be possible for them to move into the new offices the middle of next month. Waiting for Kitsap County to sign the Zetron contract so we can place our order. Changing equipment over to the new UPS is being scheduled. Bob Hamlin noted there is other things that will also determine move dates, such as Occupancy Permit, electrical inspection, etc.

MISCELLANEOUS

Kristen Anderson noted that next month’s regular scheduled meeting on October 28 conflicts with a Law Enforcement meeting. It was decided to change next month’s meeting to **Wednesday, Oct. 27, 2004.**

After no further business, Chairman Glen Huntingford adjourned the meeting at 0922.

The next meeting will be Wednesday, October 27, 2004, @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
October 27, 2004

IN ATTENDANCE

Glen Huntingford-Jefferson County Chair, John Fischbach, County Administrator, Mike Brasfield – Jefferson County Sheriff’s Department, Kristen Anderson –Port Townsend Police Department, Bob Wilson- JC Fire Chief’s Association, Chuck Boggs – Fire Chief Alternate, George Eims – 2005 JC Fire Commissioner’s Association Representative, Mike Mingee – Port Townsend Fire Chief, Ben Cooper-District 5 Fire Chief, Bob Hamlin-Emergency Management, Dan Smith, Assistant Chief North Kitsap Fire & Rescue, Donna Stamper, JeffCom Supervisor, Whitney Howard, JeffCom Supervisor, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for September 23,2004
- JeffCom September Voucher’s & Budget Report
- Director’s Report
- Call Volume Summary Reports
- “Public Safety is Everyone’s Business” informational booklet by APCO International

Chairman Glen Huntingford called the meeting to order at 0830 hours. Tracy requested that the Interlocal Agreement for JeffCom be added to the agenda. **Mike Brasfield moved to approve** the agenda with addition. **Bob Wilson seconded** the motion. Motion carried.

APPROVAL OF MINUTES

Bob Wilson moved to approve the minutes of the September 23, 2004, meeting. **Mike Brasfield seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the September vouchers. **Bob Wilson seconded** the motion, which carried by a unanimous vote.

GENERAL BUSINESS

Changing the date for the November meeting was discussed, as the fourth Thursday of November is Thanksgiving Day. It was decided to have the November meeting on **Wednesday, Nov. 24, 2004**, time and place to remain the same.

The current JeffCom Interlocal Agreement expires December 31, 2004. A statement supporting the extension of the Agreement, per Article X, paragraph 2 of the agreement, has been prepared for each JeffCom user. The Contract Extension Recommendation, with the original Interlocal Agreement attached, was given to each user. Tracy requested they be returned by the second week in November.

Tracy introduced George Eims, who will be replacing Robert Pontius effective January 2005.

COMMITTEE MEETING REPORT

1/10th of 1% Sales Tax- Tracy reported that the signs are out and the brochures have been mailed. Mike Brasfield reported that the committee is short about \$300 in covering all expenses. There have been several letters to the Editor in support of the proposition and Chuck said there is an article in today's Leader helping clarify the City's Proposition 1 and this Proposition 1. Committee members have attended meetings throughout the county explaining the proposition.

Addressing – Bob Wilson stated that the final draft has been submitted to the Prosecuting Attorney's office through the Public Works Department. He indicated they still have some concerns regarding administration because he is under the impression that those doing the addressing now in the Public Works Department may not want to continue. Glen asked about the numbers appearing on the top of signposts. Chuck said they are being done by Rick and are very helpful to the Fire Departments.

DISCUSSION

State Parks – Mike Brasfield has been corresponding with the Washington State Parks with the concerns. There has been a decrease in radio traffic on the fire channel that may be attributed to the time of the year. Mike indicated there might also be a decrease as a result of the Attorney General's decision that prohibits Park personnel performing law enforcement outside the Park boundaries. Mike said he would continue to follow-up.

Crossband Issues – The Fire Departments have requested UHF radios from Bob Hamlin, Department of Emergency Operations. The concern was raised over crowding the law enforcement channel that is already very busy. Chuck Boggs stated the intent was the ability to monitor the law enforcement channel. Mike Brasfield asked if the request was for the entire County, and was advised it would be for 2 mobile units in each district only, not portables. Mike Brasfield said he had no objections but suggested they work with Tracy to establish a protocol. Bob Hamlin reported that Homeland Security has approved the purchase.

Morgan Hill – Tracy reported receiving letters from residents objecting from altering the view of the landscape to very technical questions about radiation, engineering studies, etc. including the possible threat of filing a lawsuit. Why the tower is needed at the Morgan Hill site and what the benefits will be was explained to the board. Glen stated that the tower is needed and to move forward. He suggested Tracy meet with the City examiner for more information regarding appeals, etc. Mike Brasfield suggested Tracy asked the City to provide a flow chart and that the City Council be educated about the project. The applications have been filed with the City and all the information is available, including comparisons, licensing information, etc., at the City. Kitsap County is currently in the process of erecting a tower, and has public information we may be able to use. Bob Hamlin stated the funding for the tower is available from Homeland Security until November 2005. Tracy will advise when the public meetings will take place. Kristin said it is very important to have people in support show up to these meetings because in most cases those who show up are against it.

DIRECTOR'S REPORT

Hiring/Testing – The new lateral hire starts October 30. The October 8 testing and October 16 interviews resulted in three candidates advancing. We expect to offer one of these candidates a position. That will bring our Dispatch staff to nine. Tracy asked about the County's offer to support a tenth position. Glen said he thought the County's support discussion was for positions ten and eleven. Bob Wilson said he thought the County had withdrawn the offer. Glen will check on this. Mike Mingee asked about having Fire representation on the interview committee for new hires.

Remodel project/temporary move – The administrative staff have moved into their new offices in the remodeled area. Dispatch furniture has been installed and the radios are expected the second week of

November to be followed by training the third week. Hope to have Dispatch switched over to new area by the end of November.

Phase II – Sprint is testing now and Nextel will be testing in a few weeks. Verizon continues to refuse to sign and return any contracts. They still want cost recovery funds. The state has indicated whatever money is left from the grants may be given to the wireless carriers for cost recovery. Some of the wireless companies are no longer pursuing cost recover funds.

Raiding of 9-1-1 Funds – It is likely that the Washington State Patrol will attempt to take 1.4 million from the State 9-1-1 fund for their new computer system. With a 1 billion dollar state budget shortfall it is expected others may try to raid the fund as well.

MISCELLANEOUS

Tracy handed out the “Public Safety is Everyone’s Business” informational packet. She reviewed the information contain in the packet and suggested everyone try and read.

Mike Brasfield announced that both the Sheriff’s Department and the City Police Department would be having taser training on Nov. 2 & 3. He said if anyone from the Fire District or involved with Risk Management would be interested they are more than welcome to attend.

Glen Hungtingford noted that Clallam County has received motor homes from Homeland Security funds and cautioned the Fire Districts and Law Enforcement on use of “free” money. Mike Brasfield said it was decided that the Fire Districts and Law Enforcement would request funding from Homeland Security for one 24’ trailer and a large vehicle for pulling the trailer.

The Board entered into Executive Session at 9:20 AM.

The Board reconvened at 9:45 AM. **Mike Brasfield made a motion** to make the following modifications to the contract draft between the JeffCom Board and Tracy Stringer:

1. Change the length of the contract from two years to three years effective January 1, 2005.
2. Delete the language regarding “bumping rights” in its entirety.
3. The County Administrator provide language in the contract for reopening the salary determination if and when the County implements new pay schedules prior to the 3-year expiration.
4. Both parties provide notice by March 31 in the third year of any proposed changes to initiate meetings.

Kristen Anderson seconded the motion. Motion carried.

It was requested that the contract draft be changed per the motion and sent out electronically to the Board for review. John Fischbach said he would send it out to the Board after the changes are made.

Meeting adjourned at 9:55 AM.

The next meeting will be Wednesday, November 24, 2004, @ 08:30 at the Chimacum Fire Hall.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer

JeffCom Board Minutes
November 24, 2004

IN ATTENDANCE

Glen Huntingford-Jefferson County Chair, John Fischbach, County Administrator, Mike Brasfield – Jefferson County Sheriff’s Department, Kristen Anderson –Port Townsend Police Department, Bob Wilson- JC Fire Chief’s Association, Mike Mingee – Port Townsend Fire Chief, Bob Hamlin-Emergency Management, Chris Kauzlarich, JC Fire District #1, Wayne Kier, Chief, Port Ludlow Fire & Rescue, Tracy Stringer-JeffCom Director, Loni Harbison-JeffCom Admin Clerk

HANDOUTS

- JeffCom Administrative Board Agenda
- JeffCom Minutes for October 27, 2004
- JeffCom October Voucher’s & Budget Report
- Director’s Report
- Call Volume Summary Reports

Chairman Glen Huntingford called the meeting to order at 0832 hours. With no additions requested the agenda was approved as presented.

APPROVAL OF MINUTES

Bob Wilson moved to approve the minutes of the October 27, 2004, meeting. **Mike Brasfield seconded** the motion, which carried by a unanimous vote.

APPROVAL OF VOUCHERS

Mike Brasfield moved to approve the October vouchers. **Kristen Anderson seconded** the motion, which carried by a unanimous vote.

GENERAL BUSINESS

Employment Agreement - John Fischbach reported that all the requested language and other changes agreed upon last month have been implemented and approved by David Alvarez. Agreement is effective January 1, 2005, and expires December 31, 2007. **Mike Brasfield moved to approve** the First Amendment Employment Agreement with Tracy Stringer. **Kristen Anderson seconded** the motion, which carried by unanimous vote.

COMMITTEE MEETING REPORT

None.

DISCUSSION

Tracy suggested the creation of a technical committee, with representation from both fire and law, for long term planning of capital improvements to be funded by the proceeds of the 1/10th of 1% sales tax. Annual reporting to the JC Board of Commissioners was suggested.

Bob Wilson requested the Board authorize an engineer study of our present infrastructure. The cost should be between \$40,000 and \$50,000 and should be paid for out of 2004 funds. He requested Tracy get several bids for this project. Everyone agreed the study needs to be done and will assist greatly in the long range planning.

DIRECTOR’S REPORT

Remodel project/temporary move – Plans to move the center on November 29, 2004, into the new area are on schedule. The move will be done one position at a time in the early AM hours and should not require someone at the backup location.

Morgan Hill – Tracy has received the Radiation report from Kitsap County but it is very site specific and feels one should be done for this project. Cost should be approximately \$900. Kitsap County also sent their report on towers affecting property values but the report is about ten years old. She is trying to find an assessor to update or rewrite the report. She reported that the City Planner recommends any public hearings not be held prior to January due to conflicts with the holiday season.

MISCELLANEOUS

Mike Brasfield said he had talked with the Parks Chief regarding their use of the UHF channels. The recent decision by the State Attorney General to limit any law enforcement by parks personnel to parks properties only should result in a decrease of use. He suggested Tracy draft a formal agreement with the Parks Department regarding use of the law enforcement channels with restrictions on use of the fire channels to emergencies only. The draft could be reviewed at our next meeting.

Mike Brasfield said there were no objections from law enforcement to the Fire Districts having UHF radios in their Command vehicles.

Bob Wilson announced that Chief Wayne Kier will be the new JC Fire Chiefs representative to the JeffCom Board. Bob will be the Fire Chiefs alternate member.

Mike Brasfield took this opportunity to thank Commissioner Glen Huntingford for his leadership and experience in helping create and oversee the JeffCom Board of Directors.

After some discussion it was decided to cancel the December meeting.

Meeting adjourned at 8:56 AM.

The next meeting will be Thursday, January 27, 2005, @ 08:30 at the JeffCom Center, Conference Room.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Tracy Stringer