

JEFFCOM
911 COMMUNICATIONS

AGENDA
ADMINISTRATIVE BOARD REGULAR MEETING
Hybrid Meeting with Virtual and In-person Attendance

In-person: EJFR Station 1-1, 9193 Rhody Drive, Chimacum WA 98325

Virtual via Zoom Meeting:

<https://us06web.zoom.us/j/82055936058?pwd=azZ4cm9YK0thbnBvVHVvbDRRd01Kdz09>

Audio only: Dial 253-215-8782 and enter meeting ID 820 5593 6058 and passcode 911. If you experience problems connecting, please call Lisa Johnson at 360-302-6455.

If you need special accommodations, please call our office at 360-344-9779 24 hours in advance.

Administrative Meeting	9:00 AM Pacific Time	August 24th, 2023
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I. Call to Order

II. Roll Call

III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above.
- Audio only – Refer to meeting instructions above.
- Email – director@jeffcom911.us (Comments received here will be added to the correspondence log)

IV. Agenda - Additions, changes, and Approval

V. Approval of minutes:

- A. Board Meeting Minutes for July 27, 2023

VI. Approval of Payments:

A. July 2023

i. **Account 671 – 1st Security** **\$ 214,766.10**

- \$ 200,000.00 Withdrawal to cover Payroll/EFTs
- \$ 528.00 Payroll Benefit paid.
- \$ 14,238.10 Claims (Bills) paid.

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ii. Account 3 – First Federal Savings \$ 155,236.92

- \$141,031.19 Payroll/Benefits paid.
- \$ 14,205.73 Claims (Bills) paid.

VII. Director’s Report – Matt Stewart

VIII. Financial Reports – Lisa Johnson

IX. User Agency Report: Limited to 10 min per agency/speaker

X. Executive Session –

Executive Session - per RCW 42.30.140(4)(b): Planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

XI. Old Business

- A. Teamsters CBA renewal
- B. ESChat licensing and agency costs
- C. Revision of board process documentation

XII. New Business

- A. 2024 draft budget presentation and discussion
- B. Resolution 2023-0008 affirming the appointment of Lisa Johnson as Clerk of the Jeffcom Administrative Board
- C. Designation of primary and alternate delegates to the Washington Cities Insurance Authority (WCIA) board
- D. Resolution 2023-0010 adopting an updated Procurement Policy
- E. Contract with Vector Solutions for CrewSense (Vector Scheduling) to replace Aladtec scheduling system
- F. Text-message notifications from CAD
- G. Resolution 2023-0012 authorizing the investment of Jeffcom funds in LGIP
- H. Contract with Municipal Research and Services Center of Washington (MRSC) to advertise and host our official rosters for public works contracts, consulting services or vendor services
- I. Resolution 2023-0014 authorizing payment of vouchers and bonding of involved employees
- J. Contract with ICOM 911 for leased tower and building space at Maynard
- K. Memorandum of Understanding with Teamsters Local 589

XIII. Suggestions for next or future agenda, regular meeting and/or executive session.

- A. Possible date change for September board meeting to adopt budget earlier

XIV. Good of the Order

XV. Adjourn

Next meeting: September 28th, 2023

9:00 am – 11:00 am