



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

In-person: EJFR Station 6, 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 accommodation, please call our office at 360-344-9779 24 hours in advance.

Administrative Meeting	9:00 AM Pacific Time	December 21, 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 November 30, 2023

VI. Approval of Payments:

A. **November 2023**

i. Account 671 – 1st Security

\$ 189,758.37

- | | |
|-----------------|---|
| • \$ 804.00 | Payroll Benefit paid. |
| • \$ 3,954.37 | Claims (Bills) paid. |
| • \$ 185,000.00 | Withdrawal TX to FFSL for Reg and Retro Payroll |

Jeffcom 911 Board Special Meeting Agenda December 21, 2023

ii. **Account 3 – First Federal Savings** **\$ 178,807.79**

- \$151,206.91 Payroll/Benefits paid.
- \$ 27,600.88 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. Old Business

- A. State Audit update – Lisa Johnson
- B. Contract renewals for administrative employees

XI. New Business

- A. Board regular meeting schedule for 2024
- B. Election of board officers for 2024

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

XIII. Good of the Order

XIV. Adjourn

Next meeting: January 25, 2024

9:00 am – 11:00 am