



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

In-person: EJFR Station 6, 9193 Rhody Drive, Chimacum WA 98325

Virtual via Microsoft Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGM4YjIwNmEtMTkwMC00Mzc2LWJkZjctYTZiZWUwNGY0MDE2%40thread.v2/0?context=%7b%22Tid%22%3a%22ff96c2a5-2adb-4aa0-82c9-188a06564237%22%2c%22Oid%22%3a%22ef3a4fb9-f82c-4b02-9c2a-884ccb986514%22%7d

Audio only: Dial 323-792-6316 and enter conference ID 702 875 530#.

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	February 22, 2024
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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 January 25, 2024

VI. Approval of Payments:

A. January 2024

i. Account 671 – 1st Security **\$ 400,916.00**

- \$ 891.00 Payroll Benefit paid.
- \$ 25.00 Claims (Bills) paid.

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- \$ 400,00.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. Account 3 – First Federal Savings \$ 279,535.89

- \$ 185,073.11 Payroll/Benefits paid.
- \$ 94,462.78 Claims (Bills) paid.

VII. Director’s Report – Matt Stewart

VIII. Financial Reports for year-end 2023 and January 2024 – Lisa Johnson

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

X. Old Business

A. State Audit update – Lisa Johnson

XI. New Business

A. Personnel Policies Manual update – Matt Stewart

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

XIII. Good of the Order

XIV. Adjourn

Next meeting: March 28, 2024

9:00 am – 11:00 am