



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	August 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 July 25, 2024

- VI. Approval of Payments:**
 - i. **July 23 and August 7 accounts-payable batches**
 - **July 23, 2024** \$ 4,082.10
 - **August 07, 2024** \$ 105,770.29

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ii. **Warrant Registers for July 1 through July 31:**

- **Account 671 – 1st Security** **\$ 217,061.66**
 - a. \$ 16,217.66 Claims
 - b. \$ 844.00 Payroll Benefit paid
 - c. \$ 200,000.00 Withdrawal/transfer to FFSL
to cover Payroll/EFTs

- **Account 3 – First Federal Savings** **\$ 197,706.31**
 - a. \$ 172,575.18 Payroll/Benefits paid.
 - b. \$ 25,131.13 Claims (Bills) paid.

- **Account 673 – LGIP Interest Earned** **\$ 3,372.37**
 - a. \$ 3,372.37 Withdrawal/transfer to LGIP non-bearing
interest account

- **Total July Payments** **\$ 418,141.64**

VII. **Director’s Report** – Matt Stewart

VIII. **Financial Report for July 2024** – Lisa Johnson

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

X. **Old Business**

- A. Performance review of director and discussion of employee survey, including an Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee

XI. **New Business**

- A. Review of draft 2025 budget
- B. Jefferson County Office of the Fire Marshal interest in radio and electronic communications

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

- A. Continued discussion of annual division of Jeffcom costs among agencies

XIII. **Good of the Order**

XIV. **Adjourn**

Next meeting: August 22, 2024

9:00 am – 11:00 am