

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 MGM4YjlwNmEtMTkwMC00Mzc2LWJkZjctYTZiZWUwNGY0MDE2%40thread. v2/0?context=%7b%22Tid%22%3a%22ff96c2a5-2adb-4aa0-82c9-

188a06564237%22%2c%220id%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

September 26, 2024

- Ι. 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
- ٧. Approval of minutes:
 - A. Board Meeting Minutes for August 22, 2024
- Approval of Payments: August 28th & 30th; September 4th & 12th Accounts-payable batches VI.

A. August 28, 2024 \$ 13,499.12 B. August 30, 2024 \$ 422.90 C. September 04,2024 \$97,030.65 D. September 12, 2024 \$3,796.07

Jeffcom 911 Board Meeting Agenda September 26, 2024

VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for August 1 through August 31

Claims

- A. Treasurer's Report Fund Balances and Bank Reconciliations
- B. Warrant Registers' Activity

i. Account 671 – 1st Security

\$ 201,326.00

1. \$ 350.00

2. \$ 976.00

Payroll Benefit paid

3. \$ 200,000.00

Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. Account 3 – First Federal Savings

\$ 206,598.18

4. \$ 186,819.98

Payroll/Benefits paid.

5. \$ 19,778.20

Claims (Bills) paid.

iii. Account 673 – LGIP Interest Earned

\$ 3,362.53

6. \$ 3,362.53

Withdrawal/transfer to LGIP non-bearing

interest account

Total August Payments

\$ 411,286.71

- VIII. Financial Report for August 2024 Lisa Johnson
- IX. Director's Report Matt Stewart
- X. User Agency Report: Limited to 10 min per agency/speaker
- XI. Old Business
 - A. Jefferson County Office of the Fire Marshal interest in radio and electronic communications
 - B. Review and approval of draft 2025 budget
- XII. New Business
- XIII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Continued discussion of annual division of Jeffcom costs among agencies
- XIV. Good of the Order
- XV. Adjourn

Next meeting: October 24, 2024

9:00 am - 11:00 am