



**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](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.

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<b>Administrative Meeting</b>	<b>9:00 AM Pacific Time</b>	<b>October 24, 2024</b>
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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](mailto: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 September 26, 2024
- VI. Approval of Payments: September 30th, October 9<sup>th</sup> Accounts-payable batches**
  - A. September 30, 2024 \$10,766.37
  - B. October 09, 2024 \$ 149,842.91

Jeffcom 911 Board Meeting Agenda September 26, 2024

**VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for September 1 through September 30, 2024**

**A. Treasurer’s Report Fund Balances and Bank Reconciliations**

i. **Fund Balance as of 9/30/24** **\$1,544,948.40**

**B. Warrant Registers’ Activity**

i. **Account 671 – 1<sup>st</sup> Security** **\$ 201,326.00**

- 1. \$ 350.00 Claims
- 2. \$ 976.00 Payroll Benefit paid
- 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings** **\$ 183,586.44**

- 4. \$ 175,797.58 Payroll/Benefits paid.
- 5. \$ 7,788.86 Claims (Bills) paid.

iii. **Account 673 – LGIP Interest Earned** **\$ 3,150.58**

- 6. \$ 3,150.58 Withdrawal/transfer to LGIP non-bearing interest account

**Total September Payments \$ 388,063.02**

**VIII. Financial Report for September 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. Resolution 2024-0003 Adopting 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: November 21, 2024**

**9:00 am – 11:00 am**