



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** **November 21, 2024**

- 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 October 24, 2024

VI. Approval of Payments: Accounts-payable batches

- A. October 23, 2024 \$6,591.19
- B. October 29, 2024 \$4,860.36
- C. November 13, 2024 \$109,867.34

Jeffcom 911 Board Meeting Agenda November 21, 2024

VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for October 1 through October 31, 2024

A. Treasurer’s Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 10/31/24** **\$ 1,587,061.79**

B. Warrant Registers’ Activity

i. **Account 671 – 1st Security** **\$ 222,932.61**

a) \$ 21,956.61 Claims

b) \$ 976.00 Payroll Benefits Paid

c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTS

ii. **Account 3 – First Federal Savings** **\$ 238,761.75**

d) \$ 40,079.03 Claims (Bills) paid.

e) \$ 198,682.72 Payroll/Benefits paid.

iii. **Account 672 – LGIP Interest Earned** **\$ 13,119.01**

f) \$ 13,119.01 Withdrawal/transfer to interest-bearing account

iv. **Account 673 – LGIP Interest Earned** **\$ 3,077.40**

g) \$ 3,077.40 Withdrawal/transfer to non-interest-bearing account

Total September Activity \$ 477,890.77

VIII. Financial Report for October 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

XII. New Business

A. Resolution 2024-0004 adopting Indemnity Policy

B. Resolution 2024-0005 adopting Asset Management Policy

C. Agency and Association representatives to Jeffcom Administrative Board for 2025

D. Board meeting schedule for 2025

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: December 19, 2024

9:00 am – 11:00 am