



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	December 19, 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 November 21, 2024

- VI. Approval of Payments: Accounts-payable batches**
 - A. November 27, 2024 \$7,400.49
 - B. December 11, 2024 \$104,462.36

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

Jeffcom 911 Board Meeting Agenda December 19, 2024

A. Treasurer's Report Fund Balances and Bank Reconciliations		
i. Fund Balance as of 11/30/24		\$ 1,480,927.14
B. Warrant Registers' Activity		
i. Account 671 – 1st Security		\$ 354,960.46
a) \$ 153,984.46	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		\$ 200,193.51
d) \$ 23,478.35	Claims (Bills) paid.	
e) \$ 176,715.16	Payroll/Benefits paid.	
iii. Account 672 – LGIP Interest Earned		\$ 0.00
f) \$ 0.00	Withdrawal/transfer to interest-bearing account	
iv. Account 673 – LGIP Interest Earned		\$ 3,472.07
g) \$ 3,472.07	Withdrawal/transfer to non-interest-bearing account	
	Total November Activity	\$ 558,626.04

VIII. Financial Report for November 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. Agency and Association representatives to Jeffcom Administrative Board for 2025

XII. New Business

- A. Election of Administrative Board officers for 2025
- B. Adoption of Administrative Board Regular Meetings Calendar for 2025
- C. Director's report on annual evaluations of non-CBA staff
 - i. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee

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: January 23, 2025

9:00 am – 11:00 am