



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_MGNiMDk5MjktMTcyYy00YTc3LTllZDAtM2ZlY2JiY2Q2YzJm%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 270 843 45#

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	April 24, 2025
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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 March 27, 2025
- VI. Approval of Payments: Accounts-payable batches**
 - A. March 26, 2025 \$ 2,961.14
 - B. April 09, 2025 \$ 142,501.24

Jeffcom 911 Board Meeting Agenda April 24th, 2025

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

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 03/31/2025** **\$1,349,137.17**

B. Warrant Registers' Activity

i. **Account 671 – 1st Security** **\$ 405,658.71**

a) \$ 4,545.71 Claims (Bills) paid
b) \$ 1,113.00 Payroll Benefits Paid
c) \$ 400,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings** **\$ 199,648.16**

d) \$ 14,957.97 Claims (Bills) paid
e) \$ 184,690.19 Payroll/Benefits paid

iii. **Account 672 – Capital (non-interest bearing)** **\$ 7,835.23**

f) \$ 7,835.23 Transfer to Capital Investment interest bearing

iv. **Account 673 – LGIP Capital Investment** **\$ 2,409.97**

g) \$ 2,185.26 Transfer to Capital Cash non-interest bearing

Total Monthly Activity **\$ 615,522.07**

(Acct transfers total \$410,020.49)

VIII. Financial Report: March 2025 – Lisa Johnson-Burkhard

IX. Director's Report – Matt Stewart

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

XI. Old Business

A. Contracted record services for JCSO and PTPD

XII. New Business

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

XIV. Good of the Order

XV. Adjourn

Next meeting: May 22, 2025

9:00 am – 11:00 am