



Jeffcom 911 Board Meeting  
Hybrid In-person and Virtual Meeting

July 24th, 2025

Members Present

Steve Craig, Fire Commissioners Assoc., Alternate  
Art Frank, Fire Commissioners Assoc.  
Tim McKern, Fire Chiefs Association, Alternate  
Thomas Olson, Vice-Chair, City of PT Chief

Other Attendees

Rich DePas, Jeffcom IT systems Mgr.  
Jennifer Dyste, Records Specialist  
Lisa Johnson-Burkhard, Jeffcom Finance Manager  
and Clerk of the Board  
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Jamie Aumock, JCSO, Alternate  
Bret Black, Fire Chiefs Association  
Greg Brotherton, Jefferson County Commissioner  
John Mauro, City of PT, Alternate  
Josh Peters, Jefferson County, Alternate  
Andy Pernsteiner, Chair, JCSO Sheriff

- I. Call to Order – Vice Chair Olson called the meeting to order at 9:00 a.m.
- II. Roll Call – Vice Chair Olson called the roll of attendance
- III. Public Comment – None Received.
- IV. Agenda – Approval
  - A. Commissioner Craig, as the alternate for Commissioner Frank, made a motion to approve the agenda as amended. Chief McKern seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
  - A. Board Meeting Minutes for June 26th, 2025 – Chief McKern made a motion to approve the minutes as presented. Commissioner Craig, as the alternate for Commissioner Frank, seconded, and the minutes were approved.
- VI. Approval of Accounts-Payable batches
  - A. June 30, 2025 \$ 7,756.37
  - B. July 10, 2025 \$ 114,885.31
  - C. July 17, 2025 \$ 11,368.14

Commission Frank made a motion to approve the payables as presented. Chief McKern seconded, and the payments were approved unanimously.

VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for June 1 through June 30, 2025

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. Fund Balance as of 06/30/2025 \$1,742,246.55

B. Warrant Registers' Activity

i. Account 671 – 1<sup>st</sup> Security \$ 409,390.90

a) \$ 8,339.90 Claims (Bills) paid

b) \$ 1,051.00 Payroll Benefits Paid

c) \$ 400,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. Account 3 – First Federal Savings \$ 200,261.27

a) \$ 8,287.34 Claims (Bills) paid

b) \$ 191,973.93 Payroll/Benefits paid

iii. Account 672 Capital Cash Account \$ 4,789.18

a) \$ 4,789.18 Withdrawal/Transfer to Capital Investment LGIP  
interest bearing account

iv. Account 673 – LGIP Capital Investment \$ 2,360.40

a) \$ 2,360.40 Withdrawal/Transfer to Capital Cash non-interest  
bearing account

Total Monthly Activity \$ 616,801.75

(Acct Transfers total \$407,149.58)

C. Commissioner Frank made a motion to approve the Treasurers report as presented.

Chief McKern seconded. The Treasurer's Report was approved unanimously.

VIII. Financial Report: June 2025 – Lisa Johnson-Burkhard highlighted some items from the financial reports including the following:

A. Our total fund balance through June 2025 is \$1,742,000 and change.

B. Lisa stated that we are at 50 % YTD with no extraordinary items this month.

i. Revenues YTD are at 59%.

ii. Expenditures YTD are at 45% of budget.

1. Tyler – We are closer on final reconciliation and resolution of the outstanding credits due us. Matt and Karl are finalizing discussion, and our annual CAD maintenance will be under the budgeted \$271,000.

2. Converge Technology Solutions – We are in the process of obtaining support renewal for the Nutanix servers which we bought and paid for 5 years ago. This will cost approximately \$38,000 and will buy us 17 months until the server reaches end of life early in 2027. This was not budgeted, so we will be well over budget on Software Maintenance support, though that will be offset by CAD Maintenance, as mentioned above.

C. As of June 2025, we have a YTD budget surplus of \$507,470 and change.

IX. Director's Report – Matt Stewart

- A. Following the simulcast realignment, we encountered a full failure of the fire transmitter at Hadlock. Rich repaired it, it failed again, and he replaced it. The replacement undid the audio alignment and caused terrible audio issues around the edges of Hadlock's coverage. Rich worked with some consultants and was able to get it back online with parts procured by other agencies who were replacing them with newer hardware. It is working now.
- B. Rich made progress on the Law Primary digital interference. He has heard brief voice traffic, which sounds like another public-safety agency, and is trying to record enough to figure out who is transmitting.
- C. Rich and Mike continue to work on extending our IP network to our tower sites.
- D. We received our grant documents from WA State E911, following the state's delay due to adding \$20k per PSAP to the grant. The contract will go before the BOCC next Monday.
- E. Staffing:
  - i. New hire started a week ago Sunday – former dispatcher and law enforcement officer.
  - ii. The remaining twelfth communications person has been hired but without a start date to avoid having two trainees at once.
  - iii. Overtime will trend up this month due vacations and training, as well as issues to be discussed in executive session.
  - iv. Communications supervisor job description has been aligned with the communications officer job description and is in the board packet for review, and admin staff and IT are working to relocate offices to accommodate a second supervisor.
  - v. Jeffcom was notified by the union that they intend to start negotiations. We have not met or received a proposal yet but know that the bargaining unit has

been meeting to work on it. Expect to see a proposal and my comments on it next month.

- F. Draft CFS percentages for the 2026 budget are attached to the director's report. Not a lot of movement, except Brinnon Fire is up significantly, and Discovery Bay Fire will notice a decrease. Remaining agencies did not see a significant percentage change. Those CFS percentages will then be applied to our overall shortfall between budgeted revenues and expenses to yield projected agency costs.
- G. It has been a rough month at Jeffcom with high call volume and some overlapping personnel matters that added to the stress. The team of two that handled the hotel fire did well, as have those who have handled brush fires. The highest call volume of the year was during a relatively minor brush fire along Highway 104. We had an ALS call at the center with three on duty, so the partners did well to cover and EJFR handled it well. The third shift from 10 to 20 is working to do what it was supposed to do, assisting the higher volume of calls during the increased summer calls, and many of the larger calls have happened during that shift as hoped.
- H. Three people on staff were highlighted individually.
  - i. Summer Sturhan handled a CPR call with minimal information and intuitive upgrade to CPR, then repeated the same with a 28-minute CPR call, both resulting in saves. She also volunteered for a shift on the Belgian fire and worked a 15-hours shift. Three other staff volunteered to help with staffing that fire as well.
  - ii. Part-time call officer Whitney Maxfield has a knack for being scheduled for extra coverage when big calls are going to happen and can often quickly come in and assist if we get overwhelmed. She was on shift when we had the ALS in the center. She came in unscheduled when we had a water rescue and trash fire that overlapped. And the next day she came in to cover for a staff member that went home sick. She has a wonderful sense of responsibility and works a lot of strategically scheduled hours that prove very helpful.
  - iii. Rich DePas's sense of responsibility and foresight to procure complete spare repeaters for free from other agencies is what enabled him to fix our repeater, and he has spent countless hours working to resolve the issues. He has repeatedly come back in after a day's shift or to work a weekend day when needed. He continues to work to ensure the maintainability of the current simulcast system. This is nothing new, but the events of the past week highlighted his dedication.

Commissioner Craig and Chief Olson thanked Matt for expressing the merits of the staff for events of which the board may not always be aware.

- X. User Agency Reports: Limited to 10 min per agency/speaker
  - A. QFR: Chief McKern mentioned that the 28-minute CPR patient was just released from Harborview. He noted the recent busyness of fire districts with wildland fires.
  - B. EJFR: Commissioner Craig mentioned they had deployed the new wildland rig with a crew.
  - C. PTPD: Vice-Chair Olson mentioned they've been very busy, recently lost one employee to JCSO. For hiring he mentioned an entry-level officer who is going to the academy, one graduating, and one nearing the end of field training.
- XI. Old Business:
  - A. None
- XII. New Business:
  - A. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee
    - i. Vice Chair Olson stated intent to move into executive session per RCW 42.30.110(1)(g) to review the performance of a public employee for 15 minutes, with possible extensions.
      - 1. Beginning at 9:30 am for 15 minutes ending at 9:45 am.
      - 2. Extended at 9:45 am for 10 minutes to 9:55 am.
- XIII. Suggestions for next or future agenda, regular meeting and/or executive session.
  - A. Matt noted that the ongoing items removed from this month's agenda due to low attendance would be returned to the agenda next month, that he expected to request an executive session for union negotiations and follow-up to today's executive session.
- XIV. Good of the Order
- XV. Adjourn
  - A. Commissioner Frank motioned and Chief McKern seconded, and Vice Chair Olson adjourned the meeting at 9:57 a.m.

Next meeting: August 28th, 2025

9:00 am – 11:00 am

---

Jeffcom Administrative Board Member

---

Jeffcom Administrative Board Member

---

Date

---

Date