



**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](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.

<b>Administrative Meeting</b>	<b>9:00 AM Pacific Time</b>	<b>August 28, 2025</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 July 24, 2025

**VI. Approval of Payments: Accounts-payable batches**

- |                    |               |
|--------------------|---------------|
| A. July 31, 2025   | \$ 4,973.68   |
| B. August 07, 2025 | \$ 109,391.05 |
| C. August 14, 2025 | \$ 3,082.25   |

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**VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for July 1 through July 31, 2025**

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

i. **Fund Balance as of 07/31/2025** **\$1,822,822.77**

**B. Warrant Registers' Activity**

i. **Account 671 – 1<sup>st</sup> Security** **\$ 201,070.75**

- a) \$ 19.75 Claims (Bills) paid
- b) \$ 1,051.00 Payroll Benefits Paid
- c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings** **\$ 220,239.41**

- a) \$ 17,589.14 Claims (Bills) paid
- b) \$ 202,650.27 Payroll/Benefits paid

iii. **Account 672 Capital Cash Account** **\$ 2,360.40**

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

iv. **Account 673 – LGIP Capital Investment** **\$ 2,464.63**

- a) \$ 2,464.63 Withdrawal/Transfer to Capital Cash non-interest bearing account

**Total Monthly Activity** **\$ 426,135.19**

(Acct Transfers total \$204,825.03)

**VIII. Financial Report: July 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 records services for JCSO and PTPD: Amendment 1 to Memorandum of Understanding between Jefferson County on behalf of the Jefferson County Sheriff's Office and Jeffcom dated November 21, 2013, establishing the terms and conditions whereby Jeffcom will provide the County with warranty entry services (2025-0003)
- B. Discussion and possible decision regarding continued participation in Washington Cities Insurance Authority risk pool versus VFIS insurance through Nicholson and Associates Insurance in advance of notification deadline to exit WCIA October 11, 2025
- C. Second revision to 2025 regular meetings calendar changing the location of the November administrative board meeting

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**XII. New Business**

- A. Executive Session *scheduled with attorney to begin at 10:00 AM* per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- B. Teamsters proposal
- C. Executive Session per RCW 42.30.140(4)(b) to plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings and to review the proposals made in the negotiations or proceedings while in progress.

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

**XIV. Good of the Order**

**XV. Adjourn**

**Next meeting: September 25th, 2025, at Fire Station 7 in Port Ludlow**

**9:00 am – 11:00 am**