



**Jeffcom 911 Board Meeting**  
Hybrid In-person and Virtual Meeting

**August 28th, 2025**

**Members Present**

Andy Pernsteiner, Chair, JCSO Sheriff  
Jamie Aumock, JCSO, Alternate  
Greg Brotherton, Jefferson County Commissioner  
Art Frank, Fire Commissioners Association  
Tim McKern, Fire Chiefs Association, Alternate  
Josh Peters, Jefferson County, Alternate

**Other Attendees**

Pete Brumell, EJFR  
Jennifer Dyste, Jeffcom Records Specialist  
Lisa Johnson-Burkhard, Jeffcom Finance Manager  
and Clerk of the Board  
Matt Stewart, Jeffcom Director

**Members/Alternate Members Absent or excused:**

Bret Black, Fire Chiefs Association  
Steve Craig, Fire Commissioners Assoc. Alternate  
John Mauro, City of PT, Alternate  
Thomas Olson, Vice-Chair, City of PT Chief

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:01 a.m.
- II. **Roll Call** – Chair Pernsteiner called the roll of attendance
- III. **Public Comment** – None Received.
- IV. **Agenda – Approval**
  - A. Chair Pernsteiner is removing user agency reports today in the interest of time.
  - B. Fire Commissioner Frank made a motion to approve the agenda (Chair mistakenly said “Budget” ) as amended. Commissioner Brotherton seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for July 24th, 2025 – Fire Commissioner Frank made a motion to approve the minutes as presented. Chief McKern seconded, and the minutes were approved.
- VI. **Approval of Accounts-Payable batches**
  - A. July 31, 2025 \$ 4,973.68

- B. August 07, 2025 \$ 109,391.05
- C. August 14, 2025 \$ 3,082.25

Commissioner Frank made a motion to approve the payables as presented.

Commissioner Brotherton seconded, and the payments were approved unanimously.

**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)

- C. Commissioner Brotherton made a motion to approve the Treasurers report as presented. Fire Commissioner Frank 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 July 2025 is \$1,822,822.77.
- B. Lisa stated that we are at 58.33 % YTD and remain on target.

- i. We have received a preliminary liability assessment notice from WCIA for 2026. They have reclassified 911 centers into their own risk pool, and it was expected to reduce our rates in 2026. Matt will be discussing options moving forward as well as presenting other options for insurance coverage.
  - ii. Wages and Benefits continue to stay on track to budgeted.
- C. As of July 2025, we have a YTD budget surplus of \$571,399.64
- D. Commissioner Brotherton asked about the SAO document shared with the board. Lisa mentioned that it showed the SAO's summary of historical Financial Health Indicators. It was noted that there were some cautionary outlooks that occurred when we had saved for a big project then incurred the expenses of that planned project, which gets flagged as cautionary due to our cash on hand decreasing. Our recent net change was a reduction of about \$9,500 in cash position yet was flagged despite us having planned well in advance for the project. Matt mentioned this was for last year's radio console project funded by accumulated capital funding.

**IX. Director's Report – Matt Stewart**

- A. Simulcast and IT Network – IT continues to work on the network to tower sites and meeting with a potential supplier teams for the radio upgrade. The simulcast refresh feels promising for our 2027 project to replace the base station radios and repeater hardware and simulcast system hardware and to move to an IP-based system. We have scaled back the project now that we have control of the microwave system, to just replacing the radio system. We'll need to go through a procurement process and to get competitive proposals – projecting the cost will be significantly well under \$1 million, which could be covered by our capital funds on hand. Rich and Mike are extending our network, site by site, with our network, and cellular or satellite to establish our resiliency and our redundant fail-safe technology.
- B. We need to extend our Nutanix server maintenance for 17 months; it had originally been 5 years in September. This is the last support of our Nutanix server and gets us to 2027. We need to decide if we're going to continue to maintain our own servers on site as we have been, with Tyler CAD, or if we want to move away from Tyler for our CAD, etc. and to move to the cloud-based platform, in exchange for service support for that feature. Corrections, mobility, CAD, LE and Fire records all need to consider the possibility of moving together, and to possibly end our partnership with Pencom. Chair Pernsteiner asked about the cost for cloud based; Matt stated that the cloud-based CAD expense is roughly equal to what we currently pay Tyler for our current service and support. Grant County has recently switched to cloud based. They service a population of approximately 100,000, which is similar to the combined population for Jefferson and Clallam County: their costs are roughly equivalent to

what we (Jefferson and Clallam county) collectively pay. Matt also requested that each of the user agencies to delegate someone to represent their agency at various conferences, and to give them the power to address their needs and concerns, and potential procurement of an agreed solution.

- C. We also need to replace our phone system at about the same time. Traditionally we would get an equipment grant from the state for our call handling equipment. The other option is for us to go cloud-based, independently. Option 2: Currently the State E911 office is planning on putting out an RFP for a state-wide phone system that they would host at a couple of geo-diverse locations with whom we would just subscribe. Option 3: If we go on our own, the problem is that our state grant is not set up to reimburse for our self-hosted if we have our own cloud based phone system. But because of the reimbursement from the state, it is cheaper for us to stay with an in-house phone system. We really need the state to change the policy for reimbursement to include cloud-based option. There is one vendor that currently supplies the cloud-based system to MACC in Grant County.
- D. Commissioner Brotherton asked if Tyler is considering moving to cloud-based. He knows the hassle of running to platforms side by side during a transition period, and he trusts the leadership of Matt, Rich, Mike and the user agencies to decide and is concerned about the process of changing. Also, if PenCom were to go to cloud-based, and Jeffcom did not the costs may increase for us. Matt confirmed it would and mentioned that the original ILA joint venture Contract with Pencom was not thoroughly reviewed, resulting in duplicate billing issues for us and our user agencies cost sharing. We are planning to go with Pencom to Grant County to observe their systems. Matt mentioned that we will be pretty much forced to follow Pencom's lead, or we could set up an alternative way to be able to access to each other's CAD. Commissioner Brotherton had asked if Tyler offers a cloud product, and Matt mentioned that that is why we're facing this decision now. Tyler had been trying to force us to go cloud-based and they were only going to update our on-site CAD system only one more time, and then only update cloud based after that. They have done the same thing to LAW Enterprise enforcement records. They had tried to force this on larger agencies as well. It has been shared with us from other clients that Tyler's software coders have been moved to working on the Enterprise software, causing the CAD System to languish. The cloud product Tyler offered us, is effectively "Cloud washed", meaning that our current software would just be uploaded on their servers, but keep the same program that we're running today. It's not an advancement in software but only replacing our server space with their expensive leased server space in an AWS facility.

- E. Staffing – Our 11th new hire trainee is on the air and has moved from fire to law today and is progressing well. Our twelfth communications position has been hired and will start when the eleventh is largely through training. Along with EJFR, we had an off-site therapy appointment for staff wellness. We have a therapy psychologist that comes in twice a month to offer support. We will be moving staff around soon: Moving Lisa into Matt's office; Matt to a room behind the kitchen; and then moving Jenny in with Lisa. The supplies in the storage room will be moved to the supervisors' office. This will result in vacating the EOC where Lisa currently resides.

**X. 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).

Matt stated that the issue arose when the Jefferson County finance manager did not agree with our interpretation of the MOU regarding covering all of Jeffcom's costs to provide record services, which were budgeted this year and last to cover Jenny's costs and part of our facility cost. Costs have not been fully covered for many years until recently, so for most of the history of this MOU fire districts have been paying a portion of law-enforcement records services. The suggestion from the Sheriff's Office was that Jeffcom draft a revised contract, and Matt drafted an amendment instead mainly because he does not want this arrangement to continue in perpetuity and the existing MOUs just need some clarifications. The original agreements are from 2013 and 2014. Matt is presenting a draft for the board to review including clarifications about fully funding the cost as well as what is the difference between emergent communications-officer work and Jenny's records work.

Chair Pernsteiner discussed history of county and city doing their own records and the need to have urgent access to emergent records. JCSO does not have space for another person, and all entries need to have second-party authorization by another staff member so additional staff would need to be trained.

Commissioner Frank asked to clarify whether there would always been some things Jeffcom communications staff need to enter, and Matt stated that they will always do WACIC/NCIC entry but not work in LERMS, which is as different from CAD as the first-records system. Jenny works in LERMS.

Matt pointed that we do not have resiliency in records with a single employee who works in law-enforcement records and stated that this work should be done in a workgroup with others who work in LERMS. If Jenny were to leave, Jeffcom would have to divert a CO into the role immediately, which is not what Jeffcom exists to do, so in his opinion this function to move to a law-enforcement agency.

Matt pointed out that despite that discussion about whether Jeffcom should continue to fulfill this contracted role, the proposed amendment does not do that. It addresses the current issues particularly of the law-enforcement agencies covering the cost of the contracted work.

Discussion moved to where the physical records would be in various scenarios. Chair Pernsteiner suggested perhaps the city would be interested in taking back their small portion of the work and asked about possibly moving to paperless, away from hard copies.

Commissioner Frank asked what the delta was between what was what was being paid by the agencies and what the contracted work was costing the agency. That table was discussed along with how the gap is covered by all user agencies.

Chair Pernsteiner proposed the discussion end to accommodate the scheduled executive session. Matt will send JCSO the revised document to take to the county for legal review and further consideration.

- B. Second revision to 2025 regular meetings calendar changing the location of the November 20 administrative board meeting to Station 7. Commissioner Frank made a motion to adopt the revised calendar. Commissioner Brotherton seconded and the revised calendar was approved unanimously.

**XI. New Business:**

- A. Executive Session 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.
  - i. Chair Pernsteiner stated intent to move into executive session for 30 minutes, with possible extensions.
    - 1. Beginning at 9:56 am for 30 minutes ending at 10:26 am.

2. Extended for 10 minutes, and will return at 10:36 am.
- ii. The board returned to open session at 10:36 am with no action taken.

B. Teamsters proposal

- i. The current CBA expires at the end of this year. The Teamsters contacted us at the end of June stating they wanted to negotiate a new agreement, and the bargaining-unit members have been working on their proposal. Matt presented a summary of their proposal, which was received Monday.

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.

- i. Chair Pernsteiner stated intent to move into executive session for 30 minutes, with possible extensions.
  1. Beginning at 10:47 am for 30 minutes and ending at 11:17 am.
  2. Extended at 11:17 am for 15 minutes to 11:32 am.
- ii. The board returned to open session at 11:32 am with no decisions made.

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

- A. In the interest of time, Chair Pernsteiner requested moving Old Business Item B regarding WCIA vs Risk Pool to next month. Matt requested that the Board review the board documents and be prepared for a decision next month.
- B. Exec Session needed for follow Up on the topic of Executive Session #1 today.
- C. Commissioner Frank suggested we consider scheduling a special budget meeting. Chair Pernsteiner asked how quickly we would be able to project budget items based on the ongoing CBA negotiations, and Matt stated staff could do some projections even before the CBA is settled. Commissioner Frank suggested considering frontloading some capital savings to fund 2027 capital projects, and Matt mentioned we should have a 2025 year-end surplus of approximately \$100,000 that we might be able to move that into the capital fund, though projects that year might drain the capital fund. Commissioner Frank reiterated that it would be ideal to have everyone at the meeting for something as important as the budget. Chair Pernsteiner suggested that we keep the September meeting as planned but plan on an extended meeting due to the agenda and that Matt reach out to each board member to ask them to attend to review what should be a mostly final budget at that meeting.

**XIII. Adjourn**

- A. Fire Commissioner Frank motioned and Commissioner Brotherton seconded, and Chair Pernsteiner adjourned the meeting at 11:40 a.m.

**Next meeting: September 25th, 2025**  
**East Jefferson Fire Rescue Station 7 in Port Ludlow**  
**9:00 am – 11:00 am**

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Jeffcom Administrative Board Member

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Jeffcom Administrative Board Member

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Date

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Date