



**AGENDA**  
**ADMINISTRATIVE BOARD MEETING**  
**Hybrid Meeting with Virtual and In-person Attendance**

**In-person:** East Jefferson Fire Rescue Station 7, 7650 Oak Bay Rd, Port Ludlow, WA

**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>September 25, 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 August 28, 2025

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

- |                      |               |
|----------------------|---------------|
| A. August 28, 2025   | \$ 11,489.97  |
| B. August 29, 2025   | \$ 104.00     |
| C. September 4, 2025 | \$ 133,086.44 |
| D. September 9, 2025 | \$ 10,133.66  |

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

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

i. **Fund Balance as of 08/31/2025** **\$1722,801.71**

**B. Warrant Registers' Activity**

i. **Account 671 – 1<sup>st</sup> Security** **\$ 205,133.99**

- a) \$ 1,274.64 Claims (Bills) paid
- b) \$ 3,859.35 Payroll Benefits Paid
- c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings** **\$ 226,623.60**

- a) \$ 12,862.35 Claims (Bills) paid
- b) \$ 213,761.25 Payroll/Benefits paid

iii. **Account 672 Capital Cash Account** **\$ 2,464.63**

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

iv. **Account 673 – LGIP Capital Investment** **\$ 2,469.55**

- a) \$ 2,469.55 Withdrawal/Transfer to Capital Cash non-interest bearing account

**Total Monthly Activity** **\$ 436,691.77**

(Acct Transfers total \$204,934.18)

**VIII. Financial Report: August 2025 – Lisa Johnson-Burkhard**

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

**X. Old Business**

- A. 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
- B. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee
- 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 collective bargaining and to review the proposals made in the negotiations while in progress.

**XI. New Business**

- A. Review and possible approval of draft 2026 budget

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

**XIII. Good of the Order**

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### **XIV. Adjourn**

**Next meeting: October 23rd, 2025**

**9:00 am – 11:00 am**