



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

September 25, 2025

Members Present

Andy Pernsteiner, Chair, JCSO Sheriff
Jamie Aumock, JCSO, Alternate
Bret Black, Fire Chiefs Association
Steve Craig, Fire Commissioners Assoc. Alternate
Art Frank, Fire Commissioners Association
Tim McKern, Fire Chiefs Association, Alternate
Thomas Olson, Vice-Chair, City of PT Chief
Josh Peters, Jefferson County, Alternate

Other Attendees

Rich DePas, Systems IT Manager
Lisa Johnson-Burkhard, Jeffcom Finance Manager
and Clerk of the Board
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
John Mauro, City of PT, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:00 a.m.
- II. **Roll Call** – Chair Pernsteiner called the roll of attendance
- III. **Public Comment** – None Received.
- IV. **Agenda – Approval**
 - A. Chief Black made a motion to approve the agenda.. Chief Olson seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:** `
 - A. Board Meeting Minutes for August 28th, 2025 – Fire Commissioner Frank made a motion to approve the minutes as presented. Chief Black seconded, and the minutes were approved.
- VI. **Approval of 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

Chief Black made a motion to approve the payables as presented.

Commissioner Frank seconded, and the payments were approved unanimously.

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 09/30/2025** **\$1,722,801.71**

B. Warrant Registers' Activity

i. **Account 671 – 1st 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)

C. Matt stated that a correction was made to August Reconciliation and will need to be approved again. Lisa explained that while normally we have one Verizon payment of 40.01 each month, a second payment that usually posts the first of each month, posted on the last day of the month. The Bank statement was not available, so she had prepared the reconciliation based on the bank account transaction detail, and he misread the final balance for September by one line, and this mistake was not noticed on the final review. The corrected Treasurers report balance is \$1,822,822.77 (This is the same "Book" balance, which didn't change, but the "adjusted ending balance" which considers outstanding payments, or deposits, reduced by 40.01: from \$1,828,286.27 to the corrected \$1,828,246.26

- D. Fire Commissioner Frank made a motion to approve both Treasurers report (July's correction and August) as presented. Chief Black seconded and the Treasurer's Reports were approved unanimously.

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

- A. Our total fund balance through August 2025 is \$1,722,801.71.
- B. Lisa stated that through August we are at 67 % YTD and remain on target.
 - i. Comment on 360 Misc Revenue
 - 1. LGIP interest... 361-41-00-00.
LGIP interest earned is effectively 69.7% YTD. It's now booked in Capital Fund rather than General Fund. Procedure changed after the 2025 Budget was finalized.
 - 2. 362-90 Tower Rents - Jefferson Co/Jeffcom Reciprocal leases
\$21,455.66 posted; offset directly by 591 Debt Service lease payments.
 - 3. 591- Debt Service We will no longer have a Canon Lease payment in 2026 as we reached the end of our contract and bought a replacement copier/scanner for \$8,102.38 from Pacific Office Equipment.
 - ii. Wages and Benefits continue to stay on track to budgeted at 65.78%!
We're hoping to be as close on budget for 2026, but with the current CBA "unknowns", we will see how we end up.
- C. As of August 2025, we have a YTD budget surplus of \$488,025.69. Matt has projected that we will end the year with a \$100,000 surplus, and potentially move the surplus into our Capital LGIP Account

IX. Director's Report – Matt Stewart

- A. CAD Upgrade – The upgrade is still in process: Tyler admitted yesterday that their GIS team missed some steps in the prep for the GIS upgrade and had not involved the GIS staff. The test upgrade should have worked out this issue. We don't expect a multi-day problem in the upcoming upgrade to the production side of the upgrade. Chief Black asked if we have a way of quantifying the cost; Matt stated we don't specifically pay for the upgrade; they're part of our maintenance agreement and IT can do other work while they monitor Tyler's progress. This upgrade is different than prior upgrades, as the entire underlying GIS mapping is the biggest upgrade. There will be a planned CAD outage for November 3 approximately all day starting around 5:00 AM.
- B. Fire Primary – The imbalance on the audio levels that was causing the poor performance in areas has been corrected by retuning the replacement repeater in

Hadlock. Additionally, the technicians performed the annual preventative maintenance checks on all our sites; our microwave; VHF; and UHF radios with no issues found and no capital expenditures were required.

- C. Tower Lease – DNR. Rich and Matt met with their office yesterday. Their offices have been restaffed that leases communication sites, so our Maynard tower lease will be extended again for 13 years. Our costs will go up slightly, which will offset our costs with our revenue from ICOM and Jefferson Transit Authority. We may be adding NOAA as a sublease for their weather radio transmitter; Rich is in negotiation with them. We will have to start paying for operations out at Mt Octopus on the west end. WSP will continue to not charge us for the tower or for the space in their building; DNR has to charge since they are maintaining the land for their trustor.
- D. EMS – The last big project we have now is a joint effort between Jeffcom and Pencom to begin the process of updating procedures and guidelines for our guidebooks. We are jointly switching from a now unsupported guidebook, from King County EMS. We were no longer getting any support or CE training to support it. If there was a court issue about a call response, we need to have a legitimately supported and updated system that provides updated and supported procedures. We are transitioning to a supported EMD program from APCO. Every CO will need to go through the APCO EMD course again and will need to stay current, and we will have joint classes with Pencom. Chief Black asked if other local dispatch centers are using it; Matt stated it's fairly common in smaller centers. Also, Chief Black asked if it has the ability similar to ProQA. Matt stated that this won't replace our current local fire and law procedures, but we could meld APCO fire and law with what we have. That is a bigger commitment than EMD. Chief Black asked if the EMS councils should merge. Chief McKern mentioned that Mason, Jefferson, and Clallam are all on the same EMS "protocol" in 1991. That is not common statewide. Matt stated it is very advantageous to have these combined field protocols available to us, and to enable us to update our SOP foundations. It would definitely help if all agencies collaborated on shared protocols.
- E. Rich is gathering cost projections for a State Equipment Grant application. In 2026 it will be to replace CAD computers and monitors in 2026, to replace network infrastructure such as switches and firewalls in 2026 and to replace our server cluster in 2027 which may be \$200K for our housed CAD Server but has potential to decrease if we go to cloud hosting.
- F. Tyler issue is still in discussion, when we get the final number we will be billed from Pencom, and then we will bill the pass-through costs to the applicable user agencies.
- G. Draft records specialist MOU is with Jefferson County now for review and then will go to the City of Port Townsend for review.

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
- i. Director Stewart shared a PowerPoint slide, with a comparison of WCIA and VFIS private insurance. The risk pool pools the risk of its members, and requires attendance at board meeting, and other requirements for training and physical attendance annually. It also uses significant re-insurance policies to cover higher tier above \$5K and \$10K.
 - ii. It provides pre-defense to Jeffcom, split 50%, as we have used recently.
 - iii. WCIA reconfiguration in 2026. It is not only cities, but includes 911 and other non-city entities. This affected group 5's rates, because they historically have much higher claims history. This has effectively caused the 911 centers to bear that additional cost. This had been addressed by WCIA and will change in 2026, giving Jeff the opportunity to leave the pool with shorter notice by October 11.
 - iv. The historical costs have been:
 - 1. 2021 \$22,722
 - 2. 2022 \$26,472 +17%
 - 3. 2023 \$36,452 +38%
 - 4. 2024 \$51,153 +40%
 - 5. 2025 \$53,632 + 5%
 - 6. 2026 \$52,306 -2% estimated
 - 7. WCIA had projected the savings of 28%, but it has actually come in far less, at a 11.4% savings, so much lower savings than predicted.
 - v. Proposed alternative VFIS through Nicholson Insurance brokerage that attunes to a fire service. They also provide training similar to WCIA, as opposed to only buying our own private insurance.
 - vi. Cost savings from WCIA's \$52,306 vs \$37,821 VFIS
 - vii. If the high WCIA Limit is used up by another large agency claims, it can reduce what is available to us. Chief McKern mentioned that when they were faced with a significant increase in rates, Nicholson negotiated insurance, and they came back with a better alternative. Chief Black commented that they're very reliable.
 - viii. Matt mentioned that they do not provide pre-defense counsel. If we needed a legal investigator, we would have to pay that, but it's been minimal in our recent history. VFIS would not provide this "pre-claim" expense.

- ix. We cannot rejoin the WCIA if we leave their risk pool, for 5 years; we could shop other risk pools. VFIS would just be a transactional relationship and would reduce the management requirements by Jeffcom management to actively participate in their board meetings.
- x. Chief Pernsteiner asked for discussion. Chief McKern and Chief Black both highly recommend VFIS for the value they have received for public safety agencies. Josh Peters mentioned they also are in a risk pool which will be increasing 26%. Chief Olson issued that the pre-defense is a benefit for the City but given Jeffcom's claims history it makes sense to look at VFIS. Chief Black suggested that we have a lot of other agency feedback to help provide future guidance. Matt mentioned that in our recent HR issue, rather than WCIA, we used our private attorney based on a recommendation by EJFR and have been pleased with the assistance. We do not have to decide today on the private insurance we choose, but we do need to give WCIA an answer by October 11.
- xi. The board concurred and gave direction to Matt Stewart to notify WCIA that we will cancel.

B. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee

Chair Pernsteiner stated intent to move into executive session for 5 minutes, with possible extensions.

- 1. Beginning at 10:05 Ending at 10:10 am.

The board returned to open session at 10:10 am with no action taken.

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.

Chair Pernsteiner stated intent to move into executive session for 10 minutes, with possible extensions.

- 1. Beginning at 10:11 Ending at 10:21 am.

- ii. The board returned to open session at 10:21 am with no action taken.

XI. New Business:

A. Review and possible approval of draft 2026 budget.

Chief Black asked about Account 340 - Dispatch Fees, specifically the comment section that states "XX.X % of budget gap" for each individual agency. Director

Stewart explained that we prepared our budget with zero in each of those line items, except the \$2,000 DOC Correction. After the revenue and expenses are established, per the ILA that established Jeffcom, the agencies pay a portion of the deficit gap, based on their own proportional share of call volume. Then, that percentage is then applied to the total “gap” and each agency’s call for service fees are established. Once those amounts are entered, we end up with a balanced Budget.

Discussion continued on: WA State BSO grant increase, and the equipment grant to which we are applying; the Jefferson Co Bond Debt Payments; Wages/Salaries and Benefits assumptions; and Public Education.

Chief Black made a motion to approve Resolution 2025-0004 adopting the 2026 budget as presented. Chief Olson seconded and the 2026 Budget was approved unanimously.

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

- A. Insurance quotes to replace WCIA.
- B. Chair Pernsteiner stated we will no longer have user agency reports as a regular agenda item to keep the focus on Jeffcom business
- C. Chief Black mentioned the October 11th Fire Festival, Lawrence Street

XIII. Adjourn

- A. Fire Commissioner Frank motioned, and Chief Black seconded, and Chair Pernsteiner adjourned the meeting at 10:39 a.m.

Next meeting: October 23rd, 2025

East Jefferson Fire Rescue Station 6

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date