



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

In-person: East Jefferson Fire Rescue Station 6

Virtual via Microsoft Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGNiMDk5MjktMTcyYy00YTc3LTllZDAzM2ZIY2JiY2Q2YzJm%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.

Administrative Meeting	9:00 AM Pacific Time	October 23, 2025
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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 (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 September 25th, 2025
- VI. Approval of Payments: Accounts-payable batches
 - A. September 24, 2025 \$ 59,612.20
 - B. September 30, 2025 \$ 20,247.31
 - C. October 08, 2025 \$ 139,569.02

Jeffcom 911 Board Meeting Agenda October 23, 2025

VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for September 1 through September 30, 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 \$ 202,324.00

a) \$ 1,200.00 Claims (Bills) paid

b) \$ 1,124.00 Payroll Benefits Paid

c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. Account 3 – First Federal Savings \$ 297,711.46

a) \$ 95,885.90 Claims (Bills) paid

b) \$ 201,825.56 Payroll/Benefits paid

iii. Account 672 Capital Cash Account \$ 2,469.55

a) \$ 2,469.55 Withdrawal/Transfer to Capital Investment LGIP
interest bearing account

iv. Account 673 – LGIP Capital Investment \$ 2,347.08

a) \$ 2,347.08 Withdrawal/Transfer to Capital Cash non-interest
bearing account

Total Monthly Activity \$ 504,852.09

(Acct Transfers total \$204,816.63)

VIII. Financial Report: September 2025 – Lisa Johnson-Burkhard

IX. Director's Report – Matt Stewart

X. Old Business

A. Status on move from WCIA risk pool to insurance

B. Contracted records services for JCSO and PTPD

C. Review of 2019 Jefferson County Facilities discussion regarding expansion of Jeffcom space

XI. New Business

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

XIII. Good of the Order

XIV. Adjourn

Next meeting: November 20th, 2025 Fire Station 7, Port Ludlow

9:00 am – 11:00 am