

- 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** – Chief Black made a motion to approve the agenda. Commissioner Brother seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for October 23rd, 2025 – Chief Black made a motion to approve the minutes as amended at Chair Pernsteiner’s request to remove the word “seconded” at the top of page 2 regarding Chief McKern’s motion to approve the payables. Commissioner Frank seconded, and the minutes were approved unanimously as amended.
- VI. **Approval of Accounts-Payable batches**
 - A. October 22, 2025 \$ 14,974.00

B. November 05, 2025 \$ 131,195.32

Chief Black seconded 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 October 1 through October 31, 2025

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 10/31/2025** **\$1,647,767.87**

B. Warrant Registers' Activity

i. **Account 671 – 1st Security** **\$ 416,345.95**

a) \$ 15,221.95 Claims (Bills) paid

b) \$ 1,124.00 Payroll Benefits Paid

c) \$ 400,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings** **\$ 253,469.07**

a) \$ 38,429.51 Claims (Bills) paid

b) \$ 215,039.56 Payroll/Benefits paid

iii. **Account 672 – Capital Cash Account** **\$ 2,347.08**

a) \$ 2,347.08 Withdrawal/Transfer to Capital Investment LGIP
interest bearing account

iv. **Account 673 – LGIP Capital Investment** **\$ 2,360.04**

a) \$ 2,360.04 Withdrawal/Transfer to Capital Cash non-interest
bearing account

Total Monthly Activity \$ 674,522.14

(Acct Transfers total \$404,707.12)

C. Chief Black made a motion to approve the Treasurers report as presented.

Commissioner Frank seconded and the Treasurer's Report was approved
unanimously.

VIII. Financial Report: October 2025 – Lisa Johnson-Burkhart submitted the report but is on an extended vacation to be with family. In her absence, Matt stated that things were on track as has been usual with year-to-date spending, stated he would highlight a couple of financially related items in the director's report and asked if there were any questions that we could have Lisa answer on her return. Board members highlighted how closely financials have tracked Lisa's budget projections.

IX. Director's Report – Matt Stewart highlighted some items from the written report.

- A. CAD upgrade has been tabled until spring 2026.
- B. Maynard site leasing costs charged by DNR will increase substantially in 2026, though much of that cost will be passed through to tenants on our tower including ICOM 911, Jefferson Transit and potentially NOAA. Negotiations with DNR continue regarding the details. Maynard is a receive-only site for us on Law and Fire channels but is also the hub of our microwave system and hosts the Mednet and LERN repeaters we have been maintaining for EMS and law agencies. Negotiations also continue with NOAA regarding adding a weather-radio channel to our tower there. We will also have to pay DNR something in the future for our presence on Mt Octopus for the West End law repeater.
- C. Worked with Quilcene Fire on rewriting their response plans and are working on improving them further.
- D. State E911 Office equipment grant proposal was fully awarded to cover CAD computers and monitors in 2026 and new \$200,000 server cluster in 2027, with 10% Jeffcom match. The server cluster details depend on whether we can move to a cloud-based CAD system around that time. Pencom was similarly awarded funding for their twin server cluster to ours, which will hopefully be timed to coincide with building their new facility.
- E. IT application for a grant to purchase a security logging system required for criminal-justice-information compliance has been approved at the state level and is pending federal approval.
- F. One trainee's probation was terminated due to not being a good fit for the communications officer position. We have a lateral applicant in background.
- G. Union negotiations have progressed with only one substantial meeting but back and forth on contract proposals.
- H. Communications staffing is at nine of twelve, plus one trainee.
- I. Marlo has been buried in a couple of large, broad public-records requests. She leads that program and has one CO trained to process some of them. Jamie Aumock asked whether we charge for records, and Matt answered that we do not currently and does not think the added complexity of cash receipting is worth the effect on dissuading uninformed and large requests but could bring example policies to the board for discussion. Matt stated we have been considering the idea of posting all radio recording archives online for public access, since they are already available through third-party website, could be delayed and could be useful for agencies to use for debriefing. Chief Black stated that we should look at example of cost policies from other agencies. Commissioner Craig asked whether we have a public-records policy or

procedure; Matt answered that we do not and instead utilize continuing education of staff in updated public-records law as well as reliance on our contracted attorney for advice. Matt reiterated that public-records compliance is an area of substantial liability for Jeffcom as with other agencies. The board directed Matt to look at what other agencies are doing regarding policy and costs and schedule the topic for a future meeting along with Marlo.

- J. Transmit side of Fire Primary at Coyle is still offline while we await repair and return of the component that failed, though it not having any noticeable performance impact due to transmit overlap in our system.

X. Old Business

- A. Contracted records services for JCSO and PTPD: Chair Pernsteiner stated that Jefferson County had a contract amendment at legal review.
- B. Teamsters second proposal: Matt stated that the board had last met about this at the August meeting, after which he took the board's feedback to the union, which responded with a second proposal. That second proposal is the subject of the discussion today.
- C. Chair Pernsteiner moved the board to 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. Executive session began at 9:57 and was scheduled for 45 minutes. At 10:42, the board returned to open session to extend the executive session five minutes to 10:47. At 10:47, the board returned to open session to extend the executive session ten minutes to 10:57. At 10:57, the board returned to open session and took no action.

XI. New Business

- A. Chair Pernsteiner moved the board to Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee at 10:58 for three minutes. At 11:01, the board returned to open session and took no action.

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

- A. Status on move from WCIA risk pool to insurance. Matt mentioned that our new insurance representative may attend the December or January meeting to meet the board and discuss our new policy.
- B. Review of 2019 Jefferson County Facilities discussion regarding expansion of Jeffcom space

- C. Election of chair and vice chair for 2026. Chair Pernsteiner asked the fire commissioner and fire chief association representatives to clarify whether they had completed any annual changes to their representation, and both stated that the representatives would remain but primary and alternate members would swap. The city and county representatives indicated there would be no change in their seats for 2026.
- D. 2026 calendar of regular meetings
- E. Discussion of public-records systems, policies and charges for records

XIII. Good of the Order

- A. Matt will attend the next meeting remotely due to vacation

XIV. Adjourn

Next meeting: December 18th, 2025

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date