



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

In-person: East Jefferson Fire Rescue Station 6, Chimacum

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

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	December 18, 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 November 20th, 2025

VI. Approval of Payments: Accounts-payable batches

- | | |
|-------------------------------------|---------------|
| A. December 3rd, 2025 | \$ 420.67 |
| B. December 4th, 2025 | \$ 114,814.32 |
| C. December 10 th , 2025 | \$ 2,338.11 |

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VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for November 1 through November 30, 2025

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 11/30/2025** **\$1,523,029.90**

B. Warrant Registers' Activity

i. **Account 671 – 1st Security** **\$ 16,413.95**

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

b) \$ 1,192.00 Payroll Benefits Paid

ii. **Account 3 – First Federal Savings** **\$ 215,038.91**

a) \$ 10,204.76 Claims (Bills) paid

b) \$ 204,834.15 Payroll/Benefits paid

iii. **Account 672 – Capital Cash Account** **\$ 2,360.04**

a) \$ 2,360.04 Withdrawal/Transfer to Capital Investment LGIP
interest bearing account

iv. **Account 673 – LGIP Capital Investment** **\$ 2,207.34**

a) \$ 2,207.34 Withdrawal/Transfer to Capital Cash non-interest
bearing account

Total Monthly Activity **\$ 236,020.24**

(Acct Transfers total \$4,567.38)

VIII. Financial Report: November 2025 – Lisa Johnson

IX. Director's Report – Matt Stewart

X. Old Business

- A. Move from WCIA risk pool to insurance effective January 1
- B. SAO audit completion
- 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.
- D. Teamsters collective bargaining agreement
- E. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee

XI. New Business

- A. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee
- B. Election of chair and vice chair for 2026
- C. 2026 calendar of regular meetings

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

- A. Contracted records services for JCSO and PTPD
- B. Review of 2019 Jefferson County Facilities discussion regarding expansion of Jeffcom space
- C. Public records policies and costs

XIII. Good of the Order

XIV. Adjourn

Next meeting: January 22, 2026, subject to approval of 2026 meetings calendar

9:00 am – 11:00 am