



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

December 18, 2025

Members Present

Jamie Aumock, JCSO, Alternate
Bret Black, Fire Chiefs Association (until 10:30)
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Assoc. Alternate
Art Frank, Fire Commissioners Association
Josh Peters, Jefferson County, Alternate
Andy Pernsteiner, Chair, JCSO Sheriff

Other Attendees

Mike Chamberlain, Network Admin
Jennifer Dyste, Records Specialist
Lisa Johnson-Burkhard, Finance Manager
and Clerk of the Board
Tim Manly, Fire Chief
Matt Stewart, Director

Members/Alternate Members Absent or excused:

John Mauro, City of PT, Alternate
Tim McKern, Fire Chiefs Association, Alternate
Thomas Olson, Vice-Chair, City of PT Chief

- 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 Brotherton seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for November 20th, 2025
Chief Black made a motion to approve the minutes as presented. Commissioner Frank seconded, and the minutes were approved unanimously.
- VI. **Approval of Accounts-Payable batches**
 - A. December 3rd, 2025 \$ 420.67
 - B. December 4th, 2025 \$ 114,814.32
 - C. December 10th, 2025 \$ 2,338.11

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 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
No-interest-bearing account

Total Monthly Activity \$ 236,020.24

(Acct Transfers total \$4,567.38)

C. Chief Black made a motion to approve the Treasurers report as presented. Commissioner Brotherton seconded and the Treasurer's Report was approved unanimously.

VIII. Financial Report: November 2025

- A. Lisa stated that Nov is 91.67% in the year. Total fund balance at the end of November was \$1,523,029.90.
- B. Our total revenues are 92.1% through November. After the final Tyler billing reconciliation, we billed the agencies for their portions of the annual fee reimbursement, with an additional expected revenue of approximately \$93,000.00 for 2025.

- C. Expenditures are at 84%. Projecting about another \$50,000 in remaining AP batches this year. Wages and benefits are at 91.9% of budget, very close to budget.
- D. The SAO Auditor had us reclassify LGIP Investment interest to a new BARS Account specific to LGIP interest, and we have a total of \$33,614.02 earned YTD.

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

- A. We continue discussions about a potential CAD vendor switch in the user group meeting and with Pencom. No procurement process has begun, but we are requesting agencies talk to their peers for gathering potentials systems to review.
 - i. Jeffcom and Pencom are looking at a joint request for information (RFI) that would hope to specify current functionality and gaps we want to see filled by a new system. We hope to have two distinct cloud-based clients with interoperability between the two counties. Chief Black asked how Matt envisions agency visits to agencies using other CAD systems, and Matt clarified Jeffcom can help set up meetings. Chair Pernsteiner asked whether this included tablet and phone apps, and Matt stated that it did.
 - ii. Chair Pernsteiner asked what would happen to interoperability if Jeffcom and Pencom chose different CAD systems. Matt stated that the backup plan was the state's CAD-to-CAD interoperability project, but given how closely the two counties work together it would be ideal to be on the same system.
 - iii. Art Frank asked whether we could buy a system with a mobile app good enough to use tablets instead of laptops. Matt stated that our fire agencies have proven the benefits of going to tablets, and all agreed that we should make strong mobile apps a requirement of the new procured to save money and get smaller, lighter devices into law-enforcement vehicles.
 - iv. Matt stated that the cost of a new system that we have not yet begun to procure is not known, but based on our current two-county costs and the costs we have seen other counties pay for cloud-based systems we can reasonably expect a reduction in ongoing costs. However, there are going to be initial expenses to convert data and for Jeffcom and especially agency staff to work on the conversion and setup. Another optional cost would be for interfaces between the new CAD system and any Tyler or third-party systems that agencies want to retain. Currently, Pencom and Jeffcom jointly pay about \$600K/year and were quoted around \$800k for cloud with a \$1.3MM initial year. In contrast, Grant County pays \$450k for a cloud system with a similar population and complexity as our two counties combined.
 - v. Chair Pernsteiner asked about whether remaining fully combined with Pencom would be necessary to obtain the best pricing. Matt stated that he

hopes that the bidders will see us and Pencom as one client for bidding purposes, but that we could run our own cloud-based CAD clients with records shared between them as needed for interoperability. He also stated that the cost savings of having combined were minimal as illustrated by the minor savings to JCSO and PTPD in what they were billed in pass-through costs last week.

- vi. Chair Pernsteiner mentioned that we need to convert all of the data we have in Tyler to the new system. There was general agreement that this needs to be part of our procurement, because we do not want to keep Tyler running for years to access old records.
- B. Tower leasing from DNR will have a one-year ramp up period, so next year our costs will go up by about 20% on the previous approximately \$9,000. Our 2025 underpayment will be added to the remaining 14 years of the contract. We expect to lease space with NOAA for a weather radio transmitter at the standard DNR pricing for the units, and negotiations will continue. Most of the cost increase is due to added radio units by ICOM and NOAA so will be passed through to them. We identified what it is costing us have the LERN cross-band repeater (\$2600) and the Mednet repeater (\$1300) there, both of which will also need new hardware soon. We do not pass through these costs to the LE agencies and EMS Council. Jeffcom uses both systems for backup communications. It costs us at Maynard as well as our cost to lease Kitsap 911's tower at Teal Lake. Chief Black stated that Mednet is needed and used, that Jeffcom's expertise is best for maintaining it, but that the EMS Council should pay for it, particularly when the equipment needs to be replaced around 2028. Matt stated that it is probably about \$10-20K per repeater.
- C. Tyler billings and credits were finally reconciled with Pencom, and the pass-through billings were sent to our user agencies. We will pay the City of Port Angeles a check for our portion of shared cost and paid Tyler a small balance after the credits. The law-enforcement agencies were billed their historical pass-through costs, and CrewForce and ShieldForce billings were added for all agencies.
- D. Overtime dropped considerably this past month to 234 hours.
- E. Call numbers presented were not year-end and are not the July-June CFS numbers used for agency pass-through allocation.

X. Old Business

- A. Move from WCIA risk pool to insurance effective January 1
 - i. Cost savings of \$15,000. Contract is approved and signed. HR-related training online is better than our previous option and will be assigned to employees. Additionally, we added a primary coverage of non-owned vehicles used for

agency business. This is in addition to the IRS mileage reimbursement that covers employee's cost of required personal insurance cost for their POV.

- ii. Chair Persteiner asked about the need for Jeffcom to have a vehicle for work needs and said the county may have vehicles available. Matt mentioned that it has not been a high priority for several reasons but that he would talk to staff who travel often. Chief Black asked what our per diem mileage costs are to see if having a company vehicle would be cheaper. Commissioner Frank stated his preference that Jeffcom own a vehicle for risk purposes and mentioned that QFR has a truck could use more exercise and it may be good for Jeffcom's tower visits. Matt stated that he wanted to ask staff whether they would actually choose to drive it, and Chief Black stated that might be different for local tower visits versus highway trips for training.
 - B. Chair Pernsteiner discussed our recent SAO Audit, thanked Matt and Lisa for their work and stated that the close-out meeting was rather routine due to there being no noted issues and suggestions. Chief Black asked about Jeffcom's track record of clean audits, and Lisa stated that since starting in August of 2017, there have been four audits. The audits of 2016-2018 had a finding for understating state tax revenue and understating bond debt expense in 2017, despite Lisa bringing that question to the auditor's attention. The correction of that previous error pushed us over the threshold to require a financial audit as well as the accountability audit. The following audits for 2019-2020, 2021-2022, and 2023-2024 have no findings. Chief Black said they recently completed their clean audit and issued a press release to communicate that to the community, which was well received, so he suggested that Jeffcom also share the news. Commissioner Frank shared that based on the enthusiasm of the auditors at the exit interview, not everyone gets a clean audit. Lisa mentioned it should be published today.
 - C. Chair Pernsteiner called the board into 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.
 - i. Start 9:57 End: 10:12
 - ii. Extended 6 minutes, will return at 10:18
 - iii. Extended 10 minutes, will return at 10:28
- Chair Pernsteiner brought the meeting back into open session with no decisions made.

- D. Chair Pernsteiner noted that there was no action to be taken on the topic of the Teamsters collective bargaining agreement.
- E. Chair Pernsteiner called the board into Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee.
 - i. Start 10:29 End: 10:33Chair Pernsteiner brought the meeting back into open session with no decisions made.

XI. New Business

- A. Chair Pernsteiner called the board into Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee.
 - i. Start 10:34 End: 10:54Chair Pernsteiner brought the meeting back into open session with no decisions made.
- B. Election of chair and vice chair for 2026
 - i. Chair Pernsteiner asked for nominations for the chair position. Commissioner Brotherton nominated Andy Pernsteiner to continue to serve as chair. There were no other nominations, so Chair Pernsteiner called for a vote to reappoint Sheriff Pernsteiner as Chair, which was approved unanimously with Sheriff Pernsteiner abstaining from the vote.
 - ii. Chair Pernsteiner asked Commissioner Craig and Commissioner Brotherton whether they would accept a nomination as Vice Chair. Both declined. Andy Pernsteiner asked for nominations. Chief Black nominated Chief McKern. Chair Pernsteiner asked Chief McKern by phone whether he would accept that nomination, and he affirmed that he would. There were no other nominations, so Chair Pernsteiner called for a vote to appoint of Chief McKern as Vice Chair, which was approved unanimously.
- C. 2026 calendar of regular meetings
Commissioner Brotherton made a motion to approve the 2026 meeting calendar. Commissioner Frank seconded and the 2026 meeting calendar was approved by unanimous vote.

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

- A. Andy shared his appreciation for this board and how everyone participates and provides input during the meetings. Chief Black concurred and how quickly Jeffcom has changed from five years ago and expressed thanks to staff.
- B. Chair Pernsteiner wanted to keep on the horizon the growth of Jeffcom and the growth and expansion in the future and the potential space possibilities in DEM or other areas of the building or the possible expansion of the building. Commissioner Brotherton suggested inviting Jefferson County Central Services to review the 2019 drawings and the needs of Jeffcom, Corrections and DEM.
- C. Chief Black requested a report on the interface between Jeffcom and DEM such as Nixle messaging and communication and impact on the dispatchers.

XIII. Good of the Order

- A. Chief Black described the return of spontaneous circulation metric for CPR incidents and stated that 10% is the national average for people surviving CPR and ROSC and returning home, 16% in Washington, and 20% in Jefferson County ranked 20%. Fire, law, and dispatch staff should be proud of this accomplishment, and he appreciates Jeffcom staff.

XIV. Adjourn

- A. Chair Pernsteiner said merry Christmas and happy new year and adjourned the meeting.

Next meeting: January 22nd, 2026

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date