



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_MGNiMDk5MjktMTcyYy00YTc3LTlZDATM2ZlY2JiY2Q2YzJm%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** **January 22, 2026**

- 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 December 18, 2025

- VI. Approval of Payments: Accounts-payable batches**

- A. December 22, 2025 \$ 43,515.55
 - B. December 31, 2025 (13th Month) \$ 5,581.74
 - C. January 8, 2026 \$ 200,943.25

Jeffcom 911 Board Meeting Agenda January 22, 2026

- VII. Approval of Treasurer's Report** – None this month. The bank reconciliations and fund balances and warrant registers' activity for December 1 through December 31, 2025, will be presented at the February meeting after receipt of all year-end bank statements, which were not received following closure of the 13th month by Jefferson County prior to preparation of the materials for this meeting.
- VIII. Financial Report: 2025 year-end revenues and expenditures in five-year budget comparison** – Lisa Johnson will present the year-end 2025 financial report at the February meeting after receipt of all 13th-month reports.
- IX. Director's Report** – Matt Stewart
- X. Old Business**
 - A. Presentation by Ashley Carroll of Nicholson & Associates Insurance regarding Jeffcom's coverage by VFIS effective January 1, 2026
 - B. Contract approval item 2026-0002: Professional services contract for legal service with the law office of Eric T. Quinn, P.S.
 - C. Termination by JCSO and PTPD of MOUs for contracted records services effective June 30, 2026
 - D. 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
 - E. Contract approval item 2026-0001: Teamsters collective bargaining agreement to be effective January 1, 2026, through December 31, 2028
- XI. New Business**
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.**
 - A. Review of 2019 Jefferson County Facilities discussion regarding expansion of Jeffcom space
 - B. Public records policies and costs
- XIII. Good of the Order**
- XIV. Adjourn**

Next meeting: February 26, 2026

9:00 am – 11:00 am