



Jeffcom 911 Board Meeting  
Hybrid In-person and Virtual Meeting

January 22, 2026

Members Present

Bret Black, Fire Chiefs Association  
Greg Brotherton, Jefferson County Commissioner  
Steve Craig, Fire Commissioners Assoc Alternate  
Art Frank, Fire Commissioners Association  
Tim McKern, Vice-Chair, Fire Chiefs Assoc Alternate  
Thomas Olson, City of PT Chief  
Andy Pernsteiner, Chair, JCSO Sheriff

Other Attendees

Rich DePas, IT Systems Manager  
Jennifer Dyste, Records Specialist  
Lisa Johnson-Burkhard, Finance Manager  
and Clerk of the Board  
Matt Stewart, Director

Members/Alternate Members Absent or excused:

Jamie Aumock, JCSO Alternate  
John Mauro, City of PT Alternate  
Josh Peters, Jefferson County Alternate

- 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 McKern made a motion to approve the agenda. Commissioner Craig seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
  - A. Board Meeting Minutes for December 18th, 2025  
Commissioner Craig made a motion to approve the minutes as presented. Chief McKern seconded, and the minutes were approved unanimously.
- VI. Approval of Accounts-Payable batches
  - A. December 22, 2025 \$ 43,515.55
  - B. December 31, 2025 (13th Month) \$ 5,581.74
  - C. January 8, 2026 \$ 200,943.25Chief McKern made a motion to approve the payables as presented. Commissioner Craig seconded, and the payments were approved unanimously.

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 final year-end 2025 financial report at the February meeting after receipt of all 13th-month reports.

Lisa shared that our fund balance is approximately \$1.4 Million on our Treasurers Report fund balances. Matt shared a five-year annual trend report that tentatively shows \$703,929.44, and \$694,528.32.

Lisa reported outstanding Accounts Receivable balances that are primarily a result of the reconciliation of the outstanding Tyler Credits that were finalized late in the year and subsequently billed to the applicable user agencies for shared costs, as well as outstanding records-specialist fees for JCSO of \$ 26,269.20 (which was paid yesterday). Additionally, ICOM's tower lease balance of \$12,415.62 is outstanding; Lisa spoke to them at the end of November, and they were going to send a check on December 23<sup>rd</sup> and emailed them as well.

We have already received some payments in January 2026. All are expected to be paid in January and is a timing issue. A total of \$113,800.00 is our outstanding receivables balance.

Matt highlighted on the trend report, that we had estimated in our 2026 budget a beginning fund balance of \$793,166.27, and that our current ending balance of 703,929.44 differs by less than what our actual outstanding receivables balance at year end, and when these are paid in 2026, we will affectively end 2025 than we had estimated in Aug 2025.

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

A. We continue to look at cloud-based phone systems and CAD. The state has begun the procurement process for a cloud-based phone system that they would host and deliver to PSAPs, in lieu of funding an in-house system. It is assumed that this would increase interoperability and improve the overall costs for public safety. Regarding

CAD cloud based, Pencom obtained a copy of the RFP used in Grant County, and we'll be using that to start our process, and we still encourage our agencies to research.

- B. We are still working out the tower leasing at Maynard for 15 years. NOAA will likely be subleasing, and we have a new DNR contract.
  - C. Budgetary and staffing: We have a new lateral hire progressing and adapting well to our agency. This will bring us to 10 dispatchers after completion of her training, and then we will hire a second communications supervisor. Reducing overtime costs will be a focus going forward.
  - D. User group meeting was primarily discussing operational issues.
  - E. Matt summarized 2025 year-end call volume metrics regarding call volumes: We have reduced 911 call volume, our call-answering time decreased with increased performance and efficiency. We spent more time on the phone with callers. Busy Days are Monday – Saturday, and busy hours are 8:00 am to 22:00-24:00.
  - F. Chief Brotherton commended our IT department and the SharePoint system for document sharing.
- X. Old Business
- A. Presentation by Ashley Carroll of Nicholson & Associates Insurance regarding Jeffcom's coverage by VFIS that took effect on January 1, 2026. Ashley mentioned guaranteed replacement costs on all property claims; general liability limits based on location; online training; non-owned auto coverage and other benefits of the new insurance coverage.
  - B. Contract approval item 2026-0002: Professional services contract for legal service with the law office of Eric T. Quinn, P.S. Matt stated that we had a contract in 2024 but did not renew it in 2025 due to a retainer credit balance. Renewing would be 2 hours a month to go to the bank for use when needed at \$250.00 rather than \$325.00 that is charged out of contract. With no objections Matt was given permission to proceed with the proposed contract.
  - C. Termination by JCSCO and PTPD of MOUs for contracted records services effective June 30, 2026. Chair Pernsteiner mentioned that this issue of reimbursement for the cost of the position from the Law agencies has been passed around for the past couple of years. Director Stewart didn't believe it was a Jeffcom function, but the function was sent to Jeffcom under the MOUs in 2013. Pernsteiner said they talked about bringing it into JCSCO, but they do not have the bandwidth to cover this position. The county is able to perform the work in District Court, since the legal documents start there.

Matt stated that in December the City of Port Townsend and Jefferson County gave him notice of 180-notice of the termination of the MOUs, and he notified Jenny and notified Teamsters of the intention to lay off Jenny effective on June 30th. Since then, she has given notice of leaving for another position. District Court will need a lot of training and will not be ready in two weeks to implement the transition. Jeffcom communications staff will have to cover the gap.

Matt stated we will need the board to resolve how to bill records reimbursements for 2026. We could pro-rate the existing budget or come up with a new proposal for the first half of the year. The budgeted amount was to cover all the actual costs of the position, with her wages, benefits, and cost of Jeffcom's office rent. Additionally, to close this out, we need to consider the costs of the temporary Jeffcom employee to cover the work in-house. District court will be having someone come in and train her replacement.

Matt mentioned that Jenny is a very responsible employee who took the role without any hand-down and accomplished a history of clean audits. Jenny will be paid through the end of her accrued leave, is willing to be able to assist on the upcoming audit and wants to see that the position will continue successfully.

Pernsteiner commented that it's the position, not the person, for making this decision, and that Jenny has always done a meticulous and conscientious job.

- 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. Chair Pernsteiner called the board into Executive Session, for ten minutes, starting at 9:43 AM and ending at 9:53 AM. No decisions were made during executive session.
- E. Contract approval item 2026-0001: Teamsters collective bargaining agreement to be effective January 1, 2026, through December 31, 2028

Matt commented that it's a good contract with substantial financial impact that we will need to mitigate, specifically overtime. We have been using part-time dispatchers to fill positions, to keep their skills sharp and to help us through some staffing shortages, but coverage beyond minimums will need to be reconsidered.

Pernsteiner mentioned that the board recommends resolving staff overtime issues by policy, and that it will be pulled out of negotiation. Both parties agreed to move forward yet could not come to agreement about overtime and seniority wanting OT shifts for days on end, and new employees feeling they get left out of OT shifts. We also need to resolve shift start/end time concerns that have been driven by past practice rather than in writing and with some inconsistency and abuse of that system.

Commissioner Craig thanked Matt for taking Jeffcom so far in the past couple of years. Matt replied that we would not have the current staff without the board's approval of the prior CBA, and this one, that kept Jeffcom competitive. Pernsteiner mentioned that staff is the most important aspect of an agency. Chief Black mentioned recent community outreach that includes discussing WSRB ratings, and there is nothing but positive comments about the improvements at Jeffcom.

Commissioner Craig made a motion to authorize the Director to sign the CBA as presented today. This also includes directing the director to limit overtime costs and to return with proposed amendments to the personnel policy manual to address maximum consecutive dates of work without rest days and shift start/end times. Chief McKern seconded, and the motion was approved unanimously.

- XI. New Business - none
- 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

Commissioner Craig asked whether there was continual talk to expand the facility outward towards Elkins Road (toward the ball fields). There was discussion about possible easement issue, and that in the past that expansion would be toward the parking lot. Commissioner Frank suggested bringing the board in to see the issue; Mark McCauley had discussed this possibility and a patio area, or possibly going up a level.

Commissioner Brotherton is currently on the County's facilities management committee, and he mentioned that Jeffcom, JCSO Corrections, JCSO and DEM should be included in discussions. He suggested bringing in Shawn Fredricks of Central Services in who chairs the committee.

Matt mentioned that we are close to paying off our bond debt and could consider another bond issue, so we should probably include the County Treasurer as well.

Commissioner Brotherton mentioned there is a bond specialist who sits on the facilities committee that could help coordinate that, but this may be down the road after we come up with a more specific plan for what we want to do.

Stewart had commented that our history is that we have not ever gained successful momentum on moving this forward. Brotherton said he will bring back information on the bond issue. Frank will meet with Matt. Chief Black mentioned considering if there are metrics such as WSRB about specific criteria that need to be addressed that can either benefit or hinder that rating.

- B. Public records policies and costs
- C. Chief Black asked if there was a statewide legislative movement for our industry and could we add it to the agenda on a regular basis. Matt said February 11<sup>th</sup> is the 911 centers' annual day in Olympia, but that most recent efforts of the industry had been accomplished other than a supplemental appropriation under consideration to spend down the dedicated 911 fund balance. Chief Black stated that informing the agencies of our needs would allow them to bring up those topics when other public-safety groups meet in Olympia.

XIII. Good of the Order

- A. Chief Black will be out of town with the district covered by Chief Brummel, who has announced his pending retirement.

XIV. Adjourn

- A. Meeting was adjourned at 10:19 am

Next meeting: February 26th, 2026

9:00 am – 11:00 am

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Jeffcom Administrative Board Member

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Date

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Date