



Jeffcom 911 Board Meeting  
Hybrid In-person and Virtual Meeting

February 26, 2026

Members Present

Jamie Aumock, JCSO Alternate  
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

Jean Ball, Public Quilcene resident  
Mike Chamberlain, Jeffcom Network Admin.  
Lisa Johnson-Burkhard, Finance Manager  
and Clerk of the Board  
Matt Stewart, Director

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs Association  
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 – Quilcene resident Jean Ball shared information about a close cell tower which has been planned for the Ludlow, and the Department of Community Development suggested that this may be an opportunity for Jeffcom 911 and the Sheriff’s office to utilize for increased coverage from the tower contractor.
- 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 January 22, 2026  
Commissioner Brotherton made a motion to approve the minutes as modified by removing the paragraph at the top of page 6. Chief Craig seconded, and the minutes were approved as modified unanimously.
- VI. Approval of Accounts-Payable batches
  - A. December 31, 2025 (13th Month) \$ 242.00
  - B. December 31, 2025 (13th Month) \$ 40.00
  - C. January 29, 2026 \$ 23,534.51

D. February 05, 2026	\$136,877.29
E. February 19, 2026	\$ 11,279.06

Chair Pernsteiner requested reviewing the batches together since there was so much this time. Director Stewart presented the documents as listed for Dec, Jan & Feb.

Commissioner Craig made a motion to approve the payables and the Treasurer's Report as presented. Chief McKern seconded, and the payments were approved unanimously.

VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for December 1 through December 31, 2025

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A. Treasurer's Report Fund Balances and Bank Reconciliations	
i. Fund Balance as of 12/31/2025	\$1,400,270.43
B. Warrant Registers' Activity	
i. Account 671 – 1st Security	\$ 445,658.59
a) \$ 41,276.03	Claims (Bills) paid
b) \$ 4,382.56	Payroll Benefits Paid
c) \$ 400,000.00	Withdrawal/Transfer to FFSL
ii. Account 3 – First Federal Savings	\$ 220,235.39
a) \$ 21,343.43	Claims (Bills) paid
b) \$ 198,891.96	Payroll/Benefits paid
iii. Account 672 – Capital Cash Account	\$ 2,207.34
a) \$ 2,207.34	Withdrawal/Transfer to Capital Investment LGIP interest bearing account
iv. Account 673 – LGIP Capital Investment	\$ 2,209.41
a) \$ 2,209.41	Withdrawal/Transfer to Capital Cash non-interest bearing account
	Total Monthly Activity \$ 670,310.73
	(Acct Transfers total \$404,416.75)

VIII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for January 1 through January 31, 2026

A. Treasurer's Report Fund Balances and Bank Reconciliations	
i. Fund Balance as of 01/31/2026	\$1,284,798.30

B. Warrant Registers' Activity

i.	Account 671 – 1 <sup>st</sup> Security	\$ 200,965.00
	a) \$ 965.00	Payroll Benefits Paid
	b) \$ 200,000.00	Withdrawal/Transfer to FFSL
ii.	Account 3 – First Federal Savings	\$ 285,825.39
	a) \$ 102,952.22	Claims (Bills) paid
	b) \$ 182,873.17	Payroll/Benefits paid
iii.	Account 673 – LGIP Capital Investment	\$ 2,153.35
	b) \$ 2,153.35	Withdrawal/Transfer to Capital Cash non-interest bearing account
		Total Monthly Activity \$ 488,943.74
		(Acct Transfers total \$202,153.35)

IX. Financial Report: Lisa Johnson-Burkhard

A. December Financials:

Lisa stated that we ended the year with a total Fund Balance of \$1,400,270.43, and presented a document showing Jeffcom 911's historical fund Balances, showing the General Operations, Capital Fund, and the Treasurers Report Balances at year-end. The trending average of the General Funds balance as a % of Budget averages 19.98%

Matt stated that with the upcoming radio projects, we should start considering the Capital Fund as allocated in full to the future radio refresh project. Therefore, any reserve we maintain accumulated per our required operational reserves (10% of operating budget and 5% of capital budget) should be considered to be part of the General Fund balance.

i. December 2025 General fund surplus of \$130,070.98

1. Revenues came in at 99.4% of budget

- a. 310 Dept Taxes: YTD at 105%
- b. 330 Dept State Grants: YTD at 89.1%.

We declined a portion of equipment grant that was for transitioning to the Cloud, and determined it was cost prohibitive.

- c. 340 Dept Dispatch Fees: YTD at 98.4%, the shortage was paid in 2026
  - d. 360 Dept Misc Revenues: Icom 911 asked to pay 12K in 2026
2. Expenditures ended at 95.7% YTD

a. 525 Dept Jeff Co Bond Debt – YTD at 90.9%

Our outstanding County Bond Debt as of 12/31/2025

2026 Maturity date: 171,005.47 Pay off this year!

2030 Maturity date: 498,235.00

Total 669,240.47

b. 528 Dept Dispatch: YTD at 96.9%

c. 050 Wages and 060 Benefits: Combined YTD is 100.4%

d. 070 Maintenance Contracts: YTD is 163.9%

Overage was due to support 17-month renewal for our Nutanix server we purchased 5 years ago, to extend us to its end of life in early 2027. This cost of \$46,488.23 to Converge Tech was not budgeted. Otherwise, we would be at 1.02% of budget!

ii. Capital Fund Surplus of \$35,873.43

1. Revenues from LGIP Interest

2. Expenditures – monthly LGIP fees of \$450.00

iii. Our Total Fiscal Year 2025 had a surplus of \$165,494.41\*

B. January 2026 Financials – 8.33% YTD

Total Fund Balance of \$1,284,798.30

i. General fund deficit of (\$117,625.48)

1. Revenues YTD at 5.4%

a. 310 Dept – Taxes: Tax revenues for Jan 6.9%

b. 340 Dept – Dispatch Fees: All user agencies have been billed for this year's CFS fees. Dispatch fees are a timing issue.

c. 380 Dept – Non Revenues: Final agencies' payments of \$72,952.14 from the City of PT and JCSO were received after the Tyler Credits issues were resolved.

2. Expenditures YTD at 8.7%

a. 525 Dept Jeff Co Bond Debt at 9.1%

We will pay off \$171,005.47 this year.

b. 528 Dept – Dispatch Services at 8.9%

i. 020 Other Admin – VFIS insurance, annual savings of 30% compared to WCIA costs.

ii. 050 Wages and 060 Benefits – compiled is at 6.8% YTD; This is prior to the new CBA effective with January hours paid in February

iii. 070 Maintenance Contracts – YTD AT 58.2%

1. Many annual payments are in first part of the year:

3. General Fund Deficit is (\$117,625.48)\*

ii. Capital Fund:

1. LGIP Investment interest for the year to date is \$ 2,203.35.

Historically:

Total LGIP Investment interest for 2026	\$ 2,203.35
Total LGIP Investment interest for 2025	28,840.53
Total LGIP Investment interest for 2024	39,624.03
Total LGIP Investment interest for 2023	7,301.92
Total LGIP interest earned since inception Oct 2023	\$ 77,969.83

2. Capital Fund Expenditures is \$50.00 for monthly fee

3. Capital Fund Excess is \$2,153.35

iii. As of January 2026 YTD, we had a deficit of (\$115,472.13)\*

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

- A. The test-site upgrade of CAD is complete. It's a significant version jump, so there's a lot to validate. Our communications officer is actively testing it as well as IT and Matt who are stress testing different scenarios. So far, none of the issues from last fall have resurfaced. We're still on track for the April 8 upgrade, expected to take 5–6 hours.
- B. Rich and Mike are continuing work on network infrastructure for the tower sites. They're also testing more resilient, utility-style equipment designed for standalone, unmonitored locations similar to the PUD and Utilities
- C. We're working with Pencom on a joint RFP for a cloud-based CAD solution. A draft RFP should be ready for board review soon. Staff will participate in demos and evaluations to ensure we make an informed decision, including how the choice impacts integrations with corrections, mobile, law enforcement, and fire records systems.
- D. AT&T needs to relocate its cell tower in Port Townsend due to the planned demolition of the Lincoln Building at the high school. One option is for AT&T to move its equipment to the Jeffcom-owned tower at EJFR Fire Station 1. AT&T has proposed replacing that tower entirely at their own cost with a modernized structure, after which they would lease space from Jeffcom. This opportunity is potentially beneficial because the existing tower is underutilized, and Jeffcom would eventually need to replace towers anyway. Coverage improvements near the boat haven and Safeway area are also possible. Rich will meet with AT&T and EJFR facilities staff for a walkthrough; however, the timeline is tight due to demolition scheduled for June.

Questions remain about whether a taller tower, larger generator, or expanded radio room will be required. If AT&T proceeds, the board may soon need to review a lease agreement proposal.

- E. Staffing continues to move in a positive direction. Our lateral hire is finishing her final week of training and will move to her own shift next week. She has progressed quickly and will take over the shift currently being covered by another CO, who will transition to supporting law enforcement Records until that function is fully phased out.
- F. Following the approval of the 2026-28 CBA, we ran the first payroll with all updated rates and conditions. Because of the federal overtime exemption reporting requirements, we added new differentials and overtime codes to ensure next year's W-2s reflect accurate amounts. We also updated our timesheet templates to align with the new structure. Overtime costs were higher this cycle but still remain well below levels from previous years.
- G. Our office relocation is complete for now, and Lisa and Matt are now sharing an office. Once the MOU for Records is finalized, we'll remove the old desk and prepare that space for an additional Communications Supervisor.
- H. We've launched an online uniform storefront that gives employees access to higher-quality items with improved logo applications, which should result in a cleaner, more professional look.
- I. Washington State is changing how grant awards are calculated starting with our next application. A larger portion of the state's dedicated 911 funding will now flow through, resulting in an estimated increase of about \$100,000 for us.. The state also has roughly \$10 million in unused dedicated 911 funds, which should help reduce our expenses rather than simply increase grant revenue, especially as we shift to using the new statewide phone system.
- J. We're involved in World Cup preparation, but there's little direct impact expected in Jefferson County. Kitsap County and especially the Seattle area will feel more effects. Jeffcom occasionally receives some calls from Kitsap. This situation creates an opportunity to highlight how major events affect other agencies and how communication centers can support each other. Jeffcom and Pencom have good interoperability, but that level of cooperation isn't as common statewide. Mutual aid is typical between fire and law agencies, but it's less common between PSAPs.

Commissioner Brotherton shared that the Regional Transportation Planning Organization has asked the state legislature to request that the U.S. Coast Guard adjust the drawbridge schedule on the Hood Canal Bridge. The goal is to move to set predictable opening times for recreational vessels instead of the current three to six

openings each day. He asked whether Jeffcom would be willing to support this by submitting comments to the Federal Register when the opportunity comes up. Director Stewart said that in general, if something helps with streamline operations for partner agencies, it usually benefits Jeffcom as well and helps keep things manageable.

XI. Old Business

A. Update on termination of JCSO and PTPD MOUs for contracted records services

- i. Chair Pernsteiner reported that he, Matt, Jamie Aumock, and Marlo Erwick met with Karl Hatton from Pencom to discuss Clallam County taking over law-enforcement records duties. They are working through logistics, and the change is expected to save \$30–40k annually, move records to cloud-based electronic storage, and eliminate the need for physical file cabinets. Jeffcom will continue handling records through June 30. Katie Dressler will assume the records role and manage the April audit; she moves to a 4/10 schedule next week.
- ii. Pencom currently has two records staff, though not the equivalent of two full FTEs. Matt noted that the arrangement is ideal, as it removes the strain of having only one records employee at Jeffcom and relying on dispatchers for coverage. Pencom is willing to take on the responsibilities because they reassigned a call officer into records and the added revenue helps offset costs. They already manage twice the records volume Jeffcom does, so taking on Jeffcom's workload will complete the remaining 0.5 FTE of their second records position.

XII. New Business -

A. Resolution 2026-0003 adopting Communications and Computer Systems policy

- i. Director Stewart noted that the agency has not previously had a comprehensive policy in this critical operational area. The proposed resolution is based on federal guidance and has been adapted by Matt and the IT department for agency use.  
Commissioner Brotherton asked about home-based security for remote work. Matt explained that the agency now uses remotePC with two-factor authentication. He clarified that employees remotely view and control their Jeffcom workstation screens and do not directly log into or access the agency network from home.

Commissioner Brotherton made a motion to approve the Resolution 2026-0003 as presented. Chief Olson seconded, and the Resolution was approved unanimously.

B. Contract 2026-0004 with Washington Department of Natural Resources for Communication Site Land Lease at Maynard Peak

- i. Chair Pernsteiner noted the cost projections through 2040. Director Stewart added that by the time we reach 2040, the vendor's published book rates will likely exceed these projections. He explained that although the estimates are based on a 3% annual increase—consistent with our previous contract—by the end of our prior lease term, the vendor's published rates were already significantly higher than what we were paying, despite that same 3% escalation.

Chair Pernsteiner suggested that the board may benefit from a site visit to the tower properties, emphasizing that it is useful to see the facilities directly. Matt noted that Rich visits the site regularly and would be glad to guide others through the fenced area, and the equipment inside.

Matt shared the current Jeffcom rent-calculation spreadsheet with Jefferson Transit and ICOM. It does not include Jeffcom's core Law/Fire microwave and simulcast channels, the LERN UHF/VHF crossband repeater, the EMS Council's Mednet use, and the proposed NOAA weather radio channel sublease.

Matt asked DNR to limit any 2026 cost increase to no more than 20% across the whole multi-tenant setup. Since agencies already adopted their 2026 budgets back in August 2025, keeping the first-year increase modest helps everyone stay within what's already been approved.

Even though the lessee fees look high, they're necessary to cover our DNR rent and the long-term costs of maintaining and eventually replacing the tower, generator, and the mountaintop communications building. Jeffcom pays the PUD power bill for all tenants, and Rich handles the on-site work—weed and rodent control, equipment checks, air-conditioner and meter maintenance, and general site upkeep. All of this infrastructure is costly both now and, in the future, which is why lease rates need to cover more than just what we owe today.

Commissioner Craig asked how tower conditions are evaluated. Matt explained that engineering consultants conduct full structural analyses, including reviews whenever new clients or equipment are added. They assess

hardware, bolts, and potential wind and ice loading. There's no defined end-of-life for the towers, and we expect them to last beyond the bond debt payoff in 2030. The tower was purchased in 2012, though it predates the ILA.

Jeffcom owns towers at 1)Maynard, 2)EJFR Port Townsend (in exchange for Port Hadlock tower use) 3)Coyle (tied to our land lease), and 4) PT Water Reservoir. Our reciprocal leases with Jefferson County net to zero. The Station 1 tower could be used more broadly and already hosts a ham radio repeater; it has long been planned for use in the system refresh independent of the AT&T proposal.

Matt recommended moving forward with the 15-year DNR lease, which would also allow offering consistent terms to NOAA.

Commissioner Brotherton made a motion to approve Resolution 2026-0004 as presented. Chief McKern seconded, and the resolution was approved unanimously.

- XIII. 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, needs analysis for an RFP or RFQ - Old Business
  - B. Public records policies and costs – Old Business
  - C. Chief Brotherton and Stacie Prada about Bond Levy processes
  - D. Chair Pernsteiner wanted to add discussion on the Port Townsend Tower replacement proposal by AT&T in old business, and Verizon's interest
  
- XIV. Good of the Order
  - A. Chief McKern thanked Jeffcom and JCSO for the response to the call last week although the outcome was undesirable.
  - B. Andy thanked the Dept of Fish and Wildlife for their assistance for helping recover the victim.
  
- XV. Adjourn

Next meeting: March 26, 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