



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_MGNiMDk5MjktMTcyYy00YTc3LTllZDAzM2ZiY2JiY2Q2YzJm%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** **March 26, 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 February 26, 2026

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

- A. February 25, 2026 677.26
- B. March 12, 2026 265,381.91

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VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for February 1 through February 28, 2026

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 02/28/2026** **\$1,417,242.03**

B. Warrant Registers' Activity

i. **Account 671 – 1st Security** **\$ 273,285.75**

a) \$ 15,654.45 Claims (Bills) paid

b) \$ 7,631.30 Payroll Benefits Paid

c) \$ 250,000.00 Withdrawal/Transfer to FFSL

ii. **Account 3 – First Federal Savings** **\$ 255,753.44**

a) \$ 27,591.69 Claims (Bills) paid

b) \$ 228,161.75 Payroll/Benefits paid

iii. **Account 672 – Capital Cash Account** **\$ 4,362.76**

a) \$ 4,362.76 Withdrawal/Transfer to Capital Investment LGIP
interest bearing account

iv. **Account 673 – LGIP Capital Investment** **\$ 1,924.44**

a) \$ 1,924.44 Withdrawal/Transfer to Capital Cash non-interest
bearing account

Total Monthly Activity **\$ 535,326.39**

(Acct Transfers total \$256,287.20)

VIII. Financial Report – Lisa Johnson-Burkhard

IX. Director's Report – Matt Stewart

X. Old Business

- A. Update on termination of JCSO and PTPD MOUs for contracted records services
- B. Discussion with Jefferson County Treasurer Stacie Prada on financing an expansion of Jeffcom facility
- C. Update on Uptown Port Townsend tower and AT&T negotiations

XI. New Business

- A. Staff proposal to attach rather than summarize Financial Report and Director's Report in meeting minutes
- B. Contract 2026-0005 with Washington Department of Natural Resources for interagency incident staffing

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

- A. Public records policies and costs

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XIII. Good of the Order

XIV. Adjourn

Next meeting: April 23, 2026, at Station 7 in Port Ludlow

9:00 am – 11:00 am