



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

March 26, 2026

Members Present

Jamie Aumock, JCSO Alternate
Greg Brotherton, Jefferson County Commissioner
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

Mike Chamberlain, Jeffcom Network Admin.
Unidentified Guest
Rich DePas, Jeffcom IT Systems Manager
Lisa Johnson-Burkhard, Finance Manager
and Clerk of the Board
Stacie Prada, Jefferson Co. Treasurer
Matt Stewart, Director

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs Association
Steve Craig, Fire Commissioners Assoc 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** –
- IV. **Agenda – Approval** – Commissioner Frank made a motion to approve the agenda. Chief McKern seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for February 26, 2026
Chief McKern 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. February 25, 2026	677.26
B. March 12, 2026	265,381.91

Chief McKern 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 February 1 through February 28, 2026

Chief McKern made a motion to approve the minutes as presented. Chief Olson seconded, and the Treasurers Report was approved unanimously.

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 discussed items from the attached written report.

IX. Director’s Report: Matt Stewart highlighted some items from the attached written report.

X. Old Business

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

Chair Pernsteiner, Chief Olson, and Pencom have been in contact with Clallam County and are making progress on the records transition by June 30th. They’ve resolved issues with ACCESS and are going to move to paperless electronic storage on a SharePoint drive, and it shouldn’t affect the courts. It will diminish the need for their

5, and our 2 file cabinets of hard copies. The cost will be higher than originally anticipated and has moved from \$80-90K, and now has moved to \$100K, from 128K in the budget for 2026.

B. Discussion with Jefferson County Treasurer Stacie Prada on financing an expansion of Jeffcom facility

- i. Chair Pernsteiner introduced Stacie Prada. Stacie thanked Matt for all the research for expansion of Jeffcom leasing county owned property. Currently we have bond debt for the towers, equipment, previous expansion. Jeffcom is a Special Purpose District, and we have a different structure than for example the Fire Departments. We can do our own levying on our own, We do have to have local levying ability, which Jeffcom does not, but we do have revenue streams.

Under the existing debt that we've been paying off each year, \$107,000 per year for 2027-2030. The agreement was that Jefferson County Treasurer would deduct our payment from the Sales Tax proceeds to service the debt service fund 119. The original agreement requires 5% operation reserve.

Stacie contacted D A Davidson, the agency used for other debts that Jefferson County has made. They refinanced the original debt in 2016. Jim Neslon was our placement agent back then. He did a presentation last year with Emergency Communications Conference last year, and he talked about:

1. forming a Public Development authority (PDA) and then you can issue your own bonds and would have General Obligation (GO Debt or limited obligation) type of debt structure. The other would be to issue limited tax obligation bonds through a conduit (such as a City or County) so given our relationship it would make sense to use the County.
2. The other option is the local program (which FD No. 1 - EJFR used recently) also equipment purchases and allows real property development. She reached out to the local group manager, and they advised that since it's county owned land, the county would be the conduit, and "co-sign" and be fully responsible for the debt. Generally, 10 years is the term, and they would look at adequate revenue streams to pay back the debt. Best to use the simplest method for funding.

The State Treasurer will allow applications to participate in the program; review everything and will review the project, and the entity asking for the loan and they will take the total of all the projects and you'd be given a certificate of participation form them, and then they leverage the bonds through them with the and would be able to obtain the lowest rate and the least cost of implementation. This will most likely be the most cost effective.

After looking at these mechanisms, any potential debt requests that the county enters into, will go to the finance committee review, which is established in statute, where 1) the County Treasurer is the Chair; 2) the County Auditor is the Secretary; and 3) the Chair of County Commissioners Office is a member, and 4) the County Administrator as a non-voting member.

In the past few years, the Finance committee has also chosen to have a joint meeting with the Board of County Commissioners so that they can all participate and attend the meetings. This helps in coordination and facilitation of projects such as Jeffcom's; the Finance committee needs to know and wave in on any debt that the BOCC approves. April 26, 2026, at 3:00 pm is their next meeting and she could put it on the agenda for discussion.

Stacie saw that this aligns well, and she had talked to Josh Peters yesterday as well, as had Matt. Potentially, Jeffcom would do the "legwork" and determine the full costs and/or if we want to wait until the current debt is paid off in 2030, and how much has to be planned and done, to access the support. Stacie suggested that we have a very strong viable position since we have the revenue sources through tax revenue.

- ii. Andy Pernsteiner mentioned that his topic of expansion has been tossed around for many years now. He asked how Jeffcom incurs debt when the county owns the property and the other structures. What happens to their "ownership"? Would the property owner incur the expense, and recover the costs from their leaseholder; Or if Jeffcom pays for the debt as a leaseholder improvement, would it be abandonment of their investment if they were to leave in the future? Stacie Prada would like to have the lawyers discuss this.
- iii. Andy Pernsteiner asked what the initial bond was in 2012. Matt stated the original bond was in 2007 when they were still part of Jefferson County. Stacie stated that one of the bonds was wholly Jeffcom, and the other part included

the Tri Area sewer and the Tower and Jeffcom improvements by MOU in 2012.

- iv. Commissioner Brotherton thanked Stacie and asked for it to be daylighted on the next Finance committee meeting's agenda, and to consider the combined alignment synergy with other departments of a Capital Facilities' Law and Justice Building, with Jeffcom, Corrections, and the DEM/EOC.
- v. Matt asked if the board would like him to proceed with an architectural analysis to gather some costs projection for planning purposes. Andy said yes and asked about square footage needs and to update the original evaluation to current needs and costs.
- vi. Andy asked if we could pay off the current bond debt earlier, and each payment is allocated to a particular portion of a specific debt package. Matt suggested that we continue to budget into the future, the amounts that will drop off as the bonds are paid off, so that we can maintain a relatively steady budget and this can go to cover the costs such as the Radio/simulcast improvements.

C. Update on Uptown Port Townsend tower and AT&T negotiations

- i. Matt stated that Rich has been the primary contact regarding AT&T providing the tower at Station one. We currently don't use EJFR station 1's facilities, only the tower we own on a part of the parcel that we license from EJFR. There is Ham Radio infrastructure on our tower, too.

XI. New Business –

- A. Staff proposal to attach, rather than summarize, Financial Report and Director's Report in the meeting minutes
 - i. After discussion, the Board agreed that moving forward we will attach the Financial and Director Reports to the minutes to save duplicated effort to re-summarize information that has already been presented in writing in the board meeting documents.
- B. Contract 2026-0005 with Washington Department of Natural Resources for interagency incident staffing
 - i. Matt stated it is a state boilerplate agreement and cannot be modified for minor issues found in legal review.

- ii. This agreement with DNR would allow Jeffcom to allow one or more of their staff to be deployed to wildland fire and other major incidents to work on incident management teams. Matt has been doing this for years through EJFR, and his employment contract with Jeffcom envisioned Jeffcom obtaining this type of agreement directly with DNR. This would allow the dispatchers to go out in the field to have a break from the repetitive normal dispatching. Participating broadens their experience and contributes to handling major incidents around the state. The deployed person's shifts at Jeffcom have to be covered, creating overtime and backfill opportunities. It would have no fiscal impact on Jeffcom as it would be reimbursed.

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

- A. Public records policies and costs
- B. Commissioner Frank asked to keep the building discussion on-going in old business.
- C. Commissioner Brotherton suggested having Sean from Central Service's Facilities Department talk about joint needs and issues to address with a potentially new Law and Justice area, Corrections and as DEM/EOC and Jeffcom

XIII. Good of the Order

- A. Chair Pernsteiner asked Commissioner Brotherton to come up with a closing joke.

XIV. Adjourned at 10:01

Next meeting: April 26, 2026 at Fire Station 7 in Port Ludlow

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date