



**Jeffcom 911 Board Meeting**  
Hybrid In-person and Virtual Meeting

**April 23, 2026**

**Members Present**

Jamie Aumock, JCSO Alternate  
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  
Josh Peters, Jefferson County Alternate

**Other Attendees**

Rich DePas, Jeffcom IT Systems Manager  
Lisa Johnson-Burkhard, Finance Manager  
and Clerk of the Board  
Matt Stewart, Director

**Members/Alternate Members Absent or excused:**

John Mauro, City of PT 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** – Chair Pernsteiner removed from New Business items A (public records policies and costs) and C (discussion with Jefferson County Facilities staff regarding facility needs), to be help for discussion in future meetings. He also added under the same section an executive session under RCW 42.30.110(1)(g) to review the performance of a public employee.  
  
Chief McKern made a motion to approve the agenda as amended. Commissioner Craig seconded, and the amended agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for March 26, 2026

Commissioner Brotherton made a motion to approve the minutes as presented. Chief McKern and the minutes were approved unanimously.

**VI. Approval of Accounts-Payable batches**

A. March 25, 2026	49,955.06
B. April 02, 2026	112,576.06
C. April 17, 2026	39,131.07

Chief 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 – Bank Reconciliations and Fund Balances, Warrant registers’ activity for March 1 through March 31, 2026**

- A. Chair Pernsteiner had some questions on the red line notation on the FFSL Bank reconciliation. Matt Stewart explained that the bank erroneously processed a duplicate March 20 payroll-draw ACH batch after we had canceled it. The bank reversed the duplicate payments, but the transactions overstated the deposits and the withdrawals on the statement. The red notes were Lisa describing what the actual amounts were.
- B. Lisa attended remotely while home sick so asked Matt to highlight that we had established a new General Fund LGIP account reserve as required by the terms of our ILA, which is 10% of our General Operations Budget (of \$3,584,586.52) and 5% of our capital budget (which is zero for 2026), for a beginning balance of \$358,458.65).
- C. Chair Pernsteiner commented that we looked on track with everything, and that he was amazed to see how close wages and benefits are tracking 1-1/2% underbudget given the unknown specifics of the CBA. Matt stated that reduced optional overtime, and third shift scheduling on an elective basis for part timers. And we had even paid the bulk of our longevity bonuses early in the year. We may not be able to maintain eliminating third shift 10-20 as the summer months historically are busier, especially on Saturdays.

Chief McKern made a motion to approve the Treasurers report as presented. Commissioner Brotherton seconded, and the Treasurers Report was approved unanimously.

**D. Treasurer's Report Fund Balances and Bank Reconciliations**

i. **Fund Balance as of 03/31/2026** **\$1,439,046.50**

**E. Warrant Registers' Activity**

i. **Account 670 – 1st Security** **\$ 484.60**

a) \$ 484.60 Withdrawal/Transfer to Gen Operations

ii. **Account 671 – 1st Security** **\$ 901,348.31**

b) \$ 41,711.66 Claims (Bills) paid

c) \$ 1,178.00 Payroll Benefits Paid

d) \$ 500,000.00 Withdrawal/Transfer to FFSL

e) \$ 358,458.65 Withdrawal/Transfer to Gen Fund LGIP

iii. **Account 3 – First Federal Savings** **\$ 357,589.65**

a) \$ 161,809.59 Claims (Bills) paid

b) \$ 195,780.06 Payroll/Benefits paid

iv. **Account 672 – Capital Cash Account** **\$ 1,624.44**

a) \$ 1,624.44 Withdrawal/Transfer to Capital Investment LGIP  
interest bearing account

v. **Account 673 – LGIP Capital Investment** **\$ 2,134.08**

a) \$ 2,134.08 Withdrawal/Transfer to Capital Cash non-interest  
bearing account

**Total Monthly Activity \$ 1,263,181.08**

(Acct Transfers total \$862,217.17)

(Disbursements total \$404,479.31)

**VIII. Financial Report:** Lisa Johnson-Burkhard submitted the attached written report.

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

A. The Scheduled CAD upgrade introduced some new problems for our users: the older FD iPads (10-12 years old) no longer work; our automated system to alert the Naval Fire Dept failed and programming is working on it; Law enforcement mobile has slowed down; Overall the CAD upgrade went well and Tyler had scheduled extra staffing to accommodate us, and most reported issues were assigned to support and resolved quickly.

- B. AT&T potential lease of our tower at Station 1 continues. They no longer are going to install a new tower at their expense. They will need to access utility and generator power from EJFR as well as interior space. We need to amend our terms with EJFR to include these items. Our attorney is reviewing the lease as well as the amended EJFR agreement. Chief Black concurred that this is progressive with no foreseen complications. Commissioner Craig asked about their peak needs and requirements for the generator and backup capacity. He asked about AT&T wanting to put a temporary antenna on the building and how they would perform a required safety analysis. Matt said there will not be any need for the temporary installation as they will install directly on our tower. Matt hopes to bring these lease agreements to the board next month as well as the NOAA lease at Maynard.

**X. Old Business**

- A. Update on termination of JCSO and PTPD MOUs for contracted records services
  - i. Chair Pernsteiner said the MOU expires June 30; working on the contract details with Clallam County and is in legal review.
- B. Update on Uptown Port Townsend tower and AT&T negotiations was discussed during the director's report

**XI. New Business –**

- A. Update on Jeffcom's expansion, pursuing size and costs estimates
  - i. Matt reached out to the architect that's been working with the Jefferson County bonding agent, and we are waiting on them to review our needs and to prepare some cost estimates.
  - ii. Andy had had discussions with pertinent partners regarding a possible Jefferson County Law and Justice Center to be located on six blocks in the business park behind Goodwill. There had been previous discussions of the same.
- B. Chair Pernsteiner stated intent to move into executive session per RCW 42.30.110(1)(g) to review the performance of a public employee for 20 minutes.
  - Beginning at 9:34 am for 20 minutes, ending at 9:54 am.
  - Extended at 9:55 am for 5 minutes to 10:00 am.
  - Extended at 10:00 am for 10 minutes
  - No decisions were made.

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

- A. Public records policies and costs

B. Discussion with Jefferson County Facilities staff regarding facility needs

**XIII. Good of the Order**

**XIV. Adjourned at 10:15**

**Next meeting: May 28, 2026, at Fire Station 6 in Chimacum**

**9:00 am – 11:00 am**

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Jeffcom Administrative Board Member

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Jeffcom Administrative Board Member

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Date

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Date