



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

May 28, 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
Josh Peters, Jefferson County Alternate

Other Attendees

Willie Bence, Dept of Emergency Mgmt
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:

Bret Black, Fire Chiefs Association
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** –

Commissioner Brotherton commented that the agenda states the meeting is at Port Ludlow; revised to Station 6, Chimacum.

Chief McKern made a motion to approve the agenda as amended with meeting taking place at Station 6. Commissioner Craig seconded, and the amended agenda was approved unanimously.

- V. **Approval of minutes:**
 - A. Board Meeting Minutes for April 23, 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. April 29, 2026 | 11,982.10 |
| B. May 01, 2026 | 106,886.36 |
| C. May 13, 2026 | 7,223.79 |
| D. May 14, 2026 | 485.77 |
| E. May 21, 2026 | 5,856.49 |

The May 21 batch was not distributed to board members far enough in advance of the meeting, so Director Stewart discussed the batch details.

Commissioner Craig made a motion to approve the payables 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 April 1 through April 30th, 2026

A. Treasurer’s Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 04/30/2026** **\$1,374,931.34**

B. Warrant Registers’ Activity

i. **Account 3 – First Federal Savings** **\$ 245,251.79**

- a) \$ 37,188.90 Claims (Bills) paid
- b) \$ 208,062.89 Payroll/Benefits paid

ii. **Account 670 – 1st Security** **\$ 1,039.87**

- a) \$ 1,039.87 Withdrawal/Transfer to Gen Operations

iii. **Account 671 – 1st Security** **\$ 196,728.91**

- b) \$ 15,651.91 Claims (Bills) paid
- c) \$ 1,077.00 Payroll Benefits Paid
- d) \$ 180,000.00 Withdrawal/Transfer to FFSL

iv. **Account 673 – LGIP Capital Investment** **\$ 2,058.03**

- a) \$ 2,058.03 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity **\$ 445,078.60**

(Acct Transfers total \$ 183,097.90)

(Disbursements total \$ 261,980.70)

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

VIII. Financial Report: Lisa Johnson-Burkhard discussed highlights from the attached written report.

- A. Lisa also reviewed the submitted 2025 Jeffcom 9-1-1 Annual Report to the State Auditor's Office explaining the required schedules.
 - i. Schedule 01, which is our financial data that is exported directly from Springbrook Software, and it gives the ending balances for every BARS account that has activity, for the year.
 - ii. Schedule C4 – the “Fund Resources and Uses Arising from Cash Transactions”. This basically is a summary of all the information shared in the financial reports all year and finalized and presented to the board Feb 26 of this year;
 - iii. Schedule 09 – is the Statement of Liabilities, which includes:
 1. Compensated absences – this is a total of all the employees' unpaid payroll accruals, and what we would have to pay them if they left in 2026. We had an audit of 2024, and the auditors had no negative opinion on our methodology for calculating this.
 2. Leases, SBITAS and PPPs – there is detail in the notes as well that tie-out the leases to Schedule 09 (we have no SBITAs or PPPs)
 3. Pension Liabilities – this is calculated on PERS2, PERS3 and PSERS2. Jeffcom's prorated portion of the WA DRS fund balances held at the state is calculated by DRS.
 4. Miscellaneous Debt – Jefferson County Bond Debt – Every year-end we receive a statement from Jefferson County Treasurer Stacie Prada showing the principal owing in the future. At the end of 2024, the amount of principal owing for 2025 was stated as 257,767.21, but this year we “paid” \$256,364 towards our debt; this created a variance of \$1,403.61 in our beginning balance on the Schedule 09, which the SAO explained to resolve by modifying the beginning balance. In the prior years, the SAO required our bond debt to be noted a “Significant Commitment.” Jefferson County is responsible for that debt, but the ILA states that Jeffcom will pay it back. This year SAO removed that note title, and now it has to be listed as Long-Term Liabilities (formerly Long-Term Debt).
 - iv. Schedule 15 – WA State Grants: this is our E911 BSO grant and equipment grants.

v. Schedule 21 – Risk Management which answers questions about insurance coverages.

B. Lisa also talked through the Notes to the financials, highlighting a few written items and offering to answer questions by board members about any of the parts of the agency's annual 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. Andy Pernsteiner stated that the BOCC signed the contract this week with the City of Port Angeles's two staff members. Working out the details, like moving to electronic storage and copying the old paper copies. Katie continues to work 4/10's covering records, Call Receiving, and recently handled the audit. Katie has performed exceptionally handling these duties.

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

- i. AT&T lease was concluded prior to this board meeting, which is not our preference prior to board approval, but due to the delay of AT&T approaching us, and their deadline to have it completed by June 1 Matt signed the sublease with AT&T and the amendment to the EJFR license after discussing with the chair.
- ii. Terms are based on our Verizon sublease, and the cost will be approximately the same as well. AT&T will cover our startup costs of \$5,000 as well as additions with EJFR for the pass-through costs for their building, and electricity and \$7,500 in EJFR startup costs. Final approval is completed.
- iii. Chief McKern discussed documenting retroactive approval by the board for Matt to sign the agreements and made a motion to approve the AT&T sublease and EJFR amendment and authority to sign retroactively. Chief Olson seconded and the motion was approved unanimously.

C. Update on Maynard tower sublease to NOAA

- i. NOAA's weather radio channel lease proposal is not offsetting as originally thought \$10,000/year; \$1,80.00 will be passed through to DNR. It's a 15-year flat fee without an annual percentage increase. Instead, we calculated the total with a 3% annual increase over 15 years and then divided that by 15 to determine the flat cost per year. The contract specifically states that a future

renewal contract will not start at flat cost but at what would have been the year-fifteen total.

- ii. Matt asked for a motion to authorize him to finalize and sign the sublease contract with NOAA. Chair Pernsteiner asked for a motion to approve Matt to sign the NOAA contract. Commissioner Craig so moved, and Chief McKern seconded and the motion was approved unanimously.

XI. New Business –

- A. Introduction to draft proposals regarding changes to the organizational structure of the Jefferson County Department of Emergency Management. Matt gave an overview of a draft document from DEM and its potential to involve Jeffcom.
 - i. The draft document had 4 proposals:
 - 1. Status Quo
 - 2. Emergency Management Advisory Council
 - 3. Emergency Management Board (i.e., independent governance structure)
 - 4. DEM merger with JeffCom 911
 - ii. Matt had suggested this possibility to Willie Bence in the past. Matt suggested that Jeffcom growing reasonably may help to cover overhead costs, while offering more resiliency and having another senior position such as a DEM manager to cover during an emergency or vacation time.
 - iii. This is a draft with multiple options, and moving forward with the Jeffcom option would require a decision followed by extensive work on financial and governing agreements.
 - iv. Jamie and the chair asked why is this up for consideration and what started the discussion. Willie explained that it first came up when Matt started at Jeffcom as possible future option for our small agency and department. Wille recently has been discussing the future of DEM with the county administrator and county commissioners. The Budget restraints at the County is also an issue.
 - v. Matt stated his request that board members take this information to the organizations they represent on the Jeffcom board so we can have substantial discussion of questions and concerns at future Jeffcom board meetings.
 - vi. Jamie asked how the finances would work. Matt stated that current Jeffcom funding is designated to its current use so cannot be reappropriated to fund DEM. The county and city are statutorily required to have an emergency manager so would still contribute. Matt said the question is whether other partners such as the hospital, port, PUD and fire districts would pay for an

oversight role and services to bring resiliency to this smallest of county departments. Willie shared the desire for holistic emergency management team when considering governance and a shared voice, plus spreading the financial responsibility among participating parties. The DEM currently has a budget of approximately 250K including grants.

- vii. Commissioner Craig stated a different approach for DEM was worth further discussion. Chair Pernsteiner mentioned how differently DEMs were setup around the state.
 - viii. McKern mentioned that in Mason County, their Local Emergency Planning Committee (LEPC) provided DEM governance. He will brief the fire chiefs association and suggested Commissioner Craig add this to the fire commissioners upcoming meeting agenda.
 - ix. Matt suggested this may take a while and that we have had our own ILA that needs to be revisited and pursue our own course of action. We will add this to next months' agenda under old business.
 - x. Willies mentioned that this our first presentation of the concept.
- B. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee. 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 5 minutes, beginning at 10:15 am, ending at 10:20 am.

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

- A. NOAA lease
- B. Potential DEM merger
- C. Formalizing employee merit awards and board recognition
- D. Public records policies and costs
- E. Update on Jeffcom's expansion, pursuing size and costs estimates
- F. Discussion with Jefferson County Facilities staff regarding facility needs

XIII. Good of the Order

- A. Commissioner Brotherton was asked to share a joke.

XIV. Adjourned at 10:29

Next meeting: June 25, 2026, at Fire Station 6 in Chimacum

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date