



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** **June 25, 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 May 28, 2026

VI. Approval of Payments: Accounts Payable batches

- A. June 03, 2026 108,062.01
- B. June 17, 2026 4,713.82

VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for May 1 through May 31st, 2026

- A. **Treasurer’s Report Fund Balances and Bank Reconciliations**

Jeffcom 911 Board Meeting Agenda June 25, 2026

i. **Fund Balance as of 05/31/2026** **\$1,374,931.34**

B. Warrant Registers' Activity

i. **Account 3 – First Federal Savings** **\$ 214,290.52**

a) \$ 8,779.32 Claims (Bills) paid

b) \$ 205,511.20 Payroll/Benefits paid

ii. **Account 670 – 1st Security** **\$ 1,067.35**

a) \$ 1,067.35 Withdrawal/Transfer to Gen Operations

iii. **Account 671 – 1st Security** **\$ 203,265.25**

b) \$ 2,259.25 Claims (Bills) paid

c) \$ 1,006.00 Payroll Benefits Paid

d) \$ 200,000.00 Withdrawal/Transfer to FFSL

iv. **Account 673 – LGIP Capital Investment** **\$ 2,111.18**

a) \$ 2,111.18 Withdrawal/Transfer to Capital Cash non-interest-bearing account

Total Monthly Activity **\$ 420,734.30**

(Acct Transfers total \$ 203,178.53)

(Disbursements total \$ 217,555.77)

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. Update on Maynard tower sublease to NOAA
- C. Update on Jeffcom future involvement in Department of Emergency Management
- D. Formalizing employee recognition by Jeffcom and this board

XI. New Business

- A. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee
- B. Staff presentation on capital plans

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

- A. Public records policies and costs
- B. Update on Jeffcom's expansion, pursuing size and costs estimates
- C. Discussion with Jefferson County Facilities staff regarding facility needs

XIII. Good of the Order

XIV. Adjourn

Jeffcom 911 Board Meeting Agenda June 25, 2026

Next meeting: July 23, 2026, at Station 6 in Chimacum

9:00 am – 11:00 am