Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

June 25, 2026

Members Present
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

Jeffcom/Agency Attendees
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Matt Stewart, Director
Mike Chamberlain, Network Administrator
Marlo Erwick, Communications Supervisor

Members/Alternate Members Absent or excused:
Jamie Aumock, JCSO Alternate
Josh Peters, Jefferson County Alternate
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**
Chief Black made a motion to approve the agenda as presented. Commissioner Craig seconded, and the agenda was approved unanimously.

V. **Approval of minutes**
Commissioner Craig made a motion to approve the board meeting minutes for May 28, 2026, as presented. Chief McKern seconded, and the minutes were approved unanimously.

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

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

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Chief Black made a motion to approve the payables as presented. Chief Olson seconded, and the payments were approved unanimously.

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**

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)

Chair Pernsteiner asked about whether Claims Clearing and Payroll Clearing were deductions or credits. Lisa explained both were checks that had not been cashed or payments that had not been cleared. She further stated the ending balance was what was in the bank while book balance included those pending payments. Lisa also answered a question about why the county bank statement showed an errant $200,000 charge that was reversed with a $200,000 credit and that we wrote one check that the county entered, reversed and entered again. This inflated our debits and credits equally by $200,000, but Lisa did not repeat that error in our own books because it was offset.

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. She stated that the YTD "deficit" is a typo in the report, as we have a YTD surplus. She highlighted sales-tax revenue trending below budget at 36.4% YTD and should be closer to 40% for a shortfall of almost $70,000. Only in 2020 were we previously below budge on this revenue. We will continue to monitor and hope summer shopping and tourism will bring these numbers back into line with the budget.

IX. **Director's Report** – Matt Stewart discussed highlights from the attached written report. He expanded on the meeting with Pencom regarding responses to City of Port Angeles RFI for a cloud-based CAD system and next steps. We agreed that we need more exact pricing and a breakdown of the subsystems such as law-enforcement records, law and fire mobile systems, jail management, etc., before being able to move forward. We differ with Pencom on whether we issue an RFP, which is Jeffcom's preference to obtain competitive pricing, or make interlocal use of an existing contract for a system we prefer, which is Pencom's preference. Jeffcom also wants to structure this as a pair of contracts, one between each county and selected vendor with some type of discount as long as both counties use the same CAD, while Pencom assumed we would have a single contract with some costs passed through by one county to the other county

X. **Old Business**

A. Update on termination of JCSO and PTPD MOUs for contracted records services
   i. Chair Pernsteiner reported we are working with PAPD records staff to complete the transition. Meetings continue, and we will probably not make the original handover date of June 30 but likely complete it in July.

B. Update on Maynard tower sublease to NOAA
   i. Matt reported the lease has been signed for 15 years and NOAA will be installing their equipment soon in the space Rich prepared for it.

C. Update on Jeffcom future involvement in Department of Emergency Management
   i. Matt reported that he and Willie Bence of DEM presented to the Fire Commissioners Association last week, concluding with the same request to take the draft proposals back to their represented agencies and return with questions and concerns. Chief McKern mentioned the same request was made at the Chiefs Association meeting.
   ii. Chair Pernsteiner mentioned the need to have funding beyond the county and Jeffcom agencies. Commissioner Craig concurred that this was a good chance to broaden the DEM umbrella and asked about whether DEM is funded by the public-safety sales tax. Chair Pernsteiner stated that he believed DEM is funded by the county's general fund.

iii. Chief Olson stated he wasn't aware of the city presently having any financial obligation to the county for emergency management and that the city was scheduling a workshop to discuss emergency management. He mentioned concerns of the EOC being outside the city population center, involving a drive for agencies like the city, port and hospital, and that most exercises involve county rather than city issues. He has obtained emergency plans from a nearby city and was looking at those as an example for the city.

D. Formalizing employee recognition by Jeffcom and this board

i. Matt asked for discussion. Chair Pernsteiner asked about our current recognition practices. Matt described the online system used for performance management, which has been in place since interim director Krysinski started it, and that he receives employee commendations through that system each month. Matt suggested he could bring one or more of the best commendations to the board each month. Chair Pernsteiner agreed he and the director could discuss that before the next meeting and determine how to start bringing some employee performance recognition before the board.

XI. New Business

A. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee. Chair Pernsteiner stated we will start with twenty minutes beginning at 9:44. The executive session ended at 10:04 with no decisions made.

B. Staff presentation on capital plans

i. Matt presented the information on the attached slideshow.

ii. Chair Pernsteiner asked how old the tower-site generators are and whether there would be grant funding available to convert to solar. Matt answered that he believes they are from the simulcast build around 2012, and Chief Black stated that there were grants such as funding used to convert a volunteer fire station to solar. Chief Black mentioned that the WSRB rating criteria are being expanded to allow for backup power other than generators.

iii. Chief Olson asked how the cost of the simulcast refresh was calculated, and Matt answered that it based on a preliminary quote and inflated for future costs but it was a round estimate at this time.

iv. Matt stated that the financial plans were dependent on diverting to the capital fund in 2027 and future years the difference between the 2026 bond payment and the lower bond payments in the next few years.

v. Chair Pernsteiner asked how much the original bond amounts were and suggested it was probably more than we anticipate needing for a building expansion so our future bond payments would then be much lower.
vi. Commissioner Craig asked whether we planned to replace everything on the towers as part of the refresh, and Matt stated that was the plan. Chief Black stated we should look at any newer technologies when replacing this, such as laser in place of microwave between towers.
vii. Chair Pernsteiner stated that it was good to see a plan for the next several years, and Matt thanked Commissioner Craig for spurring this presentation.
viii. Matt stated that moving our radio system to IP-connected and computer-controlled moves it more into the wheelhouse of our IT staff who maintain all of Jeffcom's network and equipment versus specialized simulcast radio systems.
ix. Chair Pernsteiner asked about whether a CAD change would work with the existing records and mobile systems and suggested we needed to look at the interface costs of staying on their current systems versus implementation costs of switching systems. Discussion followed about the possible benefits of starting with a blank slate to procure CAD and related systems.
x. Commissioner Craig stated that he appreciated the capital-planning information and that it was a sign of Jeffcom growing up that we were planning for the future.
xi. Chief Black stated that it would be prudent to maintain some capacity to pay for unplanned failures, so Jeffcom should have some capital fund balance for that reason.
xii. Commissioner Craig asked how much it would cost to add a repeated tac channel, and Matt answered that it was cost prohibitive today but would become as low as a few hundred thousand dollars once we switch to a radio system based on an IP network.
xiii. Commissioner Craig mentioned that Washington Dept of Commerce offers grants for Grid Resilience. Matt stated that he had not included in the presentation the grants that could be sought for each project.

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

A. Update on Jeffcom's expansion, pursuing size and costs estimates. Chair Pernsteiner raised the topic of flexing space with DEM for a new dispatch center, and Matt stated that it was at least looking at whether it would be better to build a new dispatch center or to build DEM a new EOC and build a dispatch center in the EOC but that we had envisioned building the new dispatch center and moving IT behind it.

B. Chief Black stated we should keep capital planning on the agenda for the next couple meetings and strive to improve it and adopt it as a capital plan.

XIII. Good of the Order

A. Commissioner Brotherton was prepared with a relevant joke.
B. Chief Black mentioned good interagency work on a brush fire yesterday and that EJFR and other districts will be seeking an early WSRB reassessment after meeting with the local agencies that have some role in the scoring and that Jeffcom and other agencies will observe a real-time community evacuation exercise in September.
C. Chair Pernsteiner reminded everyone of the Community Preparedness event at Finnriver on Saturday.

XIV. Adjourn

A. Meeting adjourned at 11:04

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

9:00 am – 11:00 am

________________________________	________________________________
Jeffcom Administrative Board Member	Jeffcom Administrative Board Member
________________________________	________________________________
Date	Date

Jeffcom's Capital Fund

- Current balance is ~$700,000
- Maintaining this fund is a compromise between (1) building a reserve for Jeffcom capital needs and (2) storing funds that could have been used immediately by agencies
  - Not historically funded deliberately
  - Primarily funded by board's transfer of underspent fiscal-year general fund
  - Some budgeted capital projects have been completed without draining the fund (2024 radio-console replacement, radio-related networking projects)
- Added revenue only since late 2023 by moving funds into LGIP

Capital Fund Balance

Year	Ending Balance
2025 *	$689,554.83
2024 *	$661,314.30
2023 *	$728,551.88
2022	$521,387.30
2021	$321,387.30
2020	$535,707.46
2019	$460707.46

Year	Ending Balance
2018	$310,707.46
2017	$210,707.46
2016	$110,707.46
2015	$37,707.46
2014	$37,707.46
2013	$23,957.46
2012	$14,322.87

* Majority of the fund invested in LGIP at the end of these years

Anticipated Capital Projects 1/2

- Replacement of VHF and UHF primary channels
  - High priority due to age of equipment and dated technology
  - High risk due to need to maintain no less than the marginal radio coverage that we have today
  - High reward due to elimination of single points of failure in the system
  - High cost
- Buildout of IP network to all sites
  - Prerequisite to radio project
  - Low cost
- Replacement of microwave links
  - Medium-high priority due to age of equipment and low throughput of older system
  - May be mitigated somewhat by use of other services (fiber, satellite) to connect some sites
  - High cost

Anticipated Capital Projects 2/2

- Building expansion
  - Build new dispatch floor to spread out consoles
  - Build network infrastructure from scratch, eliminating legacy trash
  - Bring IT staff into the building and onto the generator
  - Add quiet room directly adjacent to the dispatch floor to facilitate breaks with minimum staffing
  - High cost
- Coyle tower-site shelter replacement
  - Predates the others and has no capacity
- Replacement of aged generators
  - Remove and replace with solar and augmented battery storage at most tower sites
  - Replace with combination of solar and right-sized (smaller) generator at Maynard tower site

Funding Constraints

- Most of the major projects are on the dispatch side – ineligible for 911-related grant funding
- Jeffcom remains obligated to pay the county's bonds that funded the current radio system and New World CAD – using some of 0.1% sales tax

Year	2026	2027	2028	2029	2030	2031
Payment	$282,000	$104,640	$104,640	$104,640	$73,018	$0

- Agencies are accustomed to covering operational costs via steadily increasing share of annual funding shortfall – avoid shocking budgets
- Capital fund balance is not a large cushion to keep budget steady

Draft Capital Plan 2026 and 2027

Year	Project	Income (Expense)	Capital Fund Balance
2026	*Starting balance*		*$690,302.20*
2026	LGIP income	$28,000.00	$718,302.20
2026	**Network buildout to tower sites**	**-$25,000.00**	$693,302.20
2026-27	**Server replacement (grant match only)**	**-$50,000.00**	$643,302.20
2027	Transfer in lieu of bond payments	$177,360.00	$820,662.20
2027	LGIP income	$33,287.66	$853,949.86
2027	**Simulcast system refresh**	**-$700,000.00**	$153,949.86

Draft Capital Plan 2028 through 2030

Year	Project	Income (Expense)	Capital Fund Balance
2028	Transfer in lieu of bond payments	$177,360.00	$331,309.86
2028	LGIP income	$13,438.57	$344,748.43
2029	Transfer in lieu of bond payments	$177,360.00	$522,108.43
2029	LGIP income	$21,177.73	$543,286.16
2029	**Microwave system replacement 1/2**	**-$400,000.00**	$143,286.16
2030	Transfer in lieu of bond payments	$208,982.00	$352,268.16
2030	LGIP income	$14,288.68	$366,556.84
2030	**Microwave system replacement 2/2**	**-$350,000.00**	$16,556.84

Draft Capital Plan Beyond 2030

Year	Project	Income (Expense)	Capital Fund Balance
2030-31	Building expansion funded by bond sale	TBD	
2031	Bond payments resume	TBD	
2031	Coyle shelter and solar replacement for generator	-$70,000.00	
2032	Maynard generator replacement plus solar	-$50,000.00	
2033	PT and Green generator to solar conversions	-$50,000.00	

Other Possible Capital Needs

- CAD replacement
  - Planning to shift to cloud-native
  - Eligible for grant funding
- Phone system replacement
  - Planning to shift to statewide system with funded subscription
  - Eligible for grant funding
- Tower replacement
  - Not anticipated in the near term
- Addition of radio channel(s)
- Server replacement
  - Lessened by cloud CAD transition
  - May be eligible for grant funding
- Major network equipment replacement
  - Eligible for grant funding
- Dispatch consoles replacement
  - Likely with building expansion
  - Eligible for grant funding

Factors for Consideration 1/4

- This plan wipes the capital fund built over years
  - Staff are currently confident these refresh projects will negate major capital needs through mid 2030s
  - Reducing capital funds means a lack of resources in case of unanticipated failure or need
  - Jeffcom has no requirement to keep funds in a capital account
  - Reducing capital funds means we are utilizing what agencies and taxpayers have paid into it

Factors for Consideration 2/4

- Radio infrastructure is uniformly aging and of a previous generation
  - We are close to paying off the bond funding, and the infrastructure is at or beyond its reasonable life
  - There is no backup to most components nor opportunity to buy replacement components
  - Heavily dependent on staff and contractors making quick diagnosis and repairs of existing components
  - Only the physical towers and most shelters will survive these refresh projects

Factors for Consideration 3/4

- There may be desire to accomplish more or to do it better
  - The proposed projects give us systems that are operationally equivalent to today’s
  - We may be able to improve some radio coverage but not add channels or capabilities
  - Refreshed equipment will be more current and maintainable
  - Moderated investment in current tech is recommended because it seems wise
    - Staff do not see a long future for VHF/UHF radio – maybe a decade or two
    - Five years is an eternity given rapid change to CAD, call handling, mobile networks, satellite, cloud, AI, etc.

Factors for Consideration 4/4

- Second 0.1% sales tax remains an option
  - Would require voter approval
  - Building expansion may be a suitable reason to pursue this, with or without tying it to future bond repayment
  - Beyond what is recommended today, possible projects that would necessitate this funding could include:
    - Building a new dispatch center offsite
    - Increasing radio channels (adding repeated/recorded tactical channels)
    - Improving portable-radio coverage (adding receive sites)
    - Transitioning to another radio system (start-up costs to join WSDOT or other areawide system)