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: Meeting ID: 223 525 460 401 0 / Passcode: ef6hy9Q9
Audio only: Dial 323-792-6316 and enter conference ID 560 525 458#
If you experience problems connecting, please call Matt Stewart at 360-344-9788.

If you need special accommodation, please call our office at 360-344-9779 24 hours in advance.

Administrative Meeting	**9:00 AM Pacific Time**	**July 23, 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 June 25, 2026

VI. **Approval of Payments: Accounts Payable batches**

A.	June 30, 2026	108,201.94
B.	July 09, 2026	34,918.48
C.	July 17, 2026	11,817.28

VII. **Approval of Treasurer's Report** – Bank Reconciliations and Fund Balances, Warrant registers' activity for June 1 through June 30th, 2026

   A. **Treasurer's Report Fund Balances and Bank Reconciliations**
      i. **Fund Balance as of 06/30/2026** **$1,622,073.40**

B. **Warrant Registers' Activity**

i.	**Account 3 – First Federal Savings**			**$ 210,627.47**
	a) $	9,130.73	Claims (Bills) paid	
	b) $	201,496.74	Payroll/Benefits paid	
ii.	**Account 670 – 1st Security**			**$ 1,037.87**
	a) $	1,037.87	Withdrawal/Transfer to Gen Operations	
iii.	**Account 671 – 1st Security**			**$ 229,085.44**
	b) $	1,425.80	Claims (Bills) paid	
	c) $	2,659.64	Payroll Benefits Paid	
	d) $	225,000.00	Withdrawal/Transfer to FFSL	
iv.	**Account 673 – LGIP Capital Investment**			**$ 2,054.16**
	a) $	2,054.16	Withdrawal/Transfer to Capital Cash non-interest-bearing account	
			Total Monthly Activity	**$ 442,804.94**
				(Acct Transfers total $ 228,092.03)
				(Disbursements total $ 214,712.91)

VIII. Financial Report – Matt Stewart for 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 Jeffcom future involvement in Department of Emergency Management
C. Continued discussion and feedback on capital planning

XI. New Business

A.

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

A. Public records policies and costs
B. Update on Jeffcom building expansion, size and costs estimates, discussion with County Facilities staff

XIII. Good of the Order

XIV. Adjourn

Next meeting: August 27, 2026, at Station 6 in Chimacum

9:00 am – 11:00 am