Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

July 23, 2026

Members Present
Jamie Aumock, JCSO Alternate
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Assoc Alternate
Art Frank, Fire Commissioners Association
Thomas Olson, City of PT Chief
Andy Pernsteiner, Chair, JCSO Sheriff
Josh Peters, Jefferson County Alternate

Jeffcom/Agency Attendees
Matt Stewart, Director
Mike Chamberlain, Network Administrator
Jason MacDonald, Fire Chiefs Association

Members/Alternate Members Absent or excused:
Bret Black, Fire Chiefs Association
John Mauro, City of PT Alternate
Tim McKern, Vice-Chair, Fire Chiefs Assoc Alternate

I. **Call to Order –** Chair Pernsteiner called the meeting to order at 9:01 a.m.

II. **Roll Call –** Chair Pernsteiner called the roll of attendance

III. **Public Comment –** None received.

IV. **Agenda – Approval**
Commissioner Craig made a motion to approve the agenda as presented. Chief Olson seconded, and the agenda was approved unanimously.

V. **Approval of minutes**
Commissioner Craig made a motion to approve the board meeting minutes for June 25, 2026, as presented. Chief Olson seconded, and the minutes were approved unanimously.

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

A.	June 30, 2026	108,201.94
B.	July 09, 2026	34,918.48

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C. July 17, 2026 11,817.28

Chief Olson 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 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)

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

VIII. **Financial Report:** Matt Stewart commented on Lisa Johnson-Burkhard's financial report in her absence, noting that one of the three large cell carriers did not pay their excise tax bill to the state in April, and the June payment from the state to Jeffcom was affected to an unknown extent, to be followed by a larger payment later in the year to correct it. Matt also noted that one of the prepaid cellular vendors had been overpaying in a previous year, so there will be a state deduction of an extent that is unknown but believed to be minor to credit that overpayment back to them.

Matt also noted the downward trend in sales-tax revenue, of which we have received 42% of the budgeted amount through the end of June. We would not expect that to be exactly 50% halfway through the year given season trends in tourism and construction and the twelfth month with no bond-payment withholding, but 42% is concerning.

IX. Director's Report – Matt Stewart discussed highlights from the attached written report.

X. Old Business

A. Update on termination of JCSO and PTPD MOUs for contracted records services

  i. Chair Pernsteiner stated that the transition to Pencom handling law-enforcement records for JCSO and PTPD had taken effect and that the agencies were working through the resultant change.

  ii. Matt added that a number of improvements to existing procedures had been made because of the work on moving to a paperless LE records system. Chair Pernsteiner agreed that the system will be better as a result of new processes.

B. Update on Jeffcom future involvement in Department of Emergency Management

  i. Matt began the discussion by stating that the Board of County Commissioners had discussed the future of DEM at their recent meeting with Josh Peters and Willie Bence and that the commissioners had voted to give their blessing to explore the option of merging DEM out of the county and into Jeffcom. Matt suggested the Jeffcom Administrative Board now has to consider whether it is interesting trying to find a way to do that and under what conditions.

  ii. Chair Pernsteiner stated that he was interested in what the finances would look like and how the governance of the DEM function within Jeffcom work, including questions like would there be a second board, what would be the objectives, how would that affect the existing Jeffcom board?

  iii. Commissioner Brotherton affirmed that the fourth option in the white paper, involving Jeffcom, was the most appealing in part to avoid creating additional structure, perhaps with an expanded committee under the Jeffcom board with additional stakeholders. Regarding the working out of fees there was no detail but that he did not hear of the county contemplating reducing its investment into DEM but that other partners could perhaps expand DEM capacity, including the City of Port Townsend with its mandate to invest in emergency management.

iv. Willie Bence stated that everything Chair Pernsteiner brought are questions that need to be answered, because there are yet no solutions to the funding model, resource investment from partner agencies and what a Jeffcom board or DEM subcommittee would look like. He stated that it would be good to hear a statement of interest from the Jeffcom board to formally pursue this option and start tackling those issues in the coming months.

v. Matt stated that he believed the balance of funding and duties between the current Jeffcom and DEM would suggest that the current board structure remain intact after any merger and that a subsidiary standing committee be formed to make recommendations for the emergency management side. This body would still adopt the agency budget, but for that portion segregated for emergency management this board would take the recommendations of that subsidiary body including the larger group. He reiterated that this five-vote board is effective and appropriate and should be retained as the agency authority.

vi. Commissioner Craig asked where the tax revenue was going for emergency management at the county. Commissioner Brotherton stated that there is a declining FEMA grant but otherwise DEM was funded through the county's general fund without a dedicated funding stream or more revenue that could be used to expand DEM efforts. Matt mentioned that he believed facility and computer-related costs were not allocated to DEM, so the county's investment is substantially higher than the budget figure. County Administrator Peters stated that we should get a complete budget picture, because as a general-fund department the cost recovery is not in the budget. He further stated that there was limited capacity at the county to address emergency-management vulnerabilities, and this was also an opportunity to expand partnerships and participation with the City of Port Townsend and other entities via funding or staff capacity and decision making.

vii. Matt stated that he thinks negotiating an interlocal agreement among all parties and then individual agreements with agencies detailing what is expected of that agency and what that agency can expect from a reinvigorated DEM will take a lot of work and yield some of the details that agencies are looking for, especially what this will cost.

viii. Chief Olson asked what the benefit would be to Jeffcom, whether the merger would change Jeffcom and would any new partner entities want a seat on the Jeffcom administrative board. Matt mentioned that the Jeffcom benefits would be operational improvements including a probable backup to the director and the potential of expanding IT from two persons to three. Matt also reiterated that he thinks the Jeffcom administrative board should not compromise on the current composition of the board. Chief Olson said this could complicate hiring of a Jeffcom director because of the additional complexity. He asked about similar mergers in other counties, and Matt stated he was aware of very small counties with combined communications and emergency management roles and aware of larger counties but not a direct comparison.

ix. Chair Pernsteiner suggested with agree to continue down this path of discussing the possible merger and talk about it next meeting.

C. Continued discussion and feedback on capital planning – Matt stated he had nothing new to discuss this month.

XI. New Business

A. There was no new business.

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

A. Update on Jeffcom future involvement in Department of Emergency Management
B. Continued recognition of Jeffcom employees during director's reports
C. Public records policies and costs
D. Continued discussion and feedback on capital planning
E. Update on Jeffcom building expansion, size and costs estimates, discussion with County Facilities staff

XIII. Good of the Order

A. Matt mentioned that Jeffcom's longtime resident cat reached the end of her life last week

XIV. Adjourn

A. Meeting adjourned at 10:27

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

9:00 am – 11:00 am

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Jeffcom Administrative Board Member	Jeffcom Administrative Board Member
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Date	Date