



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

August 27, 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

Matt Stewart, Director
Lisa Johnson, Finance Manager
Jason MacDonald, Fire Chiefs Association

Members/Alternate Members Absent or excused:

Jamie Aumock, JCSO Alternate
John Mauro, City of PT Alternate
Josh Peters, Jefferson County 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**
Andy added under new business, add section C. “Coroner use of the Jeffcom Radio”
Commissioner Craig made a motion to approve the agenda as presented. Chief Black seconded, and the agenda was approved unanimously.
- V. **Approval of minutes**
Chief Black made a motion to approve the board meeting minutes for July 23rd, 2026, as presented. Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Accounts-Payable batches**
 - A. July 31, 2026 1,247.87

- B. August 04, 2026 111,533.51
- C. August 13, 2026 2,864.63

Chief Black made a motion to approve the payables as presented. Chief Olson seconded

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

A. Treasurer's Report Fund Balances and Bank Reconciliations

- i. **Fund Balance as of 07/31/2026** **\$1,827,057.28**

B. Warrant Registers' Activity

- i. **Account 3 – First Federal Savings** **\$ 225,683.54**
 - a) \$ 7,903.36 Claims (Bills) paid
 - b) \$ 217,780.18 Payroll/Benefits paid
- ii. **Account 670 – 1st Security** **\$ 1,079.18**
 - a) \$ 1,079.18 Withdrawal/Transfer to Gen Operations
- iii. **Account 671 – 1st Security** **\$ 261,941.37**
 - b) \$ 32,915.73 Claims (Bills) paid
 - c) \$ 4,025.64 Payroll Benefits Paid
 - d) \$ 225,000.00 Withdrawal/Transfer to FFSL
- iv. **Account 672 – 1st Security Capital Fund** **\$ 8,657.45**
 - e) \$ 8,657.45 Withdrawal/Transfer LGIP interest from Fund Cash to Fund Investment LGIP
- v. **Account 673 – LGIP Capital Investment** **\$ 2,156.87**
 - a) \$ 2,156.87 Withdrawal/Transfer to Capital Cash non-interest-bearing account
- Total Monthly Activity** **\$ 499,518.41**
 - (Acct Transfers total \$ 236,893.50)
 - (Disbursements total \$ 262,624.91)

Commissioner Craig made a motion to approve the payables as presented. Chief Black seconded and the Treasurers Report was accepted as presented.

VIII. Financial Report – Lisa Johnson-Burkhard highlighted portions of the attached report including the following:

- A. Lisa stated we are currently at 58.33% YTD, and as Matt mentioned last month our Tax revenues continue to run behind at 51% this month and the gap reduced a bit in August and we're hoping that the seasonal trends in tourism and construction will

help these numbers to improve. We're also expecting an increase in revenues to catch up on the large cellphone carrier that failed to pay their April tax.

- B. Payroll benefits were at 54% of budget and trending downward due to the resignation of staff who were budgeted for the entire year. When preparing our budget for the year, we do our best to project good payroll numbers in our guestimate. Historically, we've been finishing the years pretty close to budget: 2025 - 100.4%; 2024 and 2023 – 99.6%; 2021 was lower at 89%, probably due to the COVID lockdowns. Lisa stated that she prepared a historical chart back to 2013 when Jeffcom started.
- C. We received \$48,000 tower revenue from the new AT&T lease, and this was not budgeted. They also overpaid by \$12,500, and we are working with them to resolve that.
- D. Overall payroll tax rate notifications are sent out until later in the year, but we've added a 3-5% increase for the 2027 budget based on their historical trends.
- E. Matt added that a concern regarding this year's budget was that we created it prior to knowing the outcome of the CBA negotiations for 2026-2028, so we were guessing, knowing that our dispatchers were falling behind in rates established by their peers. The new CBA addressed that parity, and we've shown to be in good shape. We've cut unnecessary overtime and taken any slack out of the scheduling.
- F. We're expecting savings of about \$11,000 in medical expenditures as well as admin costs will be down \$ 17,000 due to staffing changes.

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

- A. Having the third shift has been greatly favorable as we have been unusually busy recently, and had a few calls roll over to PenCom. Chief Black asked if we have a historical tracking of what hours are typically the busiest. Annually, Matt looks at this annually and presents it in January. Matt also mentioned in response to a question that all staff are authorized to stay beyond their shift due to major events without further approval, though the timing of shift changes makes this rare.
- B. Matt recognized Katy Dressler for her work taking over law-enforcement records the past several months while continuing to work a console. Chair Pernsteiner read a letter of appreciation he will be presenting in person after the meeting. Chief Black also commented on her excellent work and professionalism.
- C. Matt asked for agency input on preferred days and times for User Group meetings to ensure the appropriate personnel can attend without schedule conflicts.

X. Old Business

- A. Update on termination of JCSO and PTPD MOUs for contracted records services:
Chair Pernsteiner stated the transition has proved positive, providing the ability to see the documentation in the field and attach it to a call. The process is not yet paperless, and they have more work ahead. Matt commented that we're winding down from records management and we'll be billing for the costs that have been incurred in this final partial year of the MOUs.
- B. Update on Jeffcom future involvement in Department of Emergency Management:
Matt stated that he and DEM Director Willie Bence will be meeting with Clark and Columbia counties that have combined operations and will report back. Chief Black requested a workgroup that can best address their specific needs in the evaluation process. Commissioner Brotherton mentioned that Willie Bence and Josh Peters will need to address specifics in a working group in 2027 and this would not be proposed prior to the 2028 budget.
- C. Discussion of CAD replacement project
 - i. Matt stated that staff continue to work towards replacing the Tyler CAD system that with a next-generation, cloud-native system. He stated that we have looked at such a project that we may be able to afford. We were basing the timeline on the end of life of our seven-year-life server cluster, which is in March 2027. Pencom has now replaced theirs; Jeffcom has not because we hoped to move CAD to the cloud first. However, Matt stated that it is impractical to think we could replace CAD before early 2027, so we will need to proceed with the grant-funded servers replacement, but this will not deter our movement toward cloud-based CAD.
 - ii. Chief Olson asked about the impact on their records system and Axon body cameras. Matt stated that Axon will integrate through an interface but records would require either a transition or an interface. Fire does not have the records transition to consider if they continue to use third-party records systems.
 - iii. Matt mentioned that Tyler is visiting early in October to demonstrate their modules that have moved to the cloud despite the majority of their system not being cloud-native. Matt suggested that each agency watch the recorded demo by 365 Labs as we evaluate our direction.
 - iv. Commissioner Frank asked if our current model of interoperability requires us to have the same CAD as Clallam County. Matt stated not necessarily because the state office is requesting proposals for connecting all CAD systems in the state from different vendors. Ideally Matt mentioned it would be ideal if Jefferson and Clallam agencies switched at the same time because our CAD systems and costs are combined.

XI. New Business

- A. Policy on exempt overtime payment
 - i. Matt proposed Resolution 2026-0006 adopting a policy for payment of overtime-style 1.5x pay to exempt staff when they are working outside normal hours assigned to an incident management team. He stated that this mainly applied only to him, though it would also affect Rich if he were interested. He stated the proposed policy was adapted from EJFR's and was required because we did not resolve this issue when negotiated his employment agreement despite it providing for him to deploy to incidents.
 - ii. Commissioner Brotherton made a motion to adopt the resolution to approve the exempt incident compensation policy as presented. Commissioner Craig seconded, and the resolution was approved unanimously.
- B. Draft 2027 budget – Matt presented the draft budget and stated that he and Lisa aim to have it finalized for adoption next month. The biggest impacts to agency fees are for DBVFR of 32% and JCSO of 13%, both due to increased call volume on top of reduction in sales tax revenue that experienced this year. Matt suggested that board members and their agencies review the presented draft and contact him with questions and suggestions that can be incorporated into the proposed draft for the September meeting.
- C. Coroner's use of the Jeffcom Radio – This item was discussed immediately following the Director's Report at Chair Pernsteiner's request since David Bradley, Jefferson County Coroner, was physically present at the meeting.
 - i. Matt stated that he had received an email recently from Coroner David Bradley expressing interest in gaining access to Jeffcom's services including use of the Law radio channel.
 - ii. David Bradley stated that he had taken over in 2025, is learning and makes improvements where beneficial. He is requesting access to radio communications for use when responding to death investigations.
 - iii. Chair Pernsteiner stated he could see reason for this, and Commissioner Craig acknowledged that since the coroner is a county official it could be advantageous. Chief Black addressed the administrative costs that possibly could occur and stated we should create a policy to allow other potential partners and have thresholds in place to address costs. Bradley stated that he would be agreeable to pay proportionally as well.
 - iv. Matt stated that our Law channel is our busiest channel, in number of minutes of airtime than Pencom's busiest channel. Any additions will have impact on Jeffcom staff as well as availability of open channel. He also stated

that there are many county staff that respond alone to various locations where safety and accountability is an issue, and that Jeffcom is not their solution because Jeffcom does not have capacity for it, and that we had not moved ahead with recent fire marshal and Port of Port Townsend security requests.

- v. Chief Black reiterated the need for policy and procedure, and acknowledged the validity of the coroners request as with the fire marshal request. Commissioner Brotherton agreed with Chief Black that it is essential to set up a structure to handle these types of requests. Chief McKern stated that electronic CAD applications may be better than radio, and agreed that since this is the third similar recent request we need to come up with policy to address these scenarios methodically.
- vi. Bradley thanked everyone for their time and for the discussion.

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

- A. 2027 budget adoption at September meeting
- B. Public records policies and costs
- C. Update on Jeffcom building expansion, size and cost estimates, discussion with County Facilities staff

XIII. Good of the Order

XIV. Adjourn

- A. Meeting adjourned at 11:10.

Next meeting: September 24, 2026, at Station 6 in Chimacum

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date