Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

September 24, 2026

Members Present
Jamie Aumock, JCSO Alternate
Bret Black, Fire Chiefs Association Alternate
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Art Frank, Fire Commissioners Assoc Alternate
Tim McKern, Vice-Chair, Fire Chiefs Association
Thomas Olson, City of PT Chief

Jeffcom/Agency Attendees
Matt Stewart, Director
Willie Bence, Jeff Co DEM/EOC
Mike Chamberlian, Network Administrator
Rich DePas, Systems IT Manager
Lisa Johnson, Finance Manager

Members/Alternate Members Absent or excused:
John Mauro, City of PT Alternate
Andy Pernsteiner, Chair, JCSO Sheriff
Josh Peters, Jefferson County Alternate

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

II. **Roll Call –**

III. **Public Comment –** None received. One member of public attempted to attend the meeting via a bot, which was removed from the meeting due to new Teams feature that identifies and filters bot attendees, since disabled by IT for our meetings. Matt Stewart contacted the presumptive attendee by phone to explain and invite the attendee to attempt rejoining the meeting.

IV. **Agenda – Approval**

Commissioner Craig made a motion to approve the agenda as presented. Commissioner Brotherton seconded, and the agenda was approved unanimously.

V. **Approval of minutes**

Commissioner Brotherton made a motion to approve the board meeting minutes for August 27th, 2026, as presented. Commissioner Craig seconded, and the minutes were approved unanimously.

VI. Approval of Accounts-Payable batches

A. August 27, 2026 25,057.32
B. September 10, 2026 182,965.79

Commissioner Craig made a motion to approve the payables as presented Commissioner Brotherton seconded.

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

A. **Treasurer's Report Fund Balances and Bank Reconciliations**
   i. **Fund Balance as of 08/31/2026 $ 1,759,469.58**
B. **Warrant Registers' Activity**
   i. **Account 3 – First Federal Savings $ 233,510.55**
      a) $ 29,334.47 Claims (Bills) paid
      b) $ 204,176.08 Payroll/Benefits paid
   ii. **Account 670 – 1st Security $ 1,087.93**
      a) $ 1,087.93 Withdrawal/Transfer to Gen Operations
   iii. **Account 671 – 1st Security $ 226,035.75**
      b) $ 22.75 Claims (Bills) paid
      c) $ 1,013.00 Payroll Benefits Paid
      d) $ 225,000.00 Withdrawal/Transfer to FFSL
   iv. **Account 673 – LGIP Capital Investment $ 2,190.55**
      a) $ 2,190.55 Withdrawal/Transfer to Capital Cash non-interest-bearing account

Total Monthly Activity $ 462,824.78
(Acct Transfers total $ 228,278.48)
(Disbursements total $ 234,546.30)

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

VIII. Financial Report – Lisa Johnson-Burkhard–

Lisa highlighted portions of the attached report including the following:

A. Our Treasurers Report Balance for August YTD is $1,759,469.58, and
    i. We are two-thirds through the year at 66.67%.
    ii. Our General Fund excess is currently $359,199.15;
    iii. Capital Fund Excess is $20,587.86 for a
    iv. Total Excess for 2026 of $ 359,199.15
B. Total Revenues are at 75.9%
    i. Miscellaneous Revenues: LGIP interest of 6,072.31 and the AT&T $48K have contributed to the 143.5%; Without these unbudgeted revenue items, we are running at 81.04% of Budget.
    ii. Our Tax revenues are at 60.9%, so 5.77% below budget, a slight improvement from last month's 7.33% under. We hope to see that trend continue as we wrap up the year.
    iii. Dispatch fees are slightly ahead of budget as a couple of user agencies have paid 100%.
C. Total Expenditures are at 66.4% YTD
    i. Wages/salaries and benefits combined are at 62.4% of budget. Since these categories are 74% of our total annual budget, we expect some savings this year, with staff resignations after the 2026 budget was created.
    ii. Total LGIP interest earned since inception in October 2023 is $95,642.97

IX. Director's Report – Matt Stewart presented portions of the attached report.

A. Commissioner Brotherton appreciated the employee-recognition segment.

X. Old Business

A. Resolution 2027-0007 adopting proposed 2027 budget
    i. Chief McKern proposed discussion. Matt mentioned that Lisa had done a lot of work estimating the cost of people, reiterating that payroll/benefits comprise 74% of our budget and that Lisa re-evaluated the proposed 2026 year-end projection with modified year end balances as well as the revised 2027 budget proposal.
    ii. Regarding 2026, We modified the reduced tax revenues, and modified payroll to more adequately show the payroll modifications for the records specialist and loss of the FT call receiver position. Additionally, we have reduced the anticipated Sale tax for emergency communications from $996K to $910K given this year's decline. We had originally anticipated $793K as our ending General Fund Balance, but have reduced it to $710K.
    iii. The 2026 year-end projection calculates a new ending balance which is brought into the 2027 beginning balance. We think we will end the year with

a surplus, and Matt wanted to point that out to the board for their review. In addition, as discussed in prior meetings, he proposed we transfer into capital each year the reduction in the bond payment, approximately 185K, for the needed capital projects coming in the next few years. Matt stated that our capital needs for our radio system far exceed what our agency typically has to deal with in any given year. Matt stated that he believed the transfers prudent, yet each user agency may have other ideas regarding the proposed budget in light of the realities in each agency's budget concerns.

iv. Commissioner Brotherton gave appreciation for the information and stated that not going for a bond sales tax increase in the current environment is a prudent choice. He supported the decrease of bond payments going into the capital fund and shows good due diligence and planning for the future.

v. Commissioner Craig agreed that this is creating a healthy organization for everyone and has been a big improvement since he initially came on board, and it is not just disaster management but healthy planning.

vi. Chief Black concurred and mentioned that the user agencies get a lot of value from Jeffcom and has been impressed by how Jeffcom has evolved. As an example he mentioned the county's exceptional CPR performance that starts with quick and skillful work by dispatchers.

vii. Vice Chair McKern asked for a motion adopting Resolution 2026-0007 adopting the Operating Capital Budget for 2027. Commissioner Brotherton made a motion to adopt operating capital budget for 2027 as presented. Commission Craig seconded, and the resolution was approved unanimously.

viii. Later in the meeting, Jamie Aumock asked Vice Chair McKern if it would be allowable to discuss the budget decisions further. She asked for clarification about the plan to spend the money transferred to capital in lieu of bond payments. Matt stated that none of our capital fund is restricted and the board can choose to spend those funds or to keep them in the general fund rather than transferring them, but he showed slides from the earlier draft capital plan for the next five years showing the expensive upcoming projects that would fully expend our capital fund on several occasions with additional projects as yet unfunded.

ix. Commissioner Brotherton commented that these are hard capital needs of the agency and the culture of designating funding each year to address these needs without seeking a sales tax increase is preferable. Jamie asked whether we shouldn't use the excess funds to offset agency fees given tight budgets. Commissioner Frank stated that we have to address the critical issue of our aging radio system. Matt stated the existing infrastructure was old when we

obtained it and has been kept alive by patchwork repairs by Rich and the limited vendor pool that can work on it, also noting that the simulcast system has proven resilient but very fragile with multiple single points of failure and no replacement parts available.

x. Chief Olson also mentioned the City's budget restraints and suggested any relief from Jeffcom fees would be appreciated.
xi. Commissioner Brotherton mentioned that he is also concerned about the county budget issue, yet he doesn't see it as realistic to put off Jeffcom capital needs.
xii. Chief Black said there is never a good time to have cost increases, and the Fire districts have similar budget concerns despite success in some levy lifts but support a health mechanism to fund future capital needs and prevent later painful failures.
xiii. Vice Chair McKern mentioned that we can continue to discuss this and could amend the budget in the future if needed.
xiv. Commissioner Brotherton would like to continue the discussion about the calculation of user fees. Matt state that the ILA would need to be revised to make significant changes like balancing law versus fire by radio traffic or other metrics.

B. Update on termination of JCSO and PTPD MOUs for contracted records services
    i. Matt stated that the Records Specialist and differentials pay was calculated by Lisa and can bill the agencies based on the breakdown between JCSO and the City's portions. Once that is determined, Jeffcom will invoice the agencies this partial year's costs. There is still improvement to be made between Jeffcom, Pencom and the customer agencies on some issues and will require ongoing coordination to resolve, including completing the paperless transition.

C. Update on Jeffcom future involvement in Department of Emergency Management
    i. Matt and Willie Bence reported having met with emergency management and 911 staff from CRESA in Clark County and with Columbia County, each of which has a combined communications center and DEM, and summarized the results of those interviews.
    ii. Commission Brotherton asked if there is an appetite in other agencies in the county that would be interested in this combined department. Willie mentioned currently that they need approximately $300K for their budget with 2.8 FTE and they rely more on federal grants. He suggested that user agency support will be a favorable solution, while still filing for federal grant

funding.

iii. Chief McKern asked the agencies to bring any questions back to this board for more discussion.

iv. Chief Black supports pursuing this concept of increasing interagency support between EOC and Jeffcom. His reservations here are that only a few user agencies contribute, yet many other county agencies benefit and will need to be willing to contribute to this as well.

v. Chief Black reiterated his suggestion that a working group be formed to advance this concept. Willie will reach out to Josh Peters and discuss the county forming such a group, since DEM remains a county department reporting to the county administrator and commissioners.

XI. New Business

A. none

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

A. Public records policies and costs – Commissioner Brotherton stated that they are also reevaluating their methods, the cost structure, and being "overly" compliant
B. Discussion of CAD replacement project
C. Continued discussion and feedback on capital planning
D. Update on Jeffcom building expansion, size and costs estimates, discussion with County Facilities staff

XIII. Good of the Order

XIV. Adjourn –

Commissioner Brotherton made a motion to adjourn, and Commissioner Craig seconded. The meeting was adjourned at 10:26 am

Next meeting: October 22, 2026, at Station 6 in Chimacum

9:00 am – 11:00 am

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Jeffcom Administrative Board Member Jeffcom Administrative Board Member

_____ _____

Date Date