Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

October 22, 2026

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

Jeffcom/Agency Attendees
Matt Stewart, Director
Rich DePas, Systems IT Manager
Lisa Johnson-Burkhard, Finance Manager

Members/Alternate Members Absent or excused:
Jamie Aumock, JCSO Alternate
Steve Craig, Fire Commissioners Association
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**

Chief Black made a motion to approve the agenda as presented. Commissioner Frank seconded, and the agenda was approved unanimously.

Commission Frank asked about the City of Port Townsend's vacancy after John Mauro resigned. Matt stated we had not received any notification. The Board recommended that the City Council designate a replacement for John Mauro as the City's alternate.

V. **Approval of minutes**

`

Commissioner Frank made a motion to approve the board meeting minutes for September 24th, 2026, as presented. Chief Olson seconded, and the minutes were approved unanimously.

VI. Approval of Accounts-Payable batches

A. September 23, 2026 4,595.28
B. September 30, 2026 408.27
C. October 7, 2026 148,154.42

Commissioner Frank made a motion to approve the batches 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 September 1 through September 30th, 2026

A. **Treasurer's Report Fund Balances and Bank Reconciliations**
   i. **Fund Balance as of 09/30/2026 $1,695,552.00**
B. **Warrant Registers' Activity**
   i. **Account 3 – First Federal Savings $ 273,827.80**
      a) $ 61,507.20 Claims (Bills) paid
      b) $ 212,320.60 Payroll/Benefits paid
   ii. **Account 670 – 1st Security $ 1,075.51**
      a) $ 1,075.51 Withdrawal/Transfer to Gen Operations
   iii. **Account 671 – 1st Security $ 242,234.99**
      b) $ 13,700.00 Claims (Bills) paid
      c) $ 3,534.99 Payroll Benefits Paid
      d) $ 225,000.00 Withdrawal/Transfer to FFSL
   iv. **Account 673 – LGIP Capital Investment $ 2,166.10**
      a) $ 2,166.10 Withdrawal/Transfer to Capital Cash non-interest-bearing account

Total Monthly Activity $ 519,304.40
(Acct Transfers total $ 228,241.61)
(Disbursements total $ 291,062.79)

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

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

A. Wages and benefits combined are at 70.4% of budget. Since this is 75% of our total budget we expect to be under budget this year.

B. Lisa received an email September 22 from the Washington Teamsters Welfare Trust to audit our payroll records from January 2020 through June 2026. She submitted exported data from our payroll system for the audit period plus an employee roster for all employees, 941's, L&I and the SUTA reports. She received an email on October 5 stating that the audit was completed. On October 7, the audit supervisor sent the final result letter of a clean audit.

C. Lisa stated she was pleased with the quick turn-around, with the audit being completed before the records submittal deadline that had been modified to November 6. Matt asked Lisa to highlight how this audit compared to the prior audit in 2020, which also covered 6.5 years, as an illustration of how much time was saved by recent efforts at fully digital records maintenance. Lisa at that point spent hours looking for all the documents in boxes contained the payroll records in a storage unit, then scanning and emailing time sheets, work schedules and the basis of any adjustments made. This audit was done entirely with electronic records and documents that were already maintained as digital files, saving countless hours.

IX. Director's Report – Matt Stewart discussed portions of the attached report and the following additional items.

A. User Group meeting was held yesterday and included discussion of handling callers that insist on speaking with law enforcement despite calling the wrong jurisdiction or about a matter law enforcement does not handle and continued follow-up on the law-enforcement records transition.

B. The APCO-NENA conference in Bremerton last week included notable discussion about the lack of ESINet redundancy at Jeffcom and some other counties, which resulted in a conference call with the state office and ESINet provider this week, during which the state authorized the contractor to formulate a route to the use of Starlink or other low-earth-orbit satellite as a tertiary option. A speaker at the conference also illustrated why we are in the position of having such aged radio equipment in need of replacement and proposed that while a radio system may be designed to last for 15 or 20 years its hardware should be replaced every 7 to 10 years – a concept that staff intend to include in plans for 2027's major capital project to refresh that aged hardware.

X. Old Business - N/A

XI. New Business

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

A. Draft Agreement for Hoh Tribe radio
B. Tactical dispatch policy
C. Update on Jeffcom future involvement in Department of Emergency Management
D. Policy regarding services to outside agencies
E. Public records policies and costs
F. Discussion of CAD replacement project
G. Continued discussion and feedback on capital planning
H. Update on Jeffcom building expansion, size and cost estimates, discussion with County Facilities staff

XIII. Good of the Order

A. Chief Black stated that their WSRB audit December 3-4. Chief Black stated that Jeffcom gained lots of points last time
B. Commissioner Brotherton shared a joke

XIV. Adjourn

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

9:00 am – 11:00 am

_____	_____
Jeffcom Administrative Board Member	Jeffcom Administrative Board Member
_____	_____
Date	Date