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** **November 19, 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 October 22, 2026

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

A.	October 29, 2026	12,604.11
B.	November 05, 2026	117,148.96
C.	November 12, 2026	7,594.73

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

A. **Treasurer's Report Fund Balances and Bank Reconciliations**
i. **Fund Balance as of 10/31/2026** **$1,706,571.43**

B. **Warrant Registers' Activity**

i. **Account 3 – First Federal Savings** **$ 247,474.40**

a) $ 19,976.64 Claims (Bills) paid

b) $ 227,497.76 Payroll/Benefits paid

ii. **Account 670 – 1st Security** **$ 1,154.62**

a) $ **1,154.62** Withdrawal/Transfer to Gen Operations

iii. **Account 671 – 1st Security** **$ 469,316.02**

b) $ 15,964.58 Claims (Bills) paid

c) $ 1,088.00 Payroll Benefits Paid

d) $ 452,263.44 Withdrawal/Transfer to FFSL

iv. **Account 672 – 1st Security Capital** **$ 8,776.96**

e) $ **8,776.96** Withdrawal/Transfer to Gen Operations

v. **Account 673 – LGIP Capital Investment** **$ 2,324.72**

a) $ 2,324.72 Withdrawal/Transfer to Capital Cash non-interest-bearing account

Total Monthly Activity **$ 729,046.72**

(Acct Transfers total $ 464,519.74

Disbursements total $ 264,526.98)

VIII. Financial Report – Lisa Johnson-Burkhard

IX. Director's Report – Matt Stewart

X. Old Business

XI. New Business

A. 2026-0008 Agreement with APCO International for EMD system

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. Update SOG or SOP regarding services to outside agencies

C. Public records policies and costs

D. Discussion of CAD replacement project

E. Continued discussion and feedback on capital planning

F. Update on Jeffcom building expansion, size and cost estimates, discussion with County Facilities staff

XIII. Good of the Order

XIV. Adjourn

Next meeting: December 17th, 2026, at Station 6 in Chimacum

Note that this meeting is scheduled for the third Thursday of December.

Jeffcom 911 Board Meeting November 19, 2026

9:00 am – 11:00 am