Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

January 22, 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

Other Attendees
Rich DePas, IT Systems Manager
Jennifer Dyste, Records Specialist
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Matt Stewart, Director

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 – Chief McKern made a motion to approve the agenda. Commissioner Craig seconded, and the agenda was approved unanimously.
V. Approval of minutes:
   A. Board Meeting Minutes for December 18th, 2025
   Commissioner Craig made a motion to approve the minutes as presented. Chief McKern seconded, and the minutes were approved unanimously.
VI. Approval of Accounts-Payable batches
   A. December 22, 2025 $ 43,515.55
   B. December 31, 2025 (13th Month) $ 5,581.74
   C. January 8, 2026 $ 200,943.25
   Chief McKern made a motion to approve the payables as presented. Commissioner Craig seconded, and the payments were approved unanimously.

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VII. Approval of Treasurer's Report – None this month. The bank reconciliations and fund balances and warrant registers' activity for December 1 through December 31, 2025, will be presented at the February meeting after receipt of all year-end bank statements, which were not received following closure of the 13th month by Jefferson County prior to preparation of the materials for this meeting.

VIII. Financial Report: 2025 year-end revenues and expenditures in five-year budget comparison –

Lisa Johnson will present the final year-end 2025 financial report at the February meeting after receipt of all 13th-month reports.

Lisa shared that our fund balance is approximately $1.4 Million on our Treasurers Report fund balances. Matt shared a five-year annual trend report that tentatively shows $703,929.44, and $694,528.32.

Lisa reported outstanding Accounts Receivable balances that are primarily a result of the reconciliation of the outstanding Tyler Credits that were finalized late in the year and subsequentially billed to the applicable user agencies for shared costs, as well as outstanding records-specialist fees for JCSO of $ 26,269.20 (which was paid yesterday). Additionally, ICOM's tower lease balance of $12,415.62 is outstanding; Lisa spoke to them at the end of November, and they were going to send a check on December 23rd and emailed them as well.

We have already received some payments in January 2026. All are expected to be paid in January and is a timing issue. A total of $113,800.00 is our outstanding receivables balance.

Matt highlighted on the trend report, that we had estimated in our 2026 budget a beginning fund balance of $793,166.27, and that our current ending balance of 703,929.44 differs by less than what our actual outstanding receivables balance at year end, and when these are paid in 2026, we will affectively end 2025 than we had estimated in Aug 2025.

IX. Director's Report – Matt Stewart highlighted some items from the written report.

A. We continue to look at cloud-based phone systems and CAD. The state has begun the procurement process for a cloud-based phone system that they would host and deliver to PSAPs, in lieu of funding an in-house system. It is assumed that this would increase interoperability and improve the overall costs for public safety. Regarding

CAD cloud based, Pencom obtained a copy of the RFP used in Grant County, and we'll be using that to start our process, and we still encourage our agencies to research.

B. We are still working out the tower leasing at Maynard for 15 years. NOAA will likely be subleasing, and we have a new DNR contract.
C. Budgetary and staffing: We have a new lateral hire progressing and adapting well to our agency. This will bring us to 10 dispatchers after completion of her training, and then we will hire a second communications supervisor. Reducing overtime costs will be a focus going forward.
D. User group meeting was primarily discussing operational issues.
E. Matt summarized 2025 year-end call volume metrics regarding call volumes: We have reduced 911 call volume, our call-answering time decreased with increased performance and efficiency. We spent more time on the phone with callers. Busy Days are Monday – Saturday, and busy hours are 8:00 am to 22:00-24:00.
F. Chief Brotherton commended our IT department and the SharePoint system for document sharing.

X. Old Business

A. Presentation by Ashley Carroll of Nicholson & Associates Insurance regarding Jeffcom's coverage by VFIS that took effect on January 1, 2026. Ashley mentioned guaranteed replacement costs on all property claims; general liability limits based on location; online training; non-owned auto coverage and other benefits of the new insurance coverage.

B. Contract approval item 2026-0002: Professional services contract for legal service with the law office of Eric T. Quinn, P.S. Matt stated that we had a contract in 2024 but did not renew it in 2025 due to a retainer credit balance. Renewing would be 2 hours a month to go to the bank for use when needed at $250.00 rather than $325.00 that is charged out of contract. With no objections Matt was given permission to proceed with the proposed contract.

C. Termination by JCSO and PTPD of MOUs for contracted records services effective June 30, 2026. Chair Pernsteiner mentioned that this issue of reimbursement for the cost of the position from the Law agencies has been passed around for the past couple of years. Director Stewart didn't believe it was a Jeffcom function, but the function was sent to Jeffcom under the MOUs in 2013. Pernsteiner said they talked about bringing it into JCSCO, but they do not have the bandwidth to cover this position. The county is able to perform the work in District Court, since the legal documents start there.

Matt stated that in December the City of Port Townsend and Jefferson County gave him notice of 180-notice of the termination of the MOUs, and he notified Jenny and notified Teamsters of the intention to lay off Jenny effective on June 30th. Since then, she has given notice of leaving for another position. District Court will need a lot of training and will not be ready in two weeks to implement the transition. Jeffcom communications staff will have to cover the gap.

Matt stated we will need the board to resolve how to bill records reimbursements for 2026. We could pro-rate the existing budget or come up with a new proposal for the first half of the year. The budgeted amount was to cover all the actual costs of the position, with her wages, benefits, and cost of Jeffcom's office rent. Additionally, to close this out, we need to consider the costs of the temporary Jeffcom employee to cover the work in-house. District court will be having someone come in and train her replacement.

Matt mentioned that Jenny is a very responsible employee who took the role without any hand-down and accomplished a history of clean audits. Jenny will be paid through the end of her accrued leave, is willing to be able to assist on the upcoming audit and wants to see that the position will continue successfully.

Pernsteiner commented that it's the position, not the person, for making this decision, and that Jenny has always done a meticulous and conscientious job.

D. Executive Session per RCW 42.30.140(4)(b) to plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings and to review the proposals made in the negotiations or proceedings while in progress. Chair Pernsteiner called the board into Executive Session, for ten minutes, starting at 9:43 AM and ending at 9:53 AM. No decisions were made during executive session.

E. Contract approval item 2026-0001: Teamsters collective bargaining agreement to be effective January 1, 2026, through December 31, 2028

Matt commented that it's a good contract with substantial financial impact that we will need to mitigate, specifically overtime. We have been using part-time dispatchers to fill positions, to keep their skills sharp and to help us through some staffing shortages, but coverage beyond minimums will need to be reconsidered.

Pernsteiner mentioned that the board recommends resolving staff overtime issues by policy, and that it will be pulled out of negotiation. Both parties agreed to move forward yet could not come to agreement about overtime and seniority wanting OT shifts for days on end, and new employees feeling they get left out of OT shifts. We also need to resolve shift start/end time concerns that have been driven by past practice rather than in writing and with some inconsistency and abuse of that system.

Commissioner Craig thanked Matt for taking Jeffcom so far in the past couple of years. Matt replied that we would not have the current staff without the board's approval of the prior CBA, and this one, that kept Jeffcom competitive. Pernsteiner mentioned that staff is the most important aspect of an agency. Chief Black mentioned recent community outreach that includes discussing WSRB ratings, and there is nothing but positive comments about the improvements at Jeffcom.

Commissioner Craig made a motion to authorize the Director to sign the CBA as presented today. This also includes directing the director to limit overtime costs and to return with proposed amendments to the personnel policy manual to address maximum consecutive dates of work without rest days and shift start/end times. Chief McKern seconded, and the motion was approved unanimously.

XI. New Business - none

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

A. Review of 2019 Jefferson County Facilities discussion regarding expansion of Jeffcom space

Commissioner Craig asked whether there was continual talk to expand the facility outward towards Elkins Road (toward the ball fields). There was discussion about possible easement issue, and that in the past that expansion would be toward the parking lot. Commissioner Frank suggested bringing the board in to see the issue; Mark McCauley had discussed this possibility and a patio area, or possibly going up a level.

Commissioner Brotherton is currently on the County's facilities management committee, and he mentioned that Jeffcom, JCSO Corrections, JCSO and DEM should be included in discussions. He suggested bringing in Shawn Fredricks of Central Services in who chairs the committee.

Matt mentioned that we are close to paying off our bond debt and could consider another bond issue, so we should probably include the County Treasurer as well.

Paragraph removed
by approval motion

~~Commissioner Brotherton mentioned there is a bond specialist who sits on the facilities committee that could help coordinate that, but this may be down the road after we come up with a more specific plan for what we want to do~~.

Stewart had commented that our history is that we have not ever gained successful momentum on moving this forward. Brotherton said he will bring back information on the bond issue. Frank will meet with Matt. Chief Black mentioned considering if there are metrics such as WSRB about specific criteria that need to be addressed that can either benefit or hinder that rating.

B. Public records policies and costs

C. Chief Black asked if there was a statewide legislative movement for our industry and could we add it to the agenda on a regular basis. Matt said February 11th is the 911 centers' annual day in Olympia, but that most recent efforts of the industry had been accomplished other than a supplemental appropriation under consideration to spend down the dedicated 911 fund balance. Chief Black stated that informing the agencies of our needs would allow them to bring up those topics when other public-safety groups meet in Olympia.

XIII. Good of the Order

A. Chief Black will be out of town with the district covered by Chief Brummel, who has announced his pending retirement.

XIV. Adjourn

A. Meeting was adjourned at 10:19 am

Next meeting: February 26th, 2026

9:00 am – 11:00 am

Signed by: Andy Pernsteiner Sheriff 877EED5D7ADC4D0...	DocuSigned by: Tim McKern Board Member C6B737647917415...
Jeffcom Administrative Board Member	Jeffcom Administrative Board Member
4/16/2026 | 13:54 PDT	4/16/2026 | 14:55 PDT
Date	Date

FINANCIAL REPORT – December 2025 - Board Meeting: February 26,2026

1. Beginning Fund Balances for 2025:

a.	General Fund		$ 835,407.70
b.	Capital Fund		$ 399,368.32
c.	Total Beginning Fund Balance		$ 1,234,776.02

2. Fund Balances: December 2025 (99.7% of YTD)

a. General Fund Financial Summary

1.	Revenues	99.4%	$ 3,474,035.07
2.	Expenditures	96.0%	3,343,964.09
3.	Net Fund Gain/Loss		$ 130,070.98

b. Capital Fund Financial Summary

1.	Revenues (LGIP not budgeted)	120.1%	$ 35,873.43
2.	Expenditures	2.0%	$ 450.00
3.	Net Fund Gain/Loss		$ 35,423.43

c.	Total Fund Balances December 2025	$ 165,494.41
d.	JEFFCOM911 FUND BALANCE TOTAL Dec 2025	$ 1,400,270.43
e.	TREASURER'S REPORT FUND TOTALS Dec 2025	$ 1,400,270.43

3. General Fund

a. Revenue Highlights – Total Revenue of $3,474,035.07 — YTD at 99.4%

i. 310 Taxes – — YTD at 105.1%

ii. 330 State Grant - — YTD at 89.1%

We have received the full payment of our E911 FY24-25 BSO grant award of 294,843.00. We declined an Equipment Grant for transitioning to the Cloud, but since it is cost prohibitive. We received $5,397.00 for KM Switches project.

iii. 340 Dispatch Fees – YTD at 98.4%

iv. 360 Misc Revenues – YTD at 63.3%

The SAO Audit for 2023-24 had us reclassify LGIP Investment interest to a new account 361-10-00-00 that is now in Capital.

Our effective Budget YTD is 90.6 % with this reclassification.

v. 380 Non-Revenues – ESChat reimbursements YTD at 142.0%

1. 382-10 is ESChat Reimbursement from the City and County, as well as reimbursement from the City of Port Angeles for shared costs for WA Tech VPN @ 50%, or $2,565.00
2. Verizon final settlement payment reimbursement of $13,000 for the 3rd amendment to tower and land sublease agreement.

Prior year portion is	$ 12,447.50	posted in 388-10
Current Year portion is	552.50	posted in 382-10
Total	$ 13,000.00	

3. 388-30 is the result of the final reconciliation of the Tyler Industries overcharges since our ILA with the City of Port Angeles.

b. Expenditure Highlights – Total Expenditures of $ 2,956,707.48 YTD at 95.7%

i. 525 Emergency Services – Jefferson Co Bond Debt YTD at 90.9%

Our outstanding County Debt as of 12/31/2025

a. 2026 Maturity date: 171,005.47 Pay off this year!

b. 2030 Maturity date: 498,235.00

Total 669,240.47

ii. 528 Dispatch – Departmental Total Percentage YTD at 96.9%

1. 010 Supplies – YTD is 80.0%
2. 020 Other Admin – YTD is 70.5%
3. 030 E911 – YTD is 115.8%
4. 040 Information Services – YTD is 180.3%
    a. We paid WA Tech an additional $1,500 for a one-time fee to configure connection to work over our three internet connections, and now paying $500 more per month for the new connections.
5. 050 Wages – YTD is 102.1%

6. 060 Benefits – YTD is 95.6%

   Wage and Benefits compiled are at 100.4% of budget!

7. 070 Maintenance Contracts – YTD is 163.9%

   a. Primary reason for variance was related to our Nutanix server which we bought and paid for 5 years ago. We had to get a 17-month extension of our support renewal, until the server reaches end of life in early 2017. This additional cost or $46,488.23 to Converge Tech was not budgeted. Otherwise, we would be at 1.02% of budget!

8. 080 Radio – YTD is 69.5%

iii. 591 Debt Services – YTD is 99.9%

   At budget. Update: Maynard Tower lease contract has been extended for 13 years.

iv. 597 Interfund Transfers – LGIP interest earned YTD is 25.1%

   1. LGIP Interest transferred from Capital Cash to Capital Investment account.
   2. Jefferson Co. deposits into the Capital Investment account, takes out a $50 monthly fee, and then transfers the net into Capital cash (non-interest earning). We must request to have it moved into the Capital Investment account

c. General Fund Surplus as of December 2025 $ 130,070.98

4. Capital Fund: December 2025 YTD

   a. Capital Fund Revenue Highlights – YTD at 128.1%

      i. Total LGIP Investment interest for the year is $ 35,873.43

   b. Capital Fund Expenditure Highlights – YTD at 1.8%

      i. Total Expenses 450.00 LGIP service charges

   c. Capital Fund Excess as of November 2025 $35,423.43

5. Total FY 25 Fund Excess through December 2025

   a. General Fund $ 130,070.98

   b. Capital Fund $ 35,423.43

   Total December 2025 $ 165,494.41

DIRECTOR'S REPORT January 22, 2026

❖ **Projects:**

- **CAD upgrade** to version 2025.2 remains rescheduled for April 8 after a test upgrade February 12. We still have no resolution of the various issues that arose on client machines during the failed 2025.1 test upgrade, but the lengthy time between test and prod upgrades should allow for further resolution. The earlier GIS issues were resolved.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring including a new camera at Maynard. Capital funding is in the 2026 budget to complete it, making it possible to deploy the proposed simulcast system refresh early in 2027. It is likely this will include adding the **Station 1 tower** back into the system as a receive-only site to enhance portable coverage in parts of Port Townsend.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- Jeffcom and Pencom continue jointly investigating **cloud-based call-handling** and **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. We have started discussing a **joint RFI or RFP** in 2026 to solicit formal information and demonstrations for a replacement CAD system while also **encouraging agencies to visit** Thurston County (law-enforcement records and corrections only) and Grant County (fire, corrections and some LE mobile use) to see the type of cloud-native CAD system that is available.
- **Tower leasing:** IT staff continue discussing our towers with additional tenants where we have space for leased equipment, and we expect to lease space to NOAA for a weather radio transmitter. DNR supplied details of a ramped-up cost increase for Maynard and pricing with and without the additional NOAA radio, and new lease should be executed in the coming weeks.
- **Strategic plan:** Statewide E911 strategic plan was adopted at statewide conference in October and will provide a significant source of guidance for our own plan, particularly regarding future interagency technology deployment but also in areas of staff health and wellness and career development.

- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO. The formalities involved in the procurement and onboarding processes have caused administrative delays.

❖ **Budgetary Items:**

- **CAD maintenance credit** from previous years was exhausted on Jeffcom's 2025 maintenance invoice. We expect to pay the full amount of our 2026 maintenance invoice plus our third of Pencom's costs for core system components per our agreement and to pass through to agencies their traditional shares of agency-specific costs.
- **Current staffing** remains at nine full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts. We have the third shift (1000-2000) filled some days but are not treating it as minimum staffing that must be filled on overtime.
- **Recruiting**: The lateral-hire communications officer trainee started this month and is proceeding well. We expect to hire the eleventh position around mid-year, particularly if we receive another lateral application.
- **CBA** negotiations concluded, and the union voted to approve the draft agreement.
- **Law-enforcement Records MOUs** will be terminated by JCSO and PTPD per their written notices, effective June 30 if not earlier. Staff will need direction from the board on whether to charge the two agencies their prorated portions of the budgeted MOU costs by percentage of the year covered or to include the costs of accrued leave by the incumbent records specialist.

❖ **Health, Safety and Quality of Life:**

- **December communications-staff overtime** dropped significantly to 100.5 hours among nine fulltime communications staff (November's was 234, October's 339, September's 309.5).
- **Found Therapy** Services continued sit-in appointments with all shifts. Our therapist is relocating out of the area but intends to return monthly to maintain our relationship.
- **Office relocations** are complete with the director and finance manager sharing the front office. The vacation of the records specialist position will free up the supervisors office, making further relocations and the use of the room behind the kitchen unnecessary.

❖ **External Relationships:**

- A **User Group** meeting was held January 14 and attended by BFD, EJFR and the county MPD. No law-enforcement presence due to scheduling conflicts.

- Discussed lack of progress with procuring and onboarding new APCO criterial-based dispatching system and other counties' use of response plans to dispatch blood products to certain calls.
- Mentioned that the MCI plan should be done this year, though response plans are still blank.
- Clarified that change to creating a separate CFS for fire when added to an ongoing law incident did not change per-CFS-share billing.
- Revisited discussion about removing access to law-only CFSs for fire personnel other than command staff authorized, trained and overseen for CJIS compliance by agreement with JCSO.
- Discussed recent corrections to DBVFR response plans and ongoing work to improve them.
- Discussed how CAD is only capable of dispatching fire units by station order, not by GPS location.
- Discussed recent terminology change to unit statuses to clarify discussions about cross-staffed EJFR units.

CFS and Call Data: Calendar Year 2025

- **Fire/EMS CFS Counts by Agency**

Agency	2025	2024
EJFR	5855	5848
QFR	606	590
BFD	648	606
DBVFR	129	137
Total	**7238**	**7181**

- **Law Enforcement CFS Counts by Agency**

Agency	2025	2024
JCSO	15917	12871
PTPD	8653	8904
Total	**24570**	**21775**

- **911 Call Pick-up Time (including test calls and redialing abandoned calls)**

Pick-up Time	Call count 2025	Cum. % 2025	Cum. % 2024	Standard
0-10 sec	17573	99.28	99.02	n/a
11-15 sec	85	99.76	99.69	90%
16-20 sec	23	99.89	99.85	95%
21-40 sec	20	100.0	100.0	n/a
41-60 sec	0	100.0	100.0	n/a
61-120 sec	0	100.0	100.0	n/a
120+ sec	0	100.0	100.0	n/a
Total	**17701**		**Count: 18678**	

- **911 Call Averages**

Metric	2025 Average	2024 Average
Ring time	2.91 sec	3.40 sec
Hold time	0.63 sec	1.23 sec
Talk time	108.60 sec	100.89 sec

- **Non-911 Calls**

Metric	2025	2024
Number of outgoing	8645	9149
Number of incoming	19180	19480
0-10 sec pick-up time	99.11%	98.62%
Average ring time	3.22 sec	3.60 sec
Average hold time	5.79 sec	5.79 sec
Average talk time	107.96 sec	102.76 sec

- **2025 Call Volume by Day of Week**

Hour	911	Adm In	Adm Out	Total
Sun	2333	1952	981	5266
Mon	2392	2881	1106	6379
Tue	2563	2950	1170	6683
Wed	2555	3010	1309	6874
Thu	2607	2915	1379	6901
Fri	2633	3191	1441	7265
Sat	2618	2281	1259	6158

- **2025 Call Volume by Hour**

Hour	911	Adm In	Adm Out	Total
00:00	418	275	239	932
01:00	358	242	179	779
02:00	281	213	145	639
03:00	242	171	110	523
04:00	238	162	134	534
05:00	286	256	129	671
06:00	398	411	166	975
07:00	616	587	271	1474
08:00	749	1008	363	2120
09:00	900	1299	450	2649
10:00	922	1484	470	2876
11:00	1008	1449	528	2985
12:00	963	1430	519	2912
13:00	1024	1465	522	3011
14:00	1153	1411	622	3186
15:00	1235	1364	613	3212
16:00	1092	1250	532	2874
17:00	1124	1044	495	2663
18:00	1035	868	444	2347
19:00	946	748	443	2137
20:00	842	642	386	1870
21:00	768	566	357	1691
22:00	592	472	257	1321
23:00	511	363	271	1145

- **CFS and Call Data: January 1 through January 16, 2026**
  - **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	266	237
QFR	24	15
BFD	22	27
DBVFR	4	7
Total	**316**	**286**

  - **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	580	656
PTPD	316	366
Total	**896**	**1022**

  - **911 Call Pick-up Time (including test calls and redialing abandoned calls)**

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	724	99.45	n/a
11-15 sec	2	99.73	90%
16-20 sec	1	99.86	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	**728**		

  - **911 Call Averages**

Metric	YTD Average
Ring time	2.83 sec
Hold time	1.03 sec
Talk time	110.70 sec

  - **Non-911 Calls (including test calls)**

Metric	YTD
Number of outgoing calls	344
Number of incoming calls	733
0-10 sec pick-up time	99.59%
Average ring time	3.02 sec
Average hold time	4.36 sec
Average talk time	94.63 sec

Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

February 26, 2026

Members Present
Jamie Aumock, JCSO Alternate
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

Other Attendees
Jean Ball, Public Quilcene resident
Mike Chamberlain, Jeffcom Network Admin.
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Matt Stewart, Director

Members/Alternate Members Absent or excused:
Bret Black, Fire Chiefs 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 – Quilcene resident Jean Ball shared information about a close cell tower which has been planned for the Ludlow, and the Department of Community Development suggested that this may be an opportunity for Jeffcom 911 and the Sheriff's office to utilize for increased coverage from the tower contractor.
IV. Agenda – Approval – Chief McKern made a motion to approve the agenda. Commissioner Craig seconded, and the agenda was approved unanimously.
V. Approval of minutes:
   A. Board Meeting Minutes for January 22, 2026
   Commissioner Brotherton made a motion to approve the minutes as modified by removing the paragraph at the top of page 6. Chief Craig seconded, and the minutes were approved as modified unanimously.
VI. Approval of Accounts-Payable batches
   A. December 31, 2025 (13th Month) $ 242.00
   B. December 31, 2025 (13th Month) $ 40.00
   C. January 29, 2026 $ 23,534.51

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D. February 05, 2026 $136,877.29
E. February 19, 2026 $ 11,279.06

Chair Pernsteiner requested reviewing the batches together since there was so much this time. Director Stewart presented the documents as listed for Dec, Jan & Feb.

Commissioner Craig made a motion to approve the payables and the Treasurer's Report as presented. Chief McKern seconded, and the payments were approved unanimously.

VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for December 1 through December 31, 2025

-

A. Treasurer's Report Fund Balances and Bank Reconciliations
   i. Fund Balance as of 12/31/2025 $1,400,270.43

B. Warrant Registers' Activity
   i. Account 671 – 1st Security $ 445,658.59
      a) $ 41,276.03 Claims (Bills) paid
      b) $ 4,382.56 Payroll Benefits Paid
      c) $ 400,000.00 Withdrawal/Transfer to FFSL
   ii. Account 3 – First Federal Savings $ 220,235.39
      a) $ 21,343.43 Claims (Bills) paid
      b) $ 198,891.96 Payroll/Benefits paid
   iii. Account 672 – Capital Cash Account $ 2,207.34
      a) $ 2,207.34 Withdrawal/Transfer to Capital Investment LGIP interest bearing account
   iv. Account 673 – LGIP Capital Investment $ 2,209.41
      a) $ 2,209.41 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity $ 670,310.73
(Acct Transfers total $404,416.75)

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

A. Treasurer's Report Fund Balances and Bank Reconciliations
   i. Fund Balance as of 01/31/2026 $1,284,798.30

B. Warrant Registers' Activity
   i. Account 671 – 1st Security $ 200,965.00
      a) $ 965.00 Payroll Benefits Paid
      b) $ 200,000.00 Withdrawal/Transfer to FFSL

   ii. Account 3 – First Federal Savings $ 285,825.39
      a) $ 102,952.22 Claims (Bills) paid
      b) $ 182,873.17 Payroll/Benefits paid
   iii. Account 673 – LGIP Capital Investment $ 2,153.35
   b) $ 2,153.35 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity $ 488,943.74
(Acct Transfers total $202,153.35)

IX. Financial Report: Lisa Johnson-Burkhard

A. <u>December Financials:</u>

Lisa stated that we ended the year with a total Fund Balance of $1,400,270.43, and presented a document showing Jeffcom 911's historical fund Balances, showing the General Operations, Capital Fund, and the Treasurers Report Balances at year-end. The trending average of the General Funds balance as a % of Budget averages 19.98%

Matt stated that with the upcoming radio projects, we should start considering the Capital Fund as allocated in full to the future radio refresh project. Therefore, any reserve we maintain accumulated per our required operational reserves (10% of operating budget and 5% of capital budget) should be considered to be part of the General Fund balance.

i. <u>December 2025 General fund surplus of $130,070.98</u>
   1. <u>Revenues</u> came in at 99.4% of budget
      a. 310 Dept Taxes: YTD at 105%
      b. 330 Dept State Grants: YTD at 89.1%.

      We declined a portion of equipment grant that was for transitioning to the Cloud, and determined it was cost prohibitive.

      c. 340 Dept Dispatch Fees: YTD at 98.4%, the shortage was paid in 2026
      d. 360 Dept Misc Revenues: Icom 911 asked to pay 12K in 2026
   2. Expenditures ended at 95.7% YTD

a. 525 Dept Jeff Co Bond Debt – YTD at 90.9%
Our outstanding County Bond Debt as of 12/31/2025

2026 Maturity date:	171,005.47 Pay off this year!
2030 Maturity date:	498,235.00
Total	669,240.47

b. 528 Dept Dispatch: YTD at 96.9%
c. 050 Wages and 060 Benefits: Combined YTD is 100.4%
d. 070 Maintenance Contracts: YTD is 163.9%
Overage was due to support 17-month renewal for our Nutanix server we purchased 5 years ago, to extend us to its end of life in early 2027. This cost of $46,488.23 to Converge Tech was not budgeted. Otherwise, we would be at 1.02% of budget!

ii. Capital Fund Surplus of $35,873.43
1. Revenues from LGIP Interest
2. Expenditures – monthly LGIP fees of $450.00

iii. Our Total Fiscal Year 2025 had a surplus of $165,494.41*

B. January 2026 Financials – 8.33% YTD Total Fund Balance of $1,284,798.30

i. General fund deficit of ($117,625.48)
1. Revenues YTD at 5.4%
a. 310 Dept – Taxes: Tax revenues for Jan 6.9%
b. 340 Dept – Dispatch Fees: All user agencies have been billed for this year's CFS fees. Dispatch fees are a timing issue.
c. 380 Dept – Non Revenues: Final agencies' payments of $72,952.14 from the City of PT and JCSO were received after the Tyler Credits issues were resolved.
2. Expenditures YTD at 8.7%
a. 525 Dept Jeff Co Bond Debt at 9.1%
We will pay off $171,005.47 this year.
b. 528 Dept – Dispatch Services at 8.9%
i. 020 Other Admin – VFIS insurance, annual savings of 30% compared to WCIA costs.
ii. 050 Wages and 060 Benefits – compiled is at 6.8% YTD; This is prior to the new CBA effective with January hours paid in February
iii. 070 Maintenance Contracts – YTD AT 58.2%

1. Many annual payments are in first part of the year:

3. General Fund Deficit is ($117,625.48)*

ii. Capital Fund:

1. LGIP Investment interest for the year to date is $ 2,203.35. Historically:

Total LGIP Investment interest for 2026	$ 2,203.35
Total LGIP Investment interest for 2025	28,840.53
Total LGIP Investment interest for 2024	39,624.03
Total LGIP Investment interest for 2023	7,301.92
Total LGIP interest earned since inception Oct 2023	$ 77,969.83

2. Capital Fund Expenditures is $50.00 for monthly fee
3. Capital Fund Excess is $2,153.35

iii. As of January 2026 YTD, we had a deficit of ($115,472.13)*

X. Director's Report – Matt Stewart highlighted some items from the written report.

A. The test-site upgrade of CAD is complete. It's a significant version jump, so there's a lot to validate. Our communications officer is actively testing it as well as IT and Matt who are stress testing different scenarios. So far, none of the issues from last fall have resurfaced. We're still on track for the April 8 upgrade, expected to take 5–6 hours.

B. Rich and Mike are continuing work on network infrastructure for the tower sites. They're also testing more resilient, utility-style equipment designed for standalone, unmonitored locations similar to the PUD and Utilities

C. We're working with Pencom on a joint RFP for a cloud-based CAD solution. A draft RFP should be ready for board review soon. Staff will participate in demos and evaluations to ensure we make an informed decision, including how the choice impacts integrations with corrections, mobile, law enforcement, and fire records systems.

D. AT&T needs to relocate its cell tower in Port Townsend due to the planned demolition of the Lincoln Building at the high school. One option is for AT&T to move its equipment to the Jeffcom-owned tower at EJFR Fire Station 1. AT&T has proposed replacing that tower entirely at their own cost with a modernized structure, after which they would lease space from Jeffcom. This opportunity is potentially beneficial because the existing tower is underutilized, and Jeffcom would eventually need to replace towers anyway. Coverage improvements near the boat haven and Safeway area are also possible. Rich will meet with AT&T and EJFR facilities staff for a walkthrough; however, the timeline is tight due to demolition scheduled for June.

Questions remain about whether a taller tower, larger generator, or expanded radio room will be required. If AT&T proceeds, the board may soon need to review a lease agreement proposal.

E. Staffing continues to move in a positive direction. Our lateral hire is finishing her final week of training and will move to her own shift next week. She has progressed quickly and will take over the shift currently being covered by another CO, who will transition to supporting law enforcement Records until that function is fully phased out.
F. Following the approval of the 2026-28 CBA, we ran the first payroll with all updated rates and conditions. Because of the federal overtime exemption reporting requirements, we added new differentials and overtime codes to ensure next year's W-2s reflect accurate amounts. We also updated our timesheet templates to align with the new structure. Overtime costs were higher this cycle but still remain well below levels from previous years.
G. Our office relocation is complete for now, and Lisa and Matt are now sharing an office. Once the MOU for Records is finalized, we'll remove the old desk and prepare that space for an additional Communications Supervisor.
H. We've launched an online uniform storefront that gives employees access to higher-quality items with improved logo applications, which should result in a cleaner, more professional look.
I. Washington State is changing how grant awards are calculated starting with our next application. A larger portion of the state's dedicated 911 funding will now flow through, resulting in an estimated increase of about $100,000 for us.. The state also has roughly $10 million in unused dedicated 911 funds, which should help reduce our expenses rather than simply increase grant revenue, especially as we shift to using the new statewide phone system.
J. We're involved in World Cup preparation, but there's little direct impact expected in Jefferson County. Kitsap County and especially the Seattle area will feel more effects. Jeffcom occasionally receives some calls from Kitsap. This situation creates an opportunity to highlight how major events affect other agencies and how communication centers can support each other. Jeffcom and Pencom have good interoperability, but that level of cooperation isn't as common statewide. Mutual aid is typical between fire and law agencies, but it's less common between PSAPs.

Commissioner Brotherton shared that the Regional Transportation Planning Organization has asked the state legislature to request that the U.S. Coast Guard adjust the drawbridge schedule on the Hood Canal Bridge. The goal is to move to set predictable opening times for recreational vessels instead of the current three to six openings each day. He asked whether Jeffcom would be willing to support this by submitting comments to the Federal Register when the opportunity comes up. Director Stewart said that in general, if something helps with streamline operations for partner agencies, it usually benefits Jeffcom as well and helps keep things manageable.

XI. Old Business

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

i. Chair Pernsteiner reported that he, Matt, Jamie Aumock, and Marlo Erwick met with Karl Hatton from Pencom to discuss Clallam County taking over law-enforcement records duties. They are working through logistics, and the change is expected to save $30–40k annually, move records to cloud-based electronic storage, and eliminate the need for physical file cabinets. Jeffcom will continue handling records through June 30. Katie Dressler will assume the records role and manage the April audit; she moves to a 4/10 schedule next week.

ii. Pencom currently has two records staff, though not the equivalent of two full FTEs. Matt noted that the arrangement is ideal, as it removes the strain of having only one records employee at Jeffcom and relying on dispatchers for coverage. Pencom is willing to take on the responsibilities because they reassigned a call officer into records and the added revenue helps offset costs. They already manage twice the records volume Jeffcom does, so taking on Jeffcom's workload will complete the remaining 0.5 FTE of their second records position.

XII. New Business -

A. Resolution 2026-0003 adopting Communications and Computer Systems policy

i. Director Stewart noted that the agency has not previously had a comprehensive policy in this critical operational area. The proposed resolution is based on federal guidance and has been adapted by Matt and the IT department for agency use.
Commissioner Brotherton asked about home-based security for remote work. Matt explained that the agency now uses remotePC with two-factor authentication. He clarified that employees remotely view and control their Jeffcom workstation screens and do not directly log into or access the agency network from home.

Commissioner Brotherton made a motion to approve the Resolution 2026-0003 as presented. Chief Olson seconded, and the Resolution was approved unanimously.

FINANCIAL REPORT Board Meeting: February 26, 2026

1. Beginning Fund Balances for 2025:
   a. General Fund — $ 703,532.70
   b. Capital Fund — $ 696,737.73
   c. Total Beginning Fund Balance — $ 1,400,270.43
2. Fund Balances: January 2026 (8.33% of YTD)
   a. General Fund Financial Summary
      1. Revenues — 5.4% — $ 194,801.27
      2. Expenditures — 8.7% — $ 312,426.75
      3. Net Fund Deficit — ($ 117,625.48)
   b. Capital Fund Financial Summary
      1. Revenues (LGIP not budgeted) — 7.9% — $ 2,203.35
      2. Expenditures — $ 50.00
      3. Net Fund Gain/Loss — $ 2,153.35
   c. Total Fund Balances January 2026 — ($ 115,472.13)
   d. JEFFCOM911 FUND BALANCE TOTAL Jan 2026 — $ 1,284,798.30
   e. TREASURER'S REPORT FUND TOTALS Jan 2026 — $ 1,284,798.30
3. General Fund
   a. Revenue Highlights – Total Revenue of $194,801.27 — YTD at 5.4 %
      i. 310 Taxes – — YTD at 6.9 %
      ii. 330 State Grant - — YTD at 0.0 %
         1. We have submitted A-19 requests to the military department for the total; $335,023.00 should be paid soon
      iii. 340 Dispatch Fees – — YTD at 1.5 %

iv. 360 Misc Revenues - YTD at 4.6 %

v. 380 Non-Revenues - YTD at 69.5%

1. User agencies paid $72,952.18 pass-through expenses for the late Tyler December Billings, after negotiations were finalized for the Jeffcom/Pencom outstanding credits that were due.

b. Expenditure Highlights: Total Expenditures $ 312,426.75 YTD at 8.7%

i. 525 Emergency Services – Jefferson Co Bond Debt YTD at 9.1%

Our outstanding County Debt as of 12/31/2025

a. 2026 Maturity date: 171,005.47 Pay off this year!

b. 2030 Maturity date: 498,235.00

Total 669,240.47

ii. 528 Dispatch – Departmental Total Percentage YTD at 8.9%

1. 010 Supplies – YTD is 0.0%

2. 020 Other Admin – YTD is 28.8%

a. Annual Insurance payment with VFIS; substantial reduction of annual costs of 30% over WCIA.

3. 030 E911 – YTD is .1%

4. 040 Information Services – YTD is 0.00%

5. 050 Wages – YTD is 6.6%

6. 060 Benefits – YTD is 7.3%

Wage and Benefits compiled are at 6.8% of budget

7. 070 Maintenance Contracts – YTD is 58.2%

a. IT and Admin Annual payments due early in the year skewed initial percentages.

ESRI	$ 4,586.60
RIGHT!	$ 11,255.68
SHI Int'l Corp (O365)	$ 10,063.16
Springbrook Software	$ 20,643.37

8. 080 Radio – YTD is 6.6%

iii. 591 Debt Services – YTD is 1.2%

c. General Fund Deficit as of January 2026 ($ 117,625.48)

4. Capital Fund: January 2026 YTD

a. Revenue Highlights: Total Revenue of $2,203.35 YTD at 7.9%

Total LGIP Investment interest for the 2026	$ 2,203.35
Total LGIP Investment interest for the 2025	$ 28,840.53
Total LGIP Investment interest for the 2024	$ 39,624.03
Total LGIP Investment interest for the 2023	$ 7,301.92
Total LGIP interest earned since inception	$ 77,969.83

b. Expenditure Highlights: Total Expenditures of $ 50.00 YTD at 0.00%

i. Total Expenses 50.00 LGIP service charges

c. Capital Fund Excess as of January 20266 $ 2,153.35

5. Total FY 26 Fund Balance through January 20261

a. General Fund	($ 117,625.48)
b. Capital Fund	$ 2,153.35
Total January 2026	($ 115,472.13)

DIRECTOR'S REPORT February 26, 2026

❖ **Projects:**

- **CAD test upgrade** to version 2025.2 was completed February 12. Production upgrade remains scheduled for April 8.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring including a new camera at Maynard. Capital funding is in the 2026 budget to complete it, making it possible to deploy the proposed simulcast system refresh early in 2027.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- Jeffcom and Pencom continue jointly investigating **cloud-based call-handling** and **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. We have started discussing a **joint RFI or RFP** in 2026 to solicit formal information and demonstrations for a replacement CAD system while also **encouraging agencies to visit** Thurston County (law-enforcement records and corrections only) and Grant County (fire, corrections and some LE mobile use) to see the type of cloud-native CAD system that is available.
- **Maynard Tower leasing:** DNR and NOAA have the latest drafts of negotiated leases to approve for Maynard's prime lease and new sublease. ICOM was earlier advised of the 20% increase in their costs for 2026 to be followed by a great increase in 2027, though it is worth explaining that a large amount of the increase in our lease with DNR is due to ICOM's added radios, initially proposed to be 3 units but now totaling 5 units. A brief summary shows most of the annual cost impacts are due to and covered by the sublessees:

	2025	2026	2027
Jeffcom's DNR invoice	$9,066.27	$16,187.44	$29,237.68
Sublessee billing	$16,467.45	$29,219.63	$36,596.03

LERN for law enforcement cost has increased to $3679 and Mednet for EMS/hospital to $1840 annually as of 2026. Note that the gap between DNR costs and sublease receipts is not profit: It funds a portion of the operational, maintenance and capital costs of the Maynard tower site.

- **Port Townsend Tower leasing:** It is likely the simulcast refresh will include adding the tower at Station 1 back into the system as a receive-only site to enhance portable coverage in parts of Port Townsend. In addition, AT&T Wireless has expressed interest in relocating their cellular site from the roof of the Lincoln Building to our site. There is the possibility of AT&T replacing our tower. Details remain to be explored and negotiated with or without a replacement tower. This is a complex site with the Jeffcom-owned tower hosting mainly Jefferson County DEM equipment standing on land leased from EJFR with power, emergency power and indoor rack space provided by EJFR and possibly some stipulations remaining in force from the agreements that transferred the tower, land and building from the City of Port Townsend. We are pursuing this starting with a site visit early in March for AT&T's stated June deadline.
- **Strategic plan:** Statewide E911 strategic plan was adopted at statewide conference in October and will provide a significant source of guidance for our own plan, particularly regarding future interagency technology deployment but also in areas of staff health and wellness and career development.
- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO. The formalities involved in the procurement and onboarding processes have caused administrative delays.

❖ **Budgetary Items:**

- **Current staffing** remains at nine full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts. We have the third shift (1000-2000) filled some days but are not treating it as minimum staffing that must be filled on overtime.
- **Recruiting**: The lateral-hire communications officer trainee hired in January is proceeding well and expected to take her own shift on March 4. We expect to hire the eleventh position around mid-year, particularly if we receive another lateral application.
- **CBA** payroll changes were completed for the February 5 payroll for work performed starting January 1; because this is the CBA start date, no retro payroll is required. Employees adapted to the new FLSA workweek and overtime provisions; the supervisor updated the timesheets and process; and the finance manager reconfigured employee steps, pay items, benefits and accruals in time for that payroll process. These implementation steps remain:
    - ♦ Enrollment with Teamsters Retiree's Welfare Trust and education of employees about qualification and use of that benefit
    - ♦ Jeffcom-Teamsters LOA correcting a typo in a currently unused wage step
    - ♦ Development of policy on consecutive-day work shifts
    - ♦ Development of policy on shift-change timing
    - ♦ Development of process and form for wellness reimbursement

- **Law-enforcement Records MOUs** have been terminated by JCSO and PTPD effective June 30, but the work may transition to another agency earlier. The long-time Records Specialist worked her last day in the office on February 5. A senior communications officer will work many shifts on records until that work is assumed by another agency, and we have mutually moved that CO to a weekday 4/10 schedule beginning next week to cover more of the operating days of the court system.

❖ **Health, Safety and Quality of Life:**

- **January communications-staff overtime** was 206.5 hours among nine fulltime communications staff. For the standard 12-hour communications schedules, this was the first month during which 8 hours of scheduled work every second week was counted as overtime in place of the previous arrangement of FLSA workweeks that yielded 2 hours of scheduled overtime every week. This scheduled weekly overtime totaled 130 hours; under the old system, we would have paid ~142 hours of overtime in January (December's was 101, November's 234, October's 339).
- **Found Therapy** Services continued sit-in appointments with all shifts. Our therapist is relocating out of the area but intends to return monthly to maintain our relationship.
- **Office relocations** are complete except removal of the records desk and rearranging that office to accommodate two supervisors with space for meetings with their staff. This is on hold while a CO is temporarily assigned to handle records.
- **Jeffcom uniform shirts** can now be ordered by staff through an online store. The few dozen items ordered in 2024 via a quick, temporary way to get a variety of items and sizes for a small staff will be replaced as staff place their individual orders for embroidered uniform wear.

❖ **External Relationships:**

- A **User Group** meeting was held February 10 and attended by representatives from all law and fire agencies.
  - ♦ Discussed interactions with some outside jurisdictions
  - ♦ Discussed CAD changes including making trespass admonishments alert CAD users and limiting visibility of criminal-justice information on law-only calls
  - ♦ Discussed continued efforts to update automatic radio identifiers (caller ID for radios)
  - ♦ Discussed interaction between Jeffcom and PTPD's online reporting
- **Policy subcommittee** of the state 911 advisory committee
  - ♦ Incremental improvement has been made in the basic service operating grants that provide annual funding from the state to Jeffcom and other small

centers. This should result in a noticeable increase in our 2026-27 grant amount.
    - ♦ Subcommittee proposed, and the advisory committee approved, hiring a consultant to analyze our funding model, compare it to that of other states and make recommendations for permanent improvements.
- **World Cup** working group
    - ♦ We participate in monthly meetings despite being beyond the immediate impact area because of the weekslong expected increase in foreign and domestic visitors to the area and the possibility of call overflow.
    - ♦ We expect all public safety telecommunicators in the state to be trained on topics such as personal preparedness, major-event stress, human trafficking, hate crimes and working with foreign consular officials.
    - ♦ We plan to attend a statewide tabletop exercise March 25 focused on low/moderate impacts like staffing shortages, communication-center overload and call routing.
- Advised **state legislators** of Jeffcom's support for and willingness to answer questions regarding the proposed increase in the state E911 coordinating office appropriation in the current budget. This would facilitate access to more of the accumulated balance of dedicated 911 funding. The state office will be distributing more funding to communications centers as described above from current funding but is working on significant additional statewide services – notably a statewide call-handling system and a statewide CAD-to-CAD interface. Though the fund balance is dedicated to specific 911-related expenditures by RCW and WAC, it cannot be spent on these services without being appropriated, and appropriations have fallen below receipts for several years. Two of the three legislators expressed their awareness of and engagement with this issue.

CFS and Call Data: January 1 through February 20, 2026

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	819	804
QFR	80	71
BFD	70	86
DBVFR	18	17
Total	**987**	**978**

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	1970	2047
PTPD	1165	1175
Total	**3135**	**3222**

- **911 Call Pick-up Time (including test calls and redialing abandoned calls)**

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	2136	99.44	n/a
11-15 sec	9	99.86	90%
16-20 sec	2	99.95	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	**2148**		

- **911 Call Averages**

Metric	YTD Average
Ring time	2.68 sec
Hold time	1.65 sec
Talk time	118.88 sec

- **Non-911 Calls (including test calls)**

Metric	YTD
Number of outgoing calls	1134
Number of incoming calls	2404
0-10 sec pick-up time	99.67%
Average ring time	2.92 sec
Average hold time	3.72 sec
Average talk time	97.34 sec

B. Contract 2026-0004 with Washington Department of Natural Resources for Communication Site Land Lease at Maynard Peak

i. Chair Pernsteiner noted the cost projections through 2040. Director Stewart added that by the time we reach 2040, the vendor's published book rates will likely exceed these projections. He explained that although the estimates are based on a 3% annual increase—consistent with our previous contract—by the end of our prior lease term, the vendor's published rates were already significantly higher than what we were paying, despite that same 3% escalation.

Chair Pernsteiner suggested that the board may benefit from a site visit to the tower properties, emphasizing that it is useful to see the facilities directly. Matt noted that Rich visits the site regularly and would be glad to guide others through the fenced area, and the equipment inside.

Matt shared the current Jeffcom rent-calculation spreadsheet with Jefferson Transit and ICOM. It does not include Jeffcom's core Law/Fire microwave and simulcast channels, the LERN UHF/VHF crossband repeater, the EMS Council's Mednet use, and the proposed NOAA weather radio channel sublease.

Matt asked DNR to limit any 2026 cost increase to no more than 20% across the whole multi-tenant setup. Since agencies already adopted their 2026 budgets back in August 2025, keeping the first-year increase modest helps everyone stay within what's already been approved.

Even though the lessee fees look high, they're necessary to cover our DNR rent and the long-term costs of maintaining and eventually replacing the tower, generator, and the mountaintop communications building. Jeffcom pays the PUD power bill for all tenants, and Rich handles the on-site work—weed and rodent control, equipment checks, air-conditioner and meter maintenance, and general site upkeep. All of this infrastructure is costly both now and, in the future, which is why lease rates need to cover more than just what we owe today.

Commissioner Craig asked how tower conditions are evaluated. Matt explained that engineering consultants conduct full structural analyses, including reviews whenever new clients or equipment are added. They assess hardware, bolts, and potential wind and ice loading. There's no defined end-of-life for the towers, and we expect them to last beyond the bond debt payoff in 2030. The tower was purchased in 2012, though it predates the ILA.

Jeffcom owns towers at 1)Maynard, 2)EJFR Port Townsend (in exchange for Port Hadlock tower use) 3)Coyle (tied to our land lease), and 4) PT Water Reservoir. Our reciprocal leases with Jefferson County net to zero. The Station 1 tower could be used more broadly and already hosts a ham radio repeater; it has long been planned for use in the system refresh independent of the AT&T proposal.

Matt recommended moving forward with the 15-year DNR lease, which would also allow offering consistent terms to NOAA.

Commissioner Brotherton made a motion to approve Resolution 2026-0004 as presented. Chief McKern seconded, and the resolution was approved unanimously.

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

A. Review of 2019 Jefferson County Facilities discussion regarding expansion of Jeffcom space, needs analysis for an RFP or RFQ - Old Business
B. Public records policies and costs – Old Business
C. Chief Brotherton and Stacie Prada about Bond Levy processes
D. Chair Pernsteiner wanted to add discussion on the Port Townsend Tower replacement proposal by AT&T in old business, and Verizon's interest

XIV. Good of the Order

A. Chief McKern thanked Jeffcom and JCSO for the response to the call last week although the outcome was undesirable.
B. Andy thanked the Dept of Fish and Wildlife for their assistance for helping recover the victim.

XV. Adjourn

Next meeting: March 26, 2026

9:00 am – 11:00 am

Signed by:
Andy Pernsteiner
877EED5D7ADC4D0...
Sheriff
Jeffcom Administrative Board Member

4/16/2026 | 10:10 PDT
Date

DocuSigned by:
Tim McKern
C8B737647917415...
Board Member
Jeffcom Administrative Board Member

4/16/2026 | 10:13 PDT
Date

Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

March 26, 2026

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

Members/Alternate Members Absent or excused:
Bret Black, Fire Chiefs Association
Steve Craig, Fire Commissioners Assoc Alternate
John Mauro, City of PT Alternate
Josh Peters, Jefferson County Alternate

Other Attendees
Mike Chamberlain, Jeffcom Network Admin.
Unidentified Guest
Rich DePas, Jeffcom IT Systems Manager
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Stacie Prada, Jefferson Co. Treasurer
Matt Stewart, Director

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 –**

IV. **Agenda – Approval –** Commissioner Frank made a motion to approve the agenda. Chief McKern seconded, and the agenda was approved unanimously.

V. **Approval of minutes:**

   A. Board Meeting Minutes for February 26, 2026
   Chief McKern made a motion to approve the minutes as presented. Commissioner Frank seconded, and the minutes were approved unanimously.

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

A.	February 25, 2026	677.26
B.	March 12, 2026	265,381.91

Chief McKern made a motion to approve the payables as presented. Commissioner Frank seconded, and the payments were approved unanimously.

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VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for February 1 through February 28, 2026

Chief McKern made a motion to approve the minutes as presented. Chief Olson seconded, and the Treasurers Report was approved unanimously.

A. **Treasurer's Report Fund Balances and Bank Reconciliations**
   i. **Fund Balance as of 02/28/2026** **$1,417,242.03**

B. **Warrant Registers' Activity**
   i. **Account 671 – 1st Security** **$ 273,285.75**
      a) $ 15,654.45 Claims (Bills) paid
      b) $ 7,631.30 Payroll Benefits Paid
      c) $ 250,000.00 Withdrawal/Transfer to FFSL
   ii. **Account 3 – First Federal Savings** **$ 255,753.44**
      a) $ 27,591.69 Claims (Bills) paid
      b) $ 228,161.75 Payroll/Benefits paid
   iii. **Account 672 – Capital Cash Account** **$ 4,362.76**
      a) $ 4,362.76 Withdrawal/Transfer to Capital Investment LGIP interest bearing account
   iv. **Account 673 – LGIP Capital Investment** **$ 1,924.44**
      a) $ 1,924.44 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity **$ 535,326.39**
(Acct Transfers total $256,287.20)

VIII. Financial Report: Lisa Johnson-Burkhard discussed items from the attached written report.

IX. Director's Report: Matt Stewart highlighted some items from the attached written report.

X. Old Business

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

Chair Pernsteiner, Chief Olson, and Pencom have been in contact with Clallam County and are making progress on the records transition by June 30th. They've resolved issues with ACCESS and are going to move to paperless electronic storage on a SharePoint drive, and it shouldn't affect the courts. It will diminish the need for their

5, and our 2 file cabinets of hard copies. The cost will be higher than originally anticipated and has moved from $80-90K, and now has moved to $100K, from 128K in the budget for 2026.

B. Discussion with Jefferson County Treasurer Stacie Prada on financing an expansion of Jeffcom facility

   i. Chair Pernsteiner introduced Stacie Prada. Stacie thanked Matt for all the research for expansion of Jeffcom leasing county owned property. Currently we have bond debt for the towers, equipment, previous expansion. Jeffcom is a Special Purpose District, and we have a different structure than for example the Fire Departments. We can do our own levying on our own, We do have to have local levying ability, which Jeffcom does not, but we do have revenue streams.

      Under the existing debt that we've been paying off each year, $107,000 per year for 2027-2030. The agreement was that Jefferson County Treasurer would deduct our payment from the Sales Tax proceeds to service the debt service fund 119. The original agreement requires 5% operation reserve.

      Stacie contacted D A Davidson, the agency used for other debts that Jefferson County has made. They refinanced the original debt in 2016. Jim Neslon was our placement agent back then. He did a presentation last year with Emergency Communications Conference last year, and he talked about:

      1. forming a Public Development authority (PDA) and then you can issue your own bonds and would have General Obligation (GO Debt or limited obligation) type of debt structure. The other would be to issue limited tax obligation bonds through a conduit (such as a City or County) so given our relationship it would make sense to use the County.

      2. The other option is the local program (which FD No. 1 - EJFR used recently) also equipment purchases and allows real property development. She reached out to the local group manager, and they advised that since it's county owned land, the county would be the conduit, and "co-sign" and be fully responsible for the debt. Generally, 10 years is the term, and they would look at adequate revenue streams to pay back the debt. Best to use the simplest method for funding.

The State Treasurer will allow applications to participate in the program; review everything and will review the project, and the entity asking for the loan and they will take the total of all the projects and you'd be given a certificate of participation form them, and then they leverage the bonds through them with the and would be able to obtain the lowest rate and the least cost of implementation. This will most likely be the most cost effective.

After looking at these mechanisms, any potential debt requests that the county enters into, will go to the finance committee review, which is established in statute, where 1) the County Treasurer is the Chair; 2) the County Auditor is the Secretary; and 3) the Chair of County Commissioners Office is a member, and 4) the County Administrator as a non-voting member.

In the past few years, the Finance committee has also chosen to have a joint meeting with the Board of County Commissioners so that they can all participate and attend the meetings. This helps in coordination and facilitation of projects such as Jeffcom's; the Finance committee needs to know and wave in on any debt that the BOCC approves. April 26, 2026, at 3:00 pm is their next meeting and she could put it on the agenda for discussion.

Stacie saw that this aligns well, and she had talked to Josh Peters yesterday as well, as had Matt. Potentially, Jeffcom would do the "legwork" and determine the full costs and/or if we want to wait until the current debt is paid off in 2030, and how much has to be planned and done, to access the support. Stacie suggested that we have a very strong viable position since we have the revenue sources through tax revenue.

ii. Andy Pernsteiner mentioned that his topic of expansion has been tossed around for many years now. He asked how Jeffcom incurs debt when the county owns the property and the other structures. What happens to their "ownership"? Would the property owner incur the expense, and recover the costs from their leaseholder; Or if Jeffcom pays for the debt as a leaseholder improvement, would it be abandonment of their investment if they were to leave in the future? Stacie Prada would like to have the lawyers discuss this.

iii. Andy Pernsteiner asked what the initial bond was in 2012. Matt stated the original bond was in 2007 when they were still part of Jefferson County. Stacie stated that one of the bonds was wholly Jeffcom, and the other part included the Tri Area sewer and the Tower and Jeffcom improvements by MOU in 2012.

iv. Commissioner Brotherton thanked Stacie and asked for it to be daylighted on the next Finance committee meeting's agenda, and to consider the combined alignment synergy with other departments of a Capital Facilities' Law and Justice Building, with Jeffcom, Corrections, and the DEM/EOC.

v. Matt asked if the board would like him to proceed with an architectural analysis to gather some costs projection for planning purposes. Andy said yes and asked about square footage needs and to update the original evaluation to current needs and costs.

vi. Andy asked if we could pay off the current bond debt earlier, and each payment is allocated to a particular portion of a specific debt package. Matt suggested that we continue to budget into the future, the amounts that will drop off as the bonds are paid off, so that we can maintain a relatively steady budget and this can go to cover the costs such as the Radio/simulcast improvements.

C. Update on Uptown Port Townsend tower and AT&T negotiations
   i. Matt stated that Rich has been the primary contact regarding AT&T providing the tower at Station one. We currently don't use EJFR station 1's facilities, only the tower we own on a part of the parcel that we license from EJFR. There is Ham Radio infrastructure on our tower, too.

XI. New Business –

A. Staff proposal to attach, rather than summarize, Financial Report and Director's Report in the meeting minutes
   i. After discussion, the Board agreed that moving forward we will attach the Financial and Director Reports to the minutes to save duplicated effort to re-summarize information that has already been presented in writing in the board meeting documents.

B. Contract 2026-0005 with Washington Department of Natural Resources for interagency incident staffing
   i. Matt stated it is a state boilerplate agreement and cannot be modified for minor issues found in legal review.

JEFFCOM 911
COMMUNICATIONS

FINANCIAL REPORT Board Meeting: March 26, 2026

1. Beginning Fund Balances for 2026:
   a. General Fund $ 703,532.70
   b. Capital Fund $ 696,737.73
   c. Total Beginning Fund Balance $ 1,400,270.43
2. Fund Balances: February 2026 (16.67% of YTD)
   a. General Fund Financial Summary
      1. Revenues 17.6% $ 629,996.11
      2. Expenditures 8.7% $ 617,102.30
      3. Net Fund Deficit 12,893.81
   b. Capital Fund Financial Summary
      1. Revenues (LGIP not budgeted) 14.9% $ 4,177.79
      2. Expenditures $ 100.00
      3. Net Fund Gain/Loss $ 4,077.79
   c. Total Fund Balances February 2026 $ 16,971.60
   d. JEFFCOM911 FUND BALANCE TOTAL Feb 2026 $ 1,417,242.03
   e. TREASURER'S REPORT FUND TOTALS Feb 2026 $ 1,417,242.03
3. General Fund
   a. Revenue Highlights – Total Revenue of $ 629,996.11 YTD at 17.6 %
      i. 310 Taxes – YTD 15.0 %
      ii. 330 State Grant - YTD at 89.7 %
         1. We received the bulk of our BSO grant proceeds of $322,974.10; the remaining $12,048.90 is expected in March. The $25,000 equipment grant will be the remaining portion of the budget.

iii. 340 Dispatch Fees – YTD at 1.5 %

iv. 360 Misc Revenues - YTD at 9.1 %

v. 380 Non-Revenues - YTD at 71.5%

1. User agencies paid $72,952.18 pass-through expenses for the late Tyler December Billings, after negotiations were finalized for the Jeffcom/Pencom outstanding credits that were due. We also received reimbursement for Tyler Crewforce in Feb

b. Expenditure Highlights: Total Expenditures $ 617,102.30 YTD at 17.2%

i. 525 Emergency Services – Jefferson Co Bond Debt YTD at 18.2%

Our outstanding County Debt as of 12/31/2025

a. 2026 Maturity date: 171,005.47 Pay off this year!

b. 2030 Maturity date: 498,235.00

Total 669,240.47

ii. 528 Dispatch – Departmental Total Percentage YTD at 17.1%

1. 010 Supplies – YTD is 2.1%

2. 020 Other Admin – YTD is 42.8%

a. Annual Insurance payment with VFIS; substantial reduction of annual costs of 30% over WCIA.

b. Professional fees include the costs of the FY23-24 SAO Audit. Historic Costs:

i. FY23-24 $ 23,229.70 Financial and Accountability

ii. FY 21-22 22,824.65 Financial and Accountability

iii. FY18-20 20,600.16 Financial and Accountability

iv. FY16-17 13,610.81 Accountability only

v. FY16-17 6,891.39 Accountability only

vi. FY15 $ 6,181.90 Accountability only

3. 030 E911 – YTD is .2%

4. 040 Information Services – YTD is 7.6%

5. 050 Wages – YTD is 15.7%
6. 060 Benefits – YTD is 15.5%

   Wage and Benefits compiled are at 15.6% of budget

7. 070 Maintenance Contracts – YTD is 64.6%
   a. IT and Admin Annual payments due early in the year skewed initial percentages.

ESRI	$ 4,586.60
RIGHT!	$ 11,255.68
SHI Int'l Corp (O365)	$ 10,063.16
Springbrook Software	$ 20,643.37
WesTek Marketing	$ 5,142.11

8. 080 Radio – YTD is 7.7%

iii. 591 Debt Services – YTD is 17.2%

c. General Fund Excess as of February 2026 $12,893.81

4. Capital Fund: February 2026 YTD
   a. Revenue Highlights: Total Revenue of $4,177.79 YTD at 14.9%

Total LGIP Investment interest for the 2026	$ 2,203.35
Total LGIP Investment interest for the 2025	28,840.53
Total LGIP Investment interest for the 2024	39,624.03
Total LGIP Investment interest for the 2023	7,301.92
Total LGIP interest earned since inception	$ 77,969.83

   b. Expenditure Highlights: Total Expenditures of $ 100.00 YTD at 0.00%
      i. Total Expenses 100.00 LGIP service charges
   c. Capital Fund Excess as of February 2026 $ 4,077.79

5. Total FY 26 Fund Balance through February 2026
   a. General Fund $ 12,893.81
   b. Capital Fund $ 4,077.79
   c. Capital Fund Excess as of February 2026 $16,971.60

❖ **Projects:**

- **CAD production upgrade** to version 2025.2 remains scheduled for April 8. Several problems reported during testing have been fixed with updates to the test side since that was upgraded, though we continue to test and have a few issues pending with Tyler support.
- Jeffcom and Pencom continue jointly investigating **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. The City of Port Angeles last week issued for Pencom, with Jeffcom described as a participating agency, a basic RFI hoping to start supplier conversations that will lead toward finalizing our requirements to procure, jointly or separately, a new CAD system.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring. Capital funding is in the 2026 budget to complete it, making it possible to deploy the proposed simulcast system refresh early in 2027. This month they extended our network over the microwave system to Maynard, Port Townsend and Coyle (and separately earlier over Starlink and cellular to Octopus). That leaves Teal Lake, which is next on the list; Green Mountain, which is dependent on requesting an IP-over-microwave link from PSE; and Station 1, which currently has no microwave link and no Jeffcom infrastructure.
- IT has installed a replacement **GPS-based time server** at Jeffcom, replacing one that was programmed without expectations of functioning beyond 2025. Computer and network systems are now controlled by the new time server. The master time display in the communications center has also been replaced with one controlled by the time server. The simulcast system at Hadlock will be switched over to the new time server, and then IT will work to replace aged time sources at our remaining tower sites with the new model. The modern devices are $6000 each, improve reacquisition after rebooting (simulcast sites will be down for five minutes after reboot instead of two hours) and prepare us to install modern radio repeaters in the simulcast refresh.
- IT has refined plans for **refreshing the microwave infrastructure** that connects our simulcast towers now and will remain a primary connection method even with the simulcast-refresh project's IP-connected repeaters. The primary plan is

to license new 11 GHz spectrum and deploy a new microwave network. The modern equipment features radios built in to the tower-mounted antennas, eliminating the current expensive system connecting microwave radios in the building with microwave antennas on the tower. After the new 11 GHz microwave system is deployed and tested, our connections can be switched to it and the legacy microwave system removed. This could happen before or after the simulcast refresh project, depending on fiscal considerations.

- **Multi-factor authentication** is required by federal and state changes to CJIS security requirement, which must be complied with by all law-enforcement users of CAD and CAD-connected systems. Jeffcom is working to test and implement a solution based on our ID badges at a cost of $5500 annually for Jeffcom computers and employees. The new version of CAD has an MFA option, but we cannot turn it on for individual agencies. Therefore, JCSO and PTPD will need to maintain their own device-level MFA on computers to meet their audit requirements. We may be able to turn on Tyler's MFA for phone and tablet apps (including those of fire personnel with access to CJIS).
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- Pencom is issuing an RFI on behalf of both agencies to solicit formal information and demonstrations for a replacement cloud-based CAD.
- **Maynard Tower leasing:** The new fifteen-year lease agreement has been executed. We are waiting for NOAA to respond with a final lease agreement before adding them to the site.
- **Port Townsend Tower leasing:** IT continues to work with AT&T and EJFR on the details of adding a cellular lease to this tower, with or without replacement of the tower structure by AT&T.
- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO. The formalities involved in the procurement and onboarding processes caused administrative delays, compounded by administrative focus on other projects.

❖ **Budgetary Items:**

- **Current staffing** increased to ten full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts. We have the third shift (1000-2000) filled some days with supervisor and CO assigned to records and are not treating it as minimum staffing that must be filled on overtime. Part-time COs are working less due to only fulfilling minimum staffing – previously they were collectively filling major gaps in the schedule during staffing shortages but were also electively scheduled above minimum staffing.
- **Recruiting**: We expect to interview candidates soon for an anticipated July start date of our next communications officer trainee.

- **CBA** payroll changes continued with enrollment with Teamsters Retiree's Welfare Trust (though education of employees about qualification and use of that benefit remains lacking). A process and form for wellness reimbursement were developed. These implementation steps remain:
  - ♦ Jeffcom-Teamsters LOA correcting a typo in a currently unused wage step
  - ♦ Development of policy on consecutive-day work shifts
  - ♦ Development of policy on shift-change timing
- **Law-enforcement Records MOUs** have been terminated by JCSO and PTPD effective June 30, but the work may transition to another agency earlier. The long-time Records Specialist worked her last day in the office on February 5. A senior communications officer will work many shifts on records until that work is assumed by another agency, and we moved that CO to a weekday 4/10 schedule to cover more of the operating days of the court system.

❖ **Health, Safety and Quality of Life:**

- **February communications-staff overtime** was 217 hours among nine fulltime communications staff, including 8 hours of scheduled overtime every second week for those working 12-hour shifts (January's was 206.5, December's 101, November's 234).
- **Found Therapy** Services continued sit-in appointments with all shifts. Our therapist has relocated out of the area but returns monthly to maintain our relationship (and similar relationships with other agencies). This transition has worked well so far.

❖ **External Relationships:**

- A **User Group** meeting was held March 17 and attended by representatives from both law and most fire agencies.
  - ♦ Discussed and Jeffcom subsequently revised SOPs for traffic collisions to clarify differences between standard and upgraded incidents to ensure calls get upgraded if additional information gathered over the phone suggests the need for additional fire resources
  - ♦ Briefly discussed MDC 1200 schema and reprogramming radios.
  - ♦ EJFR mentioned their new Dark Horse analysis software for call data.
  - ♦ Discussed reasons for recording starting and ending mileage on transports and methods for doing so.
  - ♦ DBVFR mentioned increasing their CrewForce usage among volunteer responders, for which Jeffcom can help facilitate training.
  - ♦ Discussed testing of the CAD upgrade and schedule for upgrading the production environment April 8.
  - ♦ Discussed the cloud-based CAD being issues by the City of Port Angeles and the need for agency participants to evaluate information received from respondents.

- **World Cup** working group
  - ♦ We expect all public safety telecommunicators in the state to be trained on topics such as personal preparedness, major-event stress, human trafficking, hate crimes and working with foreign consular officials.
  - ♦ I attended a statewide tabletop exercise yesterday.
- Thanked **state legislators** for mostly enacting the proposed increase in the state E911 coordinating office appropriation in the current budget. This will facilitate access to more of the accumulated balance of dedicated 911 funding. The state office will be distributing more funding to communications centers as described above from current funding but is working on significant additional statewide services – notably a statewide call-handling system and a statewide CAD-to-CAD interface. Though the fund balance is dedicated to specific 911-related expenditures by RCW and WAC, it cannot be spent on these services without being appropriated, and appropriations have fallen below receipts for several years. One hiccup was an undesirable carve-out within the appropriate for WSP 911 expenses separate from the established contract between the state office and WSP, which was already similar to contracts the state has with all of us.
- Investigation and procurement of **cloud-based call handling equipment** has become an external issue rather than a Jeffcom project, with the state preparing an RFP for a statewide system. Michael Chamberlain will participate in the state's review of the draft RFP requirements and potentially the evaluation of submitted proposals.

CFS and Call Data: January 1 through March 20, 2026

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	1239	1200
QFR	125	115
BFD	110	134
DBVFR	30	23
Total	**1504**	**1472**

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	2885	3109
PTPD	1778	1855
Total	**4663**	**4964**

- **911 Call Pick-up Time (including test calls and redialing abandoned calls)**

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	3332	99.49	n/a
11-15 sec	13	99.88	90%
16-20 sec	3	99.97	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	**3349**		

- **911 Call Averages**

Metric	YTD Average
Ring time	2.62 sec
Hold time	1.33 sec
Talk time	117.00 sec

- **Non-911 Calls (including test calls)**

Metric	YTD
Number of outgoing calls	1827
Number of incoming calls	3800
0-10 sec pick-up time	99.67%
Average ring time	2.89 sec
Average hold time	3.53 sec
Average talk time	99.63 sec

ii. This agreement with DNR would allow Jeffcom to allow one or more of their staff to be deployed to wildland fire and other major incidents to work on incident management teams. Matt has been doing this for years through EJFR, and his employment contract with Jeffcom envisioned Jeffcom obtaining this type of agreement directly with DNR. This would allow the dispatchers to go out in the field to have a break from the repetitive normal dispatching. Participating broadens their experience and contributes to handling major incidents around the state. The deployed person's shifts at Jeffcom have to be covered, creating overtime and backfill opportunities. It would have no fiscal impact on Jeffcom as it would be reimbursed.

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

A. Public records policies and costs
B. Commissioner Frank asked to keep the building discussion on-going in old business.
C. Commissioner Brotherton suggested having Sean from Central Service's Facilities Department talk about joint needs and issues to address with a potentially new Law and Justice area, Corrections and as DEM/EOC and Jeffcom

XIII. Good of the Order

A. Chair Pernsteiner asked Commissioner Brotherton to come up with a closing joke.

XIV. Adjourned at 10:01

Next meeting: April 26, 2026 at Fire Station 7 in Port Ludlow

9:00 am – 11:00 am

Andy Pernsteiner Sheriff
Jeffcom Administrative Board Member

4/28/2026 | 08:51 PDT
Date

Tim McKern Board Member
Jeffcom Administrative Board Member

4/28/2026 | 08:48 PDT
Date

Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

April 23, 2026

Members Present
Jamie Aumock, JCSO Alternate
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
Josh Peters, Jefferson County Alternate

Other Attendees
Rich DePas, Jeffcom IT Systems Manager
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Matt Stewart, Director

Members/Alternate Members Absent or excused:
John Mauro, City of PT 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 –** Chair Pernsteiner removed from New Business items A (public records policies and costs) and C (discussion with Jefferson County Facilities staff regarding facility needs), to be help for discussion in future meetings. He also added under the same section an executive session under RCW 42.30.110(1)(g) to review the performance of a public employee.

Chief McKern made a motion to approve the agenda as amended. Commissioner Craig seconded, and the amended agenda was approved unanimously.

V. **Approval of minutes:**
   A. Board Meeting Minutes for March 26, 2026

`

Commissioner Brotherton made a motion to approve the minutes as presented. Chief McKern and the minutes were approved unanimously.

VI. Approval of Accounts-Payable batches

A.	March 25, 2026	49,955.06
B.	April 02, 2026	112,576.06
C.	April 17, 2026	39,131.07

Chief McKern 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 March 1 through March 31, 2026

A. Chair Pernsteiner had some questions on the red line notation on the FFSL Bank reconciliation. Matt Stewart explained that the bank erroneously processed a duplicate March 20 payroll-draw ACH batch after we had canceled it. The bank reversed the duplicate payments, but the transactions overstated the deposits and the withdrawals on the statement. The red notes were Lisa describing what the actual amounts were.

B. Lisa attended remotely while home sick so asked Matt to highlight that we had established a new General Fund LGIP account reserve as required by the terms of our ILA, which is 10% of our General Operations Budget (of $3,584,586.52) and 5% of our capital budget (which is zero for 2026), for a beginning balance of $358,458.65).

C. Chair Pernsteiner commented that we looked on track with everything, and that he was amazed to see how close wages and benefits are tracking 1-1/2% underbudget given the unknown specifics of the CBA. Matt stated that reduced optional overtime, and third shift scheduling on an elective basis for part timers. And we had even paid the bulk of our longevity bonuses early in the year. We may not be able to maintain eliminating third shift 10-20 as the summer months historically are busier, especially on Saturdays.

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

D. **Treasurer's Report Fund Balances and Bank Reconciliations**
   i. **Fund Balance as of 03/31/2026** **$1,439,046.50**

E. **Warrant Registers' Activity**
   i. **Account 670 – 1st Security** **$ 484.60**
      a) $ 484.60 Withdrawal/Transfer to Gen Operations
   ii. **Account 671 – 1st Security** **$ 901,348.31**
      b) $ 41,711.66 Claims (Bills) paid
      c) $ 1,178.00 Payroll Benefits Paid
      d) $ 500,000.00 Withdrawal/Transfer to FFSL
      e) $ 358,458.65 Withdrawal/Transfer to Gen Fund LGIP
   iii. **Account 3 – First Federal Savings** **$ 357,589.65**
      a) $ 161,809.59 Claims (Bills) paid
      b) $ 195,780.06 Payroll/Benefits paid
   iv. **Account 672 – Capital Cash Account** **$ 1,624.44**
      a) $ 1,624.44 Withdrawal/Transfer to Capital Investment LGIP interest bearing account

   v. **Account 673 – LGIP Capital Investment** **$ 2,134.08**
      a) $ 2,134.08 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity **$ 1,263,181.08**
(Acct Transfers total $862,217.17)
(Disbursements total $404,479.31)

VIII. **Financial Report:** Lisa Johnson-Burkhard submitted the attached written report.

IX. **Director's Report:** Matt Stewart highlighted some items from the attached written report.

A. The Scheduled CAD upgrade introduced some new problems for our users: the older FD iPads (10-12 years old) no longer work; our automated system to alert the Naval Fire Dept failed and programming is working on it; Law enforcement mobile has slowed down; Overall the CAD upgrade went well and Tyler had scheduled extra staffing to accommodate us, and most reported issues were assigned to support and resolved quickly.

B. AT&T potential lease of our tower at Station 1 continues. They no longer are going to install a new tower at their expense. They will need to access utility and generator power from EJFR as well as interior space. We need to amend our terms with EJFR to include these items. Our attorney is reviewing the lease as well as the amended EJFR agreement. Chief Black concurred that this is progressive with no foreseen complications. Commissioner Craig asked about their peak needs and requirements for the generator and backup capacity. He asked about AT&T wanting to put a temporary antenna on the building and how they would perform a required safety analysis. Matt said there will not be any need for the temporary installation as they will install directly on our tower. Matt hopes to bring these lease agreements to the board next month as well as the NOAA lease at Maynard.

X. Old Business

A. Update on termination of JCSO and PTPD MOUs for contracted records services
   i. Chair Pernsteiner said the MOU expires June 30; working on the contract details with Clallam County and is in legal review.

B. Update on Uptown Port Townsend tower and AT&T negotiations was discussed during the director's report

XI. New Business –

A. Update on Jeffcom's expansion, pursuing size and costs estimates
   i. Matt reached out to the architect that's been working with the Jefferson County bonding agent, and we are waiting on them to review our needs and to prepare some cost estimates.
   ii. Andy had had discussions with pertinent partners regarding a possible Jefferson County Law and Justice Center to be located on six blocks in the business park behind Goodwill. There had been previous discussions of the same.

B. Chair Pernsteiner stated intent to move into executive session per RCW 42.30.110(1)(g) to review the performance of a public employee for 20 minutes.
   Beginning at 9:34 am for 20 minutes, ending at 9:54 am.
   Extended at 9:55 am for 5 minutes to 10:00 am.
   Extended at 10:00 am for 10 minutes
   No decisions were made.

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

A. Public records policies and costs

B. Discussion with Jefferson County Facilities staff regarding facility needs

XIII. Good of the Order

XIV. Adjourned at 10:15

Next meeting: May 28, 2026, at Fire Station 6 in Chimacum

9:00 am – 11:00 am

Signed by:
Andy Pernsteiner
877EED5D7ADC4D0...
Sheriff
Jeffcom Administrative Board Member

5/28/2026 | 14:42 PDT
Date

DocuSigned by:
Thomas A. Olson
A447243C659C444...
Chief of Police
Jeffcom Administrative Board Member

5/29/2026 | 12:10 PDT
Date

FINANCIAL REPORT Board Meeting: April 23, 2026

1. Beginning Fund Balances for 2026:
    a. General Fund — $ 703,532.70
    b. Capital Fund — $ 696,737.73
    c. Total Beginning Fund Balance — $ 1,400,270.43
2. Fund Balances: March 2026 (25 % of YTD)
    a. General Fund Financial Summary
        1. Revenues — 30.0% — $ 1,075,807.68
        2. Expenditures — 29.0% — $ 1,043,243.48
        3. Net Fund Surplus — 32,564.20
    b. Capital Fund Financial Summary
        1. Revenues (LGIP not budgeted) — 22.7% — $ 6,361.87
        2. Expenditures — $ 150.00
        3. Net Fund Gain/Loss — $ 6,211.87
    c. Total Fund Balances March 2026 — $ 38,776.07
    d. JEFFCOM911 FUND BALANCE TOTAL Mar 2026 — $ 1,439,046.50
    e. TREASURER'S REPORT FUND TOTALS Mar 2026 — $ 1,439,046.50
3. General Fund
    a. Revenue Highlights – Total Revenue of $1,075,087.68 — YTD at 30.0 %
        i. 310 Taxes – — YTD 21.8 %
        ii. 330 State Grant - — YTD at 93.1 %
            1. We received our total BSO grant proceeds of $335,023.00.

               The $25,000 equipment grant will be the remaining portion of the budget.

iii. 340 Dispatch Fees – YTD at 20.4%

iv. 360 Misc Revenues - YTD at 33.1 %

1. We established a new Gen Fund LGIP Cash Reserve to meet the ILA reserve requirements of the ILA (10% of Operations Budget and 5% of Capital Budget
2. We earned $510.11 on this reserve requirement of $ 358,458.65
General Operations Budget - $3,584,586.52 @ 10% -
No Capital budget in 2026

v. 380 Non-Revenues - YTD at 71.5%

1. User agencies paid $72,952.18 pass-through expenses for the late Tyler December Billings, after negotiations were finalized for the Jeffcom/Pencom outstanding credits that were due. We also received reimbursement for Tyler Crewforce in Feb

b. Expenditure Highlights: Total Expenditures $ 1,043,243.48 YTD at 29.1%

i. 525 Emergency Services – Jefferson Co Bond Debt YTD at 27.3%

Our outstanding County Debt as of 12/31/2025

a. 2026 Maturity date: 171,005.47 Pay off this year!

b. 2030 Maturity date: 498,235.00

Total 669,240.47

ii. 528 Dispatch – Departmental Total Percentage YTD at 29.4%

1. 010 Supplies – YTD is 5.6%

2. 020 Other Admin – YTD is 54.4%

a. Annual Insurance payment with VFIS; substantial reduction of annual costs of 30% over WCIA. Savings of $15,742.00

b. Professional fees include the costs of the FY23-24 SAO Audit. Historic Costs:

i. FY23-24 $ 23,229.70 Financial and Accountability

ii. FY 21-22 22,824.65 Financial and Accountability

iii. FY18-20 20,600.16 Financial and Accountability

iv. FY16-17 13,610.81 Accountability only

v. FY16-17 6,891.39 Accountability only

vi. FY15 $ 6,181.90 Accountability only

3. 030 E911 – YTD is 5.6%

4. 040 Information Services – YTD is 15.2%

5. 050 Wages – YTD is 23.1%

6. 060 Benefits – YTD is 23.4%

   Wage and Benefits compiled are at 23.2% of budget

7. 070 Maintenance Contracts – YTD is 64.6%

   a. IT and Admin Annual payments due early in the year skewed initial percentages.

ESRI	$ 4,586.60
RIGHT!	$ 11,255.68
SHI Int'l Corp (O365)	$ 10,063.16
Springbrook Software	$ 20,643.37
WesTek Marketing	$ 5,142.11

8. 080 Radio – YTD is 74.0%

   Many annual bills paid early in the year. Line items within budget.

   a. Tyler CAD Maintenance $168,380.67 – paid annually 102% of budgeted
   b. Intrado phone maintenance at 92.9% YTD - paid annually

iii. 591 Debt Services – YTD is 25.9%

   Dept of Nat'l Resource and Jefferson County Office leases Q1; on track

c. General Fund Excess as of March 2026 $32,564.20

4. Capital Fund: February 2026 YTD

   a. Revenue Highlights: Total Revenue of $6,361.87 YTD at 22.7%

Total LGIP Investment interest for the 2026	$ 6,361.87
Total LGIP Investment interest for the 2025	28,840.53
Total LGIP Investment interest for the 2024	39,624.03
Total LGIP Investment interest for the 2023	7,301.92
Total LGIP interest earned since inception	$ 82,128.35

b. Expenditure Highlights: Total Expenditures of $ 150.00 YTD at 0.00%

i. Total Expenses 150.00 LGIP service charges

c. Capital Fund Excess as of March 2026 $ 6,211.87

5. Total FY 26 Fund Balance through March 2026

a. General Fund $ 32,564.20

b. Capital Fund $ 6,211.87

c. Surplus as of March 2026 YTD $ 38,776.07

DIRECTOR'S REPORT April 23, 2026

❖ **Projects:**

- **CAD production upgrade** to version 2025.2 was completed the morning of April 8 with corrections to reported problems continuing throughout that day and week. We have one remaining major bug pending repair by Tyler development, but most issues were resolved quickly.
- Jeffcom and Pencom continue jointly investigating **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. The City of Port Angeles issued for Pencom, with Jeffcom as a participating agency, a basic RFI hoping to start supplier conversations that will lead toward finalizing our requirements to procure, jointly or separately, a new CAD system. This RFI has garnered some interest, and responses will continue to arrive in the coming weeks.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring.
- IT continues to work on implementing badge-based **multi-factor authentication** as required by federal and state changes to CJIS security requirements.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- **Maynard Tower leasing:** The NOAA lease agreement to add them to the tower is close to completion pending final legal review.
- **Port Townsend Tower leasing:** IT continues to work with AT&T and EJFR on the details of adding a cellular lease to this tower without replacement of the tower structure by AT&T. We will need both a lease agreement with AT&T and an amendment to our existing site license with EJFR to provide the interior equipment space and utility and generator electrical service both to pass through to AT&T and for Jeffcom's own future radio receive site.
- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO. The formalities involved in the procurement and onboarding processes caused administrative delays, compounded by administrative focus on other projects.

❖ **Budgetary Items:**

- **Current staffing** remains at ten full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts.
- We have the **third shift** (1000-2000) filled most days with supervisor and CO assigned to records and will be treating it as minimum staffing that must be filled on overtime Monday through Saturday beginning May 1 and stretching through the busy summer season and hours.
- **Recruiting**: We expect to interview candidates soon for an anticipated July start date of our next communications officer trainee.
- **CBA** implementation steps remain:
  - ♦ Jeffcom-Teamsters LOA correcting a typo in a currently unused wage step
  - ♦ Development of policy on consecutive-day work shifts
  - ♦ Development of policy on shift-change timing
- **Law-enforcement Records MOUs** have been terminated by JCSO and PTPD effective June 30, but the work may transition to another Pencom earlier. A senior communications officer will continue working primarily on records as long as Jeffcom has the responsibility on a weekday 4/10 schedule to cover more of the operating days of the court system.

❖ **Health, Safety and Quality of Life:**

- **March communications-staff overtime** was 226.25 hours among ten fulltime communications staff, including 8 hours of scheduled overtime every second week for those working 12-hour shifts (February's was 217, January's 206.5, December's 101).
- **Found Therapy** Services continued sit-in appointments with all shifts. Our therapist has relocated out of the area but returns monthly to maintain our relationship (and similar relationships with other agencies).

❖ **External Relationships:**

- A **User Group** meeting was held April 14 and attended by representatives from both law and most fire agencies.
  - ♦ Discussed the start of wildland-fire season and the overload that generally results in Jeffcom during such calls
  - ♦ Discussed CAD upgrade and remaining issues, including necessary upgrades of old iPads, laggy performance of Law Mobile and non-functional text notifications to Navy Region dispatch
  - ♦ Discussed status of Pencom's RFI for a cloud-based CAD system
- Investigation and procurement of **cloud-based call handling equipment** has become an external issue rather than a Jeffcom project, with the state preparing an RFP for a statewide system. Michael Chamberlain has begun participating in the state's review of the draft RFP requirements and potentially the evaluation of submitted proposals.

CFS and Call Data: January 1 through April 17, 2026

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	1628	1646
QFR	180	160
BFD	154	186
DBVFR	44	26
Total		**1472**

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	3918	4133
PTPD	2441	2530
Total		**4964**

- **911 Call Pick-up Time (including test calls and redialing abandoned calls)**

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	4429	99.53	n/a
11-15 sec	16	99.89	90%
16-20 sec	4	99.98	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	**4450**		

- **911 Call Averages**

Metric	YTD Average
Ring time	2.59 sec
Hold time	1.35 sec
Talk time	115.91 sec

- **Non-911 Calls (including test calls)**

Metric	YTD
Number of outgoing calls	2427
Number of incoming calls	5134
0-10 sec pick-up time	99.61%
Average ring time	2.88 sec
Average hold time	3.53 sec
Average talk time	99.53 sec

Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

May 28, 2026

Members Present
Jamie Aumock, JCSO Alternate
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
Josh Peters, Jefferson County Alternate

Other Attendees
Willie Bence, Dept of Emergency Mgmt
Rich DePas, Jeffcom IT Systems Manager
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Matt Stewart, Director

Members/Alternate Members Absent or excused:
Bret Black, Fire Chiefs Association
John Mauro, City of PT 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 –**

Commissioner Brotherton commented that the agenda states the meeting is at Port Ludlow; revised to Station 6, Chimacum.

Chief McKern made a motion to approve the agenda as amended with meeting taking place at Station 6. Commissioner Craig seconded, and the amended agenda was approved unanimously.

V. **Approval of minutes:**

A. Board Meeting Minutes for April 23, 2026

`

Commissioner Brotherton made a motion to approve the minutes as presented. Chief McKern and the minutes were approved unanimously.

VI. Approval of Accounts-Payable batches

A.	April 29, 2026	11,982.10
B.	May 01, 2026	106,886.36
C.	May 13, 2026	7,223.79
D.	May 14, 2026	485.77
E.	May 21, 2026	5,856.49

The May 21 batch was not distributed to board members far enough in advance of the meeting, so Director Stewart discussed the batch details.

Commissioner Craig made a motion to approve the payables as presented. Chief McKern seconded, and the payments were approved unanimously.

VII. Approval of Treasurer's Report –Bank Reconciliations and Fund Balances, Warrant registers' activity for April 1 through April 30th, 2026

A. **Treasurer's Report Fund Balances and Bank Reconciliations**

i. **Fund Balance as of 04/30/2026** **$1,374,931.34**

B. **Warrant Registers' Activity**

i. **Account 3 – First Federal Savings** **$ 245,251.79**
- a) $ 37,188.90 Claims (Bills) paid
- b) $ 208,062.89 Payroll/Benefits paid

ii. **Account 670 – 1st Security** **$ 1,039.87**
- a) $ 1,039.87 Withdrawal/Transfer to Gen Operations

iii. **Account 671 – 1st Security** **$ 196,728.91**
- b) $ 15,651.91 Claims (Bills) paid
- c) $ 1,077.00 Payroll Benefits Paid
- d) $ 180,000.00 Withdrawal/Transfer to FFSL

iv. **Account 673 – LGIP Capital Investment** **$ 2,058.03**
- a) $ 2,058.03 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity **$ 445,078.60**
(Acct Transfers total $ 183,097.90)
(Disbursements total $ 261,980.70)

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

VIII. **Financial Report:** Lisa Johnson-Burkhard discussed highlights from the attached written report.

A. Lisa also reviewed the submitted 2025 Jeffcom 9-1-1 Annual Report to the State Auditor's Office explaining the required schedules.
   i. Schedule 01, which is our financial data that is exported directly from Springbrook Software, and it gives the ending balances for every BARS account that has activity, for the year.
   ii. Schedule C4 – the "Fund Resources and Uses Arising from Cash Transactions". This basically is a summary of all the information shared in the financial reports all year and finalized and presented to the board Feb 26 of this year;
   iii. Schedule 09 – is the Statement of Liabilities, which includes:
      1. Compensated absences – this is a total of all the employees' unpaid payroll accruals, and what we would have to pay them if they left in 2026. We had an audit of 2024, and the auditors had no negative opinion on our methodology for calculating this.
      2. Leases, SBITAS and PPPs – there is detail in the notes as well that tie-out the leases to Schedule 09 (we have no SBITAs or PPPs)
      3. Pension Liabilities – this is calculated on PERS2, PERS3 and PSERS2. Jeffcom's prorated portion of the WA DRS fund balances held at the state is calculated by DRS.
      4. Miscellaneous Debt – Jefferson County Bond Debt –
         Every year-end we receive a statement from Jefferson County Treasurer Stacie Prada showing the principal owing in the future. At the end of 2024, the amount of principal owing for 2025 was stated as 257,767.21, but this year we "paid" $256,364 towards our debt; this created a variance of $1,403.61 in our beginning balance on the Schedule 09, which the SAO explained to resolve by modifying the beginning balance. In the prior years, the SAO required our bond debt to be noted a "Significant Commitment." Jefferson County is responsible for that debt, but the ILA states that Jeffcom will pay it back. This year SAO removed that note title, and now it has to be listed as Long-Term Liabilities (formerly Long-Term Debt).
   iv. Schedule 15 – WA State Grants: this is our E911 BSO grant and equipment grants.

v. Schedule 21 – Risk Management which answers questions about insurance coverages.

B. Lisa also talked through the Notes to the financials, highlighting a few written items and offering to answer questions by board members about any of the parts of the agency's annual report.

IX. **Director's Report:** Matt Stewart highlighted some items from the attached written report.

X. **Old Business**

A. Update on termination of JCSO and PTPD MOUs for contracted records services. Andy Pernsteiner stated that the BOCC signed the contract this week with the City of Port Angeles's two staff members. Working out the details, like moving to electronic storage and copying the old paper copies. Katie continues to work 4/10's covering records, Call Receiving, and recently handled the audit. Katie has performed exceptionally handling these duties.

B. Update on Uptown Port Townsend tower and AT&T negotiations

i. AT&T lease was concluded prior to this board meeting, which is not our preference prior to board approval, but due to the delay of AT&T approaching us, and their deadline to have it completed by June 1 Matt signed the sublease with AT&T and the amendment to the EJFR license after discussing with the chair.

ii. Terms are based on our Verizon sublease, and the cost will be approximately the same as well. AT&T will cover our startup costs of $5,000 as well as additions with EJFR for the pass-through costs for their building, and electricity and $7,500 in EJFR startup costs. Final approval is completed.

iii. Chief McKern discussed documenting retroactive approval by the board for Matt to sign the agreements and made a motion to approve the AT&T sublease and EJFR amendment and authority to sign retroactively. Chief Olson seconded and the motion was approved unanimously.

C. Update on Maynard tower sublease to NOAA

i. NOAA's weather radio channel lease proposal is not offsetting as originally thought $10,000/year; $1,80.00 will be passed through to DNR. It's a 15-year flat fee without an annual percentage increase. Instead, we calculated the total with a 3% annual increase over 15 years and then divided that by 15 to determine the flat cost per year. The contract specifically states that a future renewal contract will not start at flat cost but at what would have been the year-fifteen total.

ii. Matt asked for a motion to authorize him to finalize and sign the sublease contract with NOAA. Chair Pernsteiner asked for a motion to approve Matt to sign the NOAA contract. Commissioner Craig so moved, and Chief McKern seconded and the motion was approved unanimously.

XI. New Business –

A. Introduction to draft proposals regarding changes to the organizational structure of the Jefferson County Department of Emergency Management. Matt gave an overview of a draft document from DEM and its potential to involve Jeffcom.

i. The draft document had 4 proposals:

1. Status Quo
2. Emergency Management Advisory Council
3. Emergency Management Board (i.e., independent governance structure)
4. DEM merger with JeffCom 911

ii. Matt had suggested this possibility to Willie Bence in the past. Matt suggested that Jeffcom growing reasonably may help to cover overhead costs, while offering more resiliency and having another senior position such as a DEM manager to cover during an emergency or vacation time.

iii. This is a draft with multiple options, and moving forward with the Jeffcom option would require a decision followed by extensive work on financial and governing agreements.

iv. Jamie and the chair asked why is this up for consideration and what started the discussion. Willie explained that it first came up when Matt started at Jeffcom as possible future option for our small agency and department. Wille recently has been discussing the future of DEM with the county administrator and county commissioners. The Budget restraints at the County is also an issue.

v. Matt stated his request that board members take this information to the organizations they represent on the Jeffcom board so we can have substantial discussion of questions and concerns at future Jeffcom board meetings.

vi. Jamie asked how the finances would work. Matt stated that current Jeffcom funding is designated to its current use so cannot be reappropriated to fund DEM. The county and city are statutorily required to have an emergency manager so would still contribute. Matt said the question is whether other partners such as the hospital, port, PUD and fire districts would pay for an oversight role and services to bring resiliency to this smallest of county departments. Willie shared the desire for holistic emergency management team when considering governance and a shared voice, plus spreading the financial responsibility among participating parties. The DEM currently has a budget of approximately 250K including grants.

vii. Commissioner Craig stated a different approach for DEM was worth further discussion. Chair Pernsteiner mentioned how differently DEMs were setup around the state.

viii. McKern mentioned that in Mason County, their Local Emergency Planning Committee (LEPC) provided DEM governance. He will brief the fire chiefs association and suggested Commissioner Craig add this to the fire commissioners upcoming meeting agenda.

ix. Matt suggested this may take a while and that we have had our own ILA that needs to be revisited and pursue our own course of action. We will add this to next months' agenda under old business.

x. Willies mentioned that this our first presentation of the concept.

B. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee. Chair Pernsteiner stated intent to move into executive session per RCW 42.30.110(1)(g) to review the performance of a public employee for 5 minutes, beginning at 10:15 am, ending at 10:20 am.

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

A. NOAA lease
B. Potential DEM merger
C. Formalizing employee merit awards and board recognition
D. Public records policies and costs
E. Update on Jeffcom's expansion, pursuing size and costs estimates
F. Discussion with Jefferson County Facilities staff regarding facility needs

XIII. Good of the Order

A. Commissioner Brotherton was asked to share a joke.

XIV. Adjourned at 10:29

Next meeting: June 25, 2026, at Fire Station 6 in Chimacum

9:00 am – 11:00 am

Signed by:
877EED5D7ADC4D0...
Jeffcom Administrative Board Member

6/25/2026 | 16:18 PDT
Date

DocuSigned by:
Tim McKern
C6B737647917415...
Jeffcom Administrative Board Member

6/26/2026 | 09:51 PDT
Date

FINANCIAL REPORT Board Meeting: May 28, 2026

1. Beginning Fund Balances for 2026:
   a. General Fund $ 703,532.70
   b. Capital Fund $ 696,737.73
   c. Total Beginning Fund Balance $ 1,400,270.43
2. Fund Balances: April 2026 (33.3% of YTD)
   a. General Fund Financial Summary
      1. Revenues 36.2% $ 1,297,301.55
      2. Expenditures 37.0% $ 1,330,910.54
      3. Net Fund Deficit ($ 33,608.99)
   b. Capital Fund Financial Summary
      1. Revenues (LGIP not budgeted) 30.2% $ 8,469.90
      2. Expenditures $ 200.00
      3. Net Fund Surplus $ 8,269.90
   c. Total Fund Balances April 2026 ($ 25,339.09)
   d. JEFFCOM911 FUND BALANCE TOTAL April 2026 $ 1,374,931.34
   e. TREASURER'S REPORT FUND TOTALS April 2026 $ 1,374,931.34
3. General Fund
   a. Revenue Highlights – Total Revenue of $1,297,301.55 YTD at 36.2 %
      i. 310 Taxes – YTD 28.4 %
      ii. 330 State Grant - YTD at 93.1 %
         1. We received the bulk of our BSO grant proceeds of $335,023.00. The $25,000 equipment grant will be the remaining portion of the budget.

iii. 340 Dispatch Fees – YTD at 27.9 %

iv. 360 Misc Revenues - YTD at 39.0 %

1. We now are earning General Fund LGIP on our MOU Reserve fund. Total YTE is $1,599.98 which contribute an added surplus for our YTD%!

v. 380 Non-Revenues - YTD at 71.5%

1. User agencies paid $72,952.18 pass-through expenses for the late Tyler December Billings, after negotiations were finalized for the Jeffcom/Pencom outstanding credits that were due. We also received reimbursement for Tyler Crewforce in Mar

b. Expenditure Highlights: Total Expenditures $ 1,330,910.54 YTD at 37.1%

i. 525 Emergency Services – Jefferson Co Bond Debt YTD at 36.4%

Our outstanding County Debt as of 12/31/2025

a. 2026 Maturity date: 171,005.47 Pay off this year!

b. 2030 Maturity date: 498,235.00

Total 669,240.47

ii. 528 Dispatch – Departmental Total Percentage YTD at 37.1%

1. 010 Supplies – YTD is 11.3%

2. 020 Other Admin – YTD is 58.2%

a. Annual Insurance payment with VFIS; substantial reduction of annual costs of 30% over WCIA; Savings of 15,742.00

b. Professional fees include the costs of the FY23-24 SAO Audit. Historic Costs:

i. FY23-24 $ 23,229.70 Financial and Accountability

ii. FY21-22 22,824.65 Financial and Accountability

iii. FY18-20 20,600.16 Financial and Accountability

iv. FY16-17 13,610.81 Accountability only

v. FY16-17 6,891.39 Accountability only

vi. FY15 $ 6,181.90 Accountability only

3. 030 E911 – YTD is 9.1%
4. 040 Information Services – YTD is 22.8%
5. 050 Wages – YTD is 30.6%
6. 060 Benefits – YTD is 32.1%

   Wage and Benefits compiled are at 30.9% of budget

7. 070 Maintenance Contracts – YTD is 86.6%
   a. IT and Admin Annual payments due early in the year skewed initial percentages.

ESRI	$ 4,586.60
RIGHT!	$ 18,156.67
SHI Int'l Corp (O365)	$ 10,063.16
Springbrook Software	$ 20,643.37
WesTek Marketing	$ 5,142.11

8. 080 Radio – YTD is 78.6%

iii. 591 Debt Services – YTD is 38.6%

c. General Fund Deficit as of April 2026 ($ 33,608.99)

No concerns as this is a timing issue for CAD (Tyler) and Phone (Intrado) maintenance billed annually. We will be billing agencies for their portions and have already made payment to the City of Port Angeles for our 1/3rd share.

4. Capital Fund: April 2026 YTD

a. Revenue Highlights: Total Revenue of $8,469.90 YTD at 30.2%

Total LGIP Investment interest for the 2026	$ 8,469.90
Total LGIP Investment interest for the 2025	28,840.53
Total LGIP Investment interest for the 2024	39,624.03
Total LGIP Investment interest for the 2023	7,301.92
Total LGIP interest earned since inception	$ 84,236.38

b. Expenditure Highlights: Total Expenditures of $ 200.00

i. Total Expenses 200.00 LGIP service charges

c. Capital Fund Excess as of April 20266 $ 8,269.90

5. Total FY 26 Fund Balance through April 2026

a. General Fund	($33,608.99)
b. Capital Fund	$ 8,269.90
c. Capital Fund Excess as of April 2026	($25,339.09)

DIRECTOR'S REPORT May 28, 2026

- **Projects:**
  - Jeffcom and Pencom continue jointly investigating **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. The City of Port Angeles issued for Pencom, with Jeffcom as a participating agency, a basic RFI hoping to start supplier conversations that will lead toward finalizing our requirements to procure, jointly or separately, a new CAD system. Pencom received five responses proposing four CAD systems: FSH-PSP, 365Labs, Mark43 and ProPhoenix. Pencom and Jeffcom staff are reviewing the responses. We will then work with agencies in both counties to schedule demonstrations and discussions with the responding vendors.
  - IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring. Most recently we reviewed a proposal (based on national contract pricing) for an 11-GHz microwave system that would be installed over the top of our current microwave system, which would later be decommissioned. This project would be built and funded separately from the simulcast-system refresh. In short, the project is estimated in today's dollars at around $150,000 for each of four microwave links, totaling around $700,000 including services and tax.
  - IT continues to work on implementing badge-based **multi-factor authentication** as required by federal and state changes to CJIS security requirements. The first unit is being tested and problems worked through before wider deployment.
  - **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
  - **Maynard Tower leasing:** The NOAA lease agreement to add them to the tower is through legal review by our attorney and pending execution. We expect them to move ahead with the agreement in the next couple of weeks and to start construction this summer, which will require some work by IT to deconflict with existing equipment in our shelter.
  - **Port Townsend Tower leasing:** We executed both a lease agreement with AT&T and an amendment to our existing site license with EJFR to provide the interior equipment space and utility and generator electrical service both to pass through to AT&T and for Jeffcom's own future radio receive site. AT&T began

construction on May 11. IT has been overseeing construction to ensure coordination with EJFR and with infrastructure on the tower belonging to Jeffcom and to DEM.

- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO, though administrative focus is currently on more timely projects.

❖ **Budgetary Items:**

- IT has applied for the additional year's **cybersecurity grant** funding that became available and given indication we will likely have multiple projects funded this year due to IT's ability to implement projects quickly. In addition to the previously funded $44,251 project for a commercial Security Information and Event Management (SIEM) capable of aggregating and correlating logs to identify and alert us to potential threats to our infrastructure, award(s) are expected to fund replacement of our firewalls and switches.
- **Current staffing** remains at ten full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts.
- We are treating the **third shift** (1000-2000) as minimum staffing that must be filled on overtime Monday through Saturday from May 1 through the busy summer season, though it is filled most days by the communications supervisor and/or communications officer assigned to law-enforcement records.
- **Recruiting**: We will interview candidates next week for an anticipated July start date of our next communications officer trainee.
- **CBA** implementation steps remain:
  - ♦ Jeffcom-Teamsters LOA correcting a typo in a currently unused wage step
  - ♦ Development of policy on consecutive-day work shifts
  - ♦ Development of policy on shift-change timing
- **Law-enforcement Records MOUs** have been terminated by JCSO and PTPD effective June 30, but the work may transition to another Pencom earlier. A senior communications officer will continue working primarily on records as long as Jeffcom has the responsibility on a weekday 4/10 schedule to cover more of the operating days of the court system.

❖ **Health, Safety and Quality of Life:**

- **April communications-staff overtime** was 294.75 hours among ten fulltime communications staff, including 8 hours of scheduled overtime every second week for those working 12-hour shifts (March's was 226.25; February's 217, January's 206.5).
- **Found Therapy** Services continued sit-in appointments with all shifts. Our therapist has relocated out of the area but returns monthly.

- **External Relationships:**
  - A **User Group** meeting was held May 12 and attended by representatives from EJFR and JCSO only. We discussed mapping improvements, CAD issues, the CAD RFI, radio testing, mobile use of Starlink, handling complaint calls and other issues.
  - Investigation and procurement of **replacement call handling equipment** has become an external issue rather than a Jeffcom project, with the state preparing an RFP for a statewide system. IT is participating in development of the draft RFP and potentially the evaluation of submitted proposals. Jeffcom’s hope is to join the new system once it is available, and our primary desire is that we will have the option to utilize a cloud-based system to which we can connect via a variety of fiber and satellite internet providers rather than being reliant only on two fiber-based services that have proven vulnerabilities.

CFS and Call Data: January 1 through May 22, 2026

- **Fire/EMS calls by agency**

Agency	CFS count YTD	CFS count LYTD
EJFR	2177	2174
QFR	226	201
BFD	209	242
DBVFR	54	38
Total	**2666**	**2655**

- **Law Enforcement calls by agency**

Agency	CFS count YTD	CFS count LYTD
JCSO	5277	5423
PTPD	3498	3345
Total	**8775**	**8768**

- **911 Call Pick-up Time (including test calls and redialing abandoned calls)**

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	5967	99.55	n/a
11-15 sec	21	99.90	90%
16-20 sec	5	99.98	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	**5994**		

- **911 Call Averages**

Metric	YTD Average
Ring time	2.60 sec
Hold time	1.32 sec
Talk time	117.70 sec

- **Non-911 Calls (including test calls)**

Metric	YTD
Number of outgoing calls	3255
Number of incoming calls	6877
0-10 sec pick-up time	99.52%
Average ring time	2.92 sec
Average hold time	4.74 sec
Average talk time	99.80 sec

Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

June 25, 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
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Matt Stewart, Director
Mike Chamberlain, Network Administrator
Marlo Erwick, Communications Supervisor

Members/Alternate Members Absent or excused:
Jamie Aumock, JCSO Alternate
Josh Peters, Jefferson County Alternate
John Mauro, City of PT 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 Craig seconded, and the agenda was approved unanimously.

V. **Approval of minutes**
Commissioner Craig made a motion to approve the board meeting minutes for May 28, 2026, as presented. Chief McKern seconded, and the minutes were approved unanimously.

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

A. June 03, 2026	108,062.01
B. June 17, 2026	4,713.82

`

Chief Black made a motion to approve the payables 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 May 1 through May 31st, 2026

A. **Treasurer's Report Fund Balances and Bank Reconciliations**
   i. **Fund Balance as of 05/31/2026** **$1,374,931.34**

B. **Warrant Registers' Activity**
   i. **Account 3 – First Federal Savings** **$ 214,290.52**
      a) $ 8,779.32 Claims (Bills) paid
      b) $ 205,511.20 Payroll/Benefits paid
   ii. **Account 670 – 1st Security** **$ 1,067.35**
      a) $ 1,067.35 Withdrawal/Transfer to Gen Operations
   iii. **Account 671 – 1st Security** **$ 203,265.25**
      b) $ 2,259.25 Claims (Bills) paid
      c) $ 1,006.00 Payroll Benefits Paid
      d) $ 200,000.00 Withdrawal/Transfer to FFSL
   iv. **Account 673 – LGIP Capital Investment** **$ 2,111.18**
      a) $ 2,111.18 Withdrawal/Transfer to Capital Cash non-interest-bearing account

Total Monthly Activity **$ 420,734.30**
(Acct Transfers total $ 203,178.53)
(Disbursements total $ 217,555.77)

Chair Pernsteiner asked about whether Claims Clearing and Payroll Clearing were deductions or credits. Lisa explained both were checks that had not been cashed or payments that had not been cleared. She further stated the ending balance was what was in the bank while book balance included those pending payments. Lisa also answered a question about why the county bank statement showed an errant $200,000 charge that was reversed with a $200,000 credit and that we wrote one check that the county entered, reversed and entered again. This inflated our debits and credits equally by $200,000, but Lisa did not repeat that error in our own books because it was offset.

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

VIII. **Financial Report:** Lisa Johnson-Burkhard discussed highlights from the attached written report. She stated that the YTD "deficit" is a typo in the report, as we have a YTD surplus. She highlighted sales-tax revenue trending below budget at 36.4% YTD and should be closer to 40% for a shortfall of almost $70,000. Only in 2020 were we previously below budge on this revenue. We will continue to monitor and hope summer shopping and tourism will bring these numbers back into line with the budget.

IX. **Director's Report** – Matt Stewart discussed highlights from the attached written report. He expanded on the meeting with Pencom regarding responses to City of Port Angeles RFI for a cloud-based CAD system and next steps. We agreed that we need more exact pricing and a breakdown of the subsystems such as law-enforcement records, law and fire mobile systems, jail management, etc., before being able to move forward. We differ with Pencom on whether we issue an RFP, which is Jeffcom's preference to obtain competitive pricing, or make interlocal use of an existing contract for a system we prefer, which is Pencom's preference. Jeffcom also wants to structure this as a pair of contracts, one between each county and selected vendor with some type of discount as long as both counties use the same CAD, while Pencom assumed we would have a single contract with some costs passed through by one county to the other county

X. **Old Business**

A. Update on termination of JCSO and PTPD MOUs for contracted records services
   i. Chair Pernsteiner reported we are working with PAPD records staff to complete the transition. Meetings continue, and we will probably not make the original handover date of June 30 but likely complete it in July.

B. Update on Maynard tower sublease to NOAA
   i. Matt reported the lease has been signed for 15 years and NOAA will be installing their equipment soon in the space Rich prepared for it.

C. Update on Jeffcom future involvement in Department of Emergency Management
   i. Matt reported that he and Willie Bence of DEM presented to the Fire Commissioners Association last week, concluding with the same request to take the draft proposals back to their represented agencies and return with questions and concerns. Chief McKern mentioned the same request was made at the Chiefs Association meeting.
   ii. Chair Pernsteiner mentioned the need to have funding beyond the county and Jeffcom agencies. Commissioner Craig concurred that this was a good chance to broaden the DEM umbrella and asked about whether DEM is funded by the public-safety sales tax. Chair Pernsteiner stated that he believed DEM is funded by the county's general fund.

iii. Chief Olson stated he wasn't aware of the city presently having any financial obligation to the county for emergency management and that the city was scheduling a workshop to discuss emergency management. He mentioned concerns of the EOC being outside the city population center, involving a drive for agencies like the city, port and hospital, and that most exercises involve county rather than city issues. He has obtained emergency plans from a nearby city and was looking at those as an example for the city.

D. Formalizing employee recognition by Jeffcom and this board

i. Matt asked for discussion. Chair Pernsteiner asked about our current recognition practices. Matt described the online system used for performance management, which has been in place since interim director Krysinski started it, and that he receives employee commendations through that system each month. Matt suggested he could bring one or more of the best commendations to the board each month. Chair Pernsteiner agreed he and the director could discuss that before the next meeting and determine how to start bringing some employee performance recognition before the board.

XI. New Business

A. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee. Chair Pernsteiner stated we will start with twenty minutes beginning at 9:44. The executive session ended at 10:04 with no decisions made.

B. Staff presentation on capital plans

i. Matt presented the information on the attached slideshow.

ii. Chair Pernsteiner asked how old the tower-site generators are and whether there would be grant funding available to convert to solar. Matt answered that he believes they are from the simulcast build around 2012, and Chief Black stated that there were grants such as funding used to convert a volunteer fire station to solar. Chief Black mentioned that the WSRB rating criteria are being expanded to allow for backup power other than generators.

iii. Chief Olson asked how the cost of the simulcast refresh was calculated, and Matt answered that it based on a preliminary quote and inflated for future costs but it was a round estimate at this time.

iv. Matt stated that the financial plans were dependent on diverting to the capital fund in 2027 and future years the difference between the 2026 bond payment and the lower bond payments in the next few years.

v. Chair Pernsteiner asked how much the original bond amounts were and suggested it was probably more than we anticipate needing for a building expansion so our future bond payments would then be much lower.
vi. Commissioner Craig asked whether we planned to replace everything on the towers as part of the refresh, and Matt stated that was the plan. Chief Black stated we should look at any newer technologies when replacing this, such as laser in place of microwave between towers.
vii. Chair Pernsteiner stated that it was good to see a plan for the next several years, and Matt thanked Commissioner Craig for spurring this presentation.
viii. Matt stated that moving our radio system to IP-connected and computer-controlled moves it more into the wheelhouse of our IT staff who maintain all of Jeffcom's network and equipment versus specialized simulcast radio systems.
ix. Chair Pernsteiner asked about whether a CAD change would work with the existing records and mobile systems and suggested we needed to look at the interface costs of staying on their current systems versus implementation costs of switching systems. Discussion followed about the possible benefits of starting with a blank slate to procure CAD and related systems.
x. Commissioner Craig stated that he appreciated the capital-planning information and that it was a sign of Jeffcom growing up that we were planning for the future.
xi. Chief Black stated that it would be prudent to maintain some capacity to pay for unplanned failures, so Jeffcom should have some capital fund balance for that reason.
xii. Commissioner Craig asked how much it would cost to add a repeated tac channel, and Matt answered that it was cost prohibitive today but would become as low as a few hundred thousand dollars once we switch to a radio system based on an IP network.
xiii. Commissioner Craig mentioned that Washington Dept of Commerce offers grants for Grid Resilience. Matt stated that he had not included in the presentation the grants that could be sought for each project.

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

A. Update on Jeffcom's expansion, pursuing size and costs estimates. Chair Pernsteiner raised the topic of flexing space with DEM for a new dispatch center, and Matt stated that it was at least looking at whether it would be better to build a new dispatch center or to build DEM a new EOC and build a dispatch center in the EOC but that we had envisioned building the new dispatch center and moving IT behind it.

B. Chief Black stated we should keep capital planning on the agenda for the next couple meetings and strive to improve it and adopt it as a capital plan.

XIII. Good of the Order

A. Commissioner Brotherton was prepared with a relevant joke.
B. Chief Black mentioned good interagency work on a brush fire yesterday and that EJFR and other districts will be seeking an early WSRB reassessment after meeting with the local agencies that have some role in the scoring and that Jeffcom and other agencies will observe a real-time community evacuation exercise in September.
C. Chair Pernsteiner reminded everyone of the Community Preparedness event at Finnriver on Saturday.

XIV. Adjourn

A. Meeting adjourned at 11:04

Next meeting: July 23, 2026, at Station 6 in Chimacum

9:00 am – 11:00 am

Signed by:
877EED5D7ADC4D0...
Jeffcom Administrative Board Member

8/19/2026 | 16:14 PDT
Date

DocuSigned by:
Tim McKern
C6B737647917415...
Jeffcom Administrative Board Member

8/19/2026 | 07:23 PDT
Date

Jeffcom's Capital Fund

- Current balance is ~$700,000
- Maintaining this fund is a compromise between (1) building a reserve for Jeffcom capital needs and (2) storing funds that could have been used immediately by agencies
  - Not historically funded deliberately
  - Primarily funded by board's transfer of underspent fiscal-year general fund
  - Some budgeted capital projects have been completed without draining the fund (2024 radio-console replacement, radio-related networking projects)
- Added revenue only since late 2023 by moving funds into LGIP

Capital Fund Balance

Year	Ending Balance
2025 *	$689,554.83
2024 *	$661,314.30
2023 *	$728,551.88
2022	$521,387.30
2021	$321,387.30
2020	$535,707.46
2019	$460707.46

Year	Ending Balance
2018	$310,707.46
2017	$210,707.46
2016	$110,707.46
2015	$37,707.46
2014	$37,707.46
2013	$23,957.46
2012	$14,322.87

* Majority of the fund invested in LGIP at the end of these years

Anticipated Capital Projects 1/2

- Replacement of VHF and UHF primary channels
  - High priority due to age of equipment and dated technology
  - High risk due to need to maintain no less than the marginal radio coverage that we have today
  - High reward due to elimination of single points of failure in the system
  - High cost
- Buildout of IP network to all sites
  - Prerequisite to radio project
  - Low cost
- Replacement of microwave links
  - Medium-high priority due to age of equipment and low throughput of older system
  - May be mitigated somewhat by use of other services (fiber, satellite) to connect some sites
  - High cost

Anticipated Capital Projects 2/2

- Building expansion
  - Build new dispatch floor to spread out consoles
  - Build network infrastructure from scratch, eliminating legacy trash
  - Bring IT staff into the building and onto the generator
  - Add quiet room directly adjacent to the dispatch floor to facilitate breaks with minimum staffing
  - High cost
- Coyle tower-site shelter replacement
  - Predates the others and has no capacity
- Replacement of aged generators
  - Remove and replace with solar and augmented battery storage at most tower sites
  - Replace with combination of solar and right-sized (smaller) generator at Maynard tower site

Funding Constraints

- Most of the major projects are on the dispatch side – ineligible for 911-related grant funding
- Jeffcom remains obligated to pay the county's bonds that funded the current radio system and New World CAD – using some of 0.1% sales tax

Year	2026	2027	2028	2029	2030	2031
Payment	$282,000	$104,640	$104,640	$104,640	$73,018	$0

- Agencies are accustomed to covering operational costs via steadily increasing share of annual funding shortfall – avoid shocking budgets
- Capital fund balance is not a large cushion to keep budget steady

Draft Capital Plan 2026 and 2027

Year	Project	Income (Expense)	Capital Fund Balance
2026	*Starting balance*		*$690,302.20*
2026	LGIP income	$28,000.00	$718,302.20
2026	**Network buildout to tower sites**	**-$25,000.00**	$693,302.20
2026-27	**Server replacement (grant match only)**	**-$50,000.00**	$643,302.20
2027	Transfer in lieu of bond payments	$177,360.00	$820,662.20
2027	LGIP income	$33,287.66	$853,949.86
2027	**Simulcast system refresh**	**-$700,000.00**	$153,949.86

Draft Capital Plan 2028 through 2030

Year	Project	Income (Expense)	Capital Fund Balance
2028	Transfer in lieu of bond payments	$177,360.00	$331,309.86
2028	LGIP income	$13,438.57	$344,748.43
2029	Transfer in lieu of bond payments	$177,360.00	$522,108.43
2029	LGIP income	$21,177.73	$543,286.16
2029	**Microwave system replacement 1/2**	**-$400,000.00**	$143,286.16
2030	Transfer in lieu of bond payments	$208,982.00	$352,268.16
2030	LGIP income	$14,288.68	$366,556.84
2030	**Microwave system replacement 2/2**	**-$350,000.00**	$16,556.84

Draft Capital Plan Beyond 2030

Year	Project	Income (Expense)	Capital Fund Balance
2030-31	**Building expansion funded by bond sale**	**TBD**	
2031	**Bond payments resume**	**TBD**	
2031	**Coyle shelter and solar replacement for generator**	**-$70,000.00**	
2032	**Maynard generator replacement plus solar**	**-$50,000.00**	
2033	**PT and Green generator to solar conversions**	**-$50,000.00**	

Other Possible Capital Needs

- CAD replacement
  - Planning to shift to cloud-native
  - Eligible for grant funding
- Phone system replacement
  - Planning to shift to statewide system with funded subscription
  - Eligible for grant funding
- Tower replacement
  - Not anticipated in the near term
- Addition of radio channel(s)
- Server replacement
  - Lessened by cloud CAD transition
  - May be eligible for grant funding
- Major network equipment replacement
  - Eligible for grant funding
- Dispatch consoles replacement
  - Likely with building expansion
  - Eligible for grant funding

Factors for Consideration 1/4

- This plan wipes the capital fund built over years
  - Staff are currently confident these refresh projects will negate major capital needs through mid 2030s
  - Reducing capital funds means a lack of resources in case of unanticipated failure or need
  - Jeffcom has no requirement to keep funds in a capital account
  - Reducing capital funds means we are utilizing what agencies and taxpayers have paid into it

Factors for Consideration 2/4

- Radio infrastructure is uniformly aging and of a previous generation
  - We are close to paying off the bond funding, and the infrastructure is at or beyond its reasonable life
  - There is no backup to most components nor opportunity to buy replacement components
  - Heavily dependent on staff and contractors making quick diagnosis and repairs of existing components
  - Only the physical towers and most shelters will survive these refresh projects

Factors for Consideration 3/4

- There may be desire to accomplish more or to do it better
  - The proposed projects give us systems that are operationally equivalent to today's
  - We may be able to improve some radio coverage but not add channels or capabilities
  - Refreshed equipment will be more current and maintainable
  - Moderated investment in current tech is recommended because it seems wise
    - Staff do not see a long future for VHF/UHF radio – maybe a decade or two
    - Five years is an eternity given rapid change to CAD, call handling, mobile networks, satellite, cloud, AI, etc.

Factors for Consideration 4/4

- Second 0.1% sales tax remains an option
  - Would require voter approval
  - Building expansion may be a suitable reason to pursue this, with or without tying it to future bond repayment
  - Beyond what is recommended today, possible projects that would necessitate this funding could include:
    - Building a new dispatch center offsite
    - Increasing radio channels (adding repeated/recorded tactical channels)
    - Improving portable-radio coverage (adding receive sites)
    - Transitioning to another radio system (start-up costs to join WSDOT or other areawide system)

JEFFCOM 911
COMMUNICATIONS

FINANCIAL REPORT Board Meeting: June 25, 2026

1. Beginning Fund Balances for 2026:
   a. General Fund — $ 703,532.70
   b. Capital Fund — $ 696,737.73
   c. Total Beginning Fund Balance — $ 1,400,270.43
2. Fund Balances: May 2026 (41.67% of YTD)
   a. General Fund Financial Summary
      1. Revenues — 44.0% — $ 1,577,901.63
      2. Expenditures — 43.9% — $ 1,574,152.67

      Correction 3. Net Fund ~~Deficit~~ Excess — $ 3,748.96
   b. Capital Fund Financial Summary
      1. Revenues (LGIP not budgeted) — 38.0% — $ 10,631.08
      2. Expenditures — $ 250.00
      3. Net Fund Surplus — $ 10,381.08
   c. Total Fund Balances May 2026 — $ 14,130.04
   d. JEFFCOM911 FUND BALANCE TOTAL May 2026 — $ 1,414,400.47
   e. TREASURER'S REPORT FUND TOTALS May 2026 — $ 1,414,400.47
3. General Fund
   a. Revenue Highlights – Total Revenue of $1,577,901.63 — YTD at 44.0 %
      i. 310 Taxes – — YTD 36.4 %
      ii. 330 State Grant - — YTD at 93.1 %
         1. We received the bulk of our BSO grant proceeds of $335,023.00. The $25,000 equipment grant will be the remaining portion of the budget.

iii. 340 Dispatch Fees – YTD at 38.1 %

iv. 360 Misc Revenues - YTD at 40.3 %

1. We now are earning General Fund LGIP on our MOU Reserve fund. Total YTE is $2,717.33 which contribute an added surplus for our YTD%.

v. 380 Non-Revenues - YTD at 71.5%

1. User agencies paid $72,952.18 pass-through expenses for the late Tyler December Billings, after negotiations were finalized for the Jeffcom/Pencom outstanding credits that were due. We also received reimbursement for Tyler Crewforce in Mar

b. Expenditure Highlights: Total Expenditures $ 1,574,152.67 YTD at 43.9%

i. 525 Emergency Services – Jefferson Co Bond Debt

The SAO now has our bond debt being reported in Dept 591 Debt Service. BARS #591-28-70-01

Our outstanding County Debt as of 12/31/2025

a. 2026 Maturity date: 171,005.47 Pay off this year!

b. 2030 Maturity date: 498,235.00

Total 669,240.47

ii. 528 Dispatch – Departmental Total Percentage YTD at 44.0%

1. 010 Supplies – YTD is 11.3%

2. 020 Other Admin – YTD is 63.0%

a. Annual Insurance payment with VFIS; substantial reduction of annual costs of 30% over WCIA; Savings of 15,742.00

b. Professional fees include the costs of the FY23-24 SAO Audit. Historic Costs:

i. FY23-24 $ 23,229.70 Financial and Accountability

ii. FY21-22 22,824.65 Financial and Accountability

iii. FY18-20 20,600.16 Financial and Accountability

iv. FY16-17 13,610.81 Accountability only

v. FY16-17 6,891.39 Accountability only

vi. FY15 $ 6,181.90 Accountability only

3. 030 E911 – YTD is 11.1%

4. 040 Information Services – YTD is 30.4%

5. 050 Wages – YTD is 38.4%

6. 060 Benefits – YTD is 39.8%

Wage and Benefits compiled are at 38.7% of budget

7. 070 Maintenance Contracts – YTD is 89.3%

a. IT and Admin Annual payments due early in the year skewed initial percentages.

ESRI	$ 4,586.60
RIGHT!	$ 18,156.67
SHI Int'l Corp (O365)	$ 10,063.16
Springbrook Software	$ 20,643.37
WesTek Marketing	$ 5,142.11

8. 080 Radio – YTD is 79.0%

iii. 591 Debt Services – YTD is 43.4%

Priorly was reported in Dept 525. The SAO now has our bond debt being reported in Dept 591 Debt Service. BARS #591-28-70-01

c. General Fund Surplus as of May 2026 $ 3,748.96

4. Capital Fund: May 2026 YTD

a. Revenue Highlights: Total Revenue of $10,631.08 YTD at 38.0%

Total LGIP Investment interest for the 2026	$ 8,469.90
Total LGIP Investment interest for the 2025	28,840.53
Total LGIP Investment interest for the 2024	39,624.03
Total LGIP Investment interest for the 2023	7,301.92
Total LGIP interest earned since inception	$ 84,236.38

b. Expenditure Highlights: Total Expenditures of $ 250.00

i. Total Expenses 250.00 LGIP service charges

c. Capital Fund Excess as of May 20266 $ 10,831.08

5. Total FY 26 Fund Balance through May 2026

   a. General Fund $ 3,748.96

   b. Capital Fund $ 10,381.08

   c. Capital Fund Excess as of May 2026 $ 14,130.04

JEFFCOM 911
COMMUNICATIONS

DIRECTOR'S REPORT June 25, 2026

❖ **Projects:**

- Jeffcom and Pencom continue jointly investigating **cloud-based CAD** systems in hopes of replacing onsite equipment with hosted solutions. The City of Port Angeles issued for Pencom, with Jeffcom as a participating agency, a basic RFI hoping to start supplier conversations that will lead toward finalizing our requirements to procure, jointly or separately, a new CAD system. Pencom received five responses proposing four CAD systems: FSH-PSP, 365Labs, Mark43 and ProPhoenix. Pencom and Jeffcom staff reviewed the responses and agreed that we need more exact pricing and need it broken down by agency or at least by discipline (comms center core versus law-only and fire-only costs). Jeffcom's preference is to issue paired RFPs based on the details we gained from the RFI responses. We expect some of the RFI respondents as well as our current vendor Tyler Technologies to respond to the RFP.
- IT continues to work on **extending our IP network to tower sites** over our microwave system and cellular/satellite backup and adding monitoring.
- IT continues to work on implementing badge-based **multi-factor authentication** as required by federal and state changes to CJIS security requirements. The first unit is being tested and problems worked through before wider deployment.
- **ESINet connections** for 911 calls remain more vulnerable to fiber outages than our own connections, and the proposed tertiary use of Starlink is still pending.
- **Maynard Tower leasing:** The NOAA lease agreement to add them to the tower is through legal review by our attorney and pending execution. We expect them to move ahead with the agreement in the next couple of weeks and to start construction this summer, which will require some work by IT to deconflict with existing equipment in our shelter.
- **Port Townsend Tower leasing:** The AT&T site is online. Its connection to fiber-optic backhaul, the addition of backordered antennas for the third wireless band and AT&T's application for a permanent building permit remain to be done.
- Jeffcom and Pencom continue working on joint procurement for **updating emergency medical dispatching** guidebooks from APCO, though administrative focus is currently on more timely projects.

❖ **Budgetary Items:**

- The State E911 Coordinating Office has sent us final 2026-27 grant agreement for our basic service and coordinator training funding, which totals $399,422. This agreement is between SECO and Jefferson County with the funds dispersed to Jeffcom for 911 call operations, so the agreement will go to the Board of County Commissioners shortly for their approval.
- **Current staffing** remains at ten full-time, fully trained communications staff including one supervisor plus three part-time communications officers filling some shifts.
- We are treating the **third shift** (1000-2000) as minimum staffing that must be filled on overtime Monday through Saturday from May 1 through the busy summer season, though it is filled most days by the communications supervisor and/or communications officer assigned to law-enforcement records.
- **Recruiting**: The top candidate from early-June interviews is in the background-check process. Three other candidates are on our list for future openings.
- **CBA** implementation steps remain:
  - ♦ Jeffcom-Teamsters LOA correcting a typo in a currently unused wage step
  - ♦ Development of policy on consecutive-day work shifts
  - ♦ Development of policy on shift-change timing
- **Law-enforcement Records MOUs** have been terminated by JCSO and PTPD effective June 30, but the work may transition to Port Angeles PD records staff later. A senior communications officer will continue working primarily on records as long as Jeffcom has that responsibility, working a weekday 4/10 schedule to cover more of the operating days of the court system.

❖ **Health, Safety and Quality of Life:**

- **May communications-staff overtime** was 259 hours among ten fulltime communications staff, including 8 hours of scheduled overtime every second week for those working 12-hour shifts (April's was 294.75; March's 226.25; February's 217).
- **Found Therapy** Services continued sit-in appointments with all shifts.

❖ **External Relationships:**

- A **User Group** meeting was held June 9 and attended by representatives from most agencies. We discussed telephonic search warrant recordings, blood draws, junk vehicles, fire's MDC ID schema, MCI response plans, structure-fire response plans, regional radio interoperability, dispatching to caller coordinates rather than nearby addresses and a lack of info to Jeffcom about a planned event.
- State office continues preparation an RFP for **replacement call handling equipment** as a statewide system. IT is participating. Jeffcom's hope is to join the new system once it is available, timed for the scheduled 2027 replacement of our current phone system.

CFS and Call Data: January 1 through June 18, 2026

Agency	CFS count YTD	CFS count LYTD
EJFR	2641	2607
QFR	278	245
BFD	249	286
DBVFR	63	49
Fire Total	**3231**	**3187**
JCSO	6510	6608
PTPD	4313	3957
Law Total	**10823**	**10565**
Info only	1290	1131
Total	**15344**	**14883**

- **911 Call Pick-up Time (including test calls and redialing abandoned calls)**

Pick-up Time	Call count YTD	Cum. % YTD	Standard
0-10 sec	7494	99.57	n/a
11-15 sec	25	99.91	90%
16-20 sec	6	99.99	95%
21-40 sec	1	100.00	n/a
41-60 sec	0	100.00	n/a
61-120 sec	0	100.00	n/a
120+ sec	0	100.00	n/a
Total	**7526**		

- **911 Call Averages**

Metric	YTD Average
Ring time	2.59 sec
Hold time	1.20 sec
Talk time	111.69 sec

- **Non-911 Calls (including test calls)**

Metric	YTD
Number of outgoing calls	4016
Number of incoming calls	8424
0-10 sec pick-up time	99.55%
Average ring time	2.92 sec
Average hold time	4.34 sec
Average talk time	98.76 sec