



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 \$ 200,943.25Chief 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 – 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 subsequently 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 JCSCO 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.

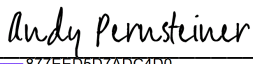
- B. Public records policies and costs
- C. Chief Black asked if there was a statewide legislative movement for our industry and could we add it to the agenda on a regular basis. Matt said February 11th is the 911 centers' annual day in Olympia, but that most recent efforts of the industry had been accomplished 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:

 Sheriff
 Jeffcom Administrative Board Member

4/16/2026 | 13:54 PDT

Date

DocuSigned by:

 Board Member
 Jeffcom Administrative Board Member

4/16/2026 | 14:55 PDT

Date



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

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

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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 – 1 st 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. December Financials:

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. December 2025 General fund surplus of \$130,070.98

1. Revenues 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.

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:

 Sheriff
 Jeffcom Administrative Board Member

DocuSigned by:

 Board Member
 Jeffcom Administrative Board Member

4/16/2026 | 10:10 PDT

Date

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

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

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

- 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.

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.

- 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:

877EED5D7ADC4D0... Sheriff
Jeffcom Administrative Board Member

5/28/2026 | 14:42 PDT
Date

DocuSigned by:

A447243C659C444... Chief of Police
Jeffcom Administrative Board Member

5/29/2026 | 12:10 PDT
Date