

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**November 18, 2021**

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session via a virtual Google Meet due to COVID-19 related closures.

Present:                    Director Alan Fletcher  
                                 Director Mike Clement  
                                 Director Mike Kulp  
                                 Director John Prejzner  
                                 JD Jepkma for Director Tracy Kraft-Tharp

Also, Present:            Jeff Irvin, Executive Director  
                                 Michael Brewer, Jeffcom  
                                 Vicki Pickett, Jeffcom

Director Fletcher called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of JD Jepkma, duly seconded by Director Prejzner and by unanimous vote, approved the Minutes of October 28, 2021.

**TREASURER'S REPORT**

There was no treasurer's report.

**EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for September (copy attached).

The Board upon motion of Director Kulp, duly seconded by Director Clement and by unanimous vote, approved the expenditure requests for the month of November 2021 in the amount of \$1,088,974.50.

**PSAP PARTNERS REPORT**

The PSAP partners reported the following:

- Broomfield ECC – Director Clement advised nothing to report.
- Jeffcom ECC – Ms. Pickett advised a new academy started two weeks ago. They have a couple of lateral hires and three more that are new to the industry. They have hired a new training manager to replace Bess Joyce who has moved on. The operations manager position for Ms. Pickett's replacement has been posted. Mr. Brewer advised they will be installing technology for automated call back for 9-1-1 hang ups. This will help to reduce the workload for call takers. Director Fletcher inquired as to the status of the communications vehicle. Mr. Brewer advised it is slated to be delivered to the vendor for outfitting the beginning of December and it is expected they will get it back early in

- the new year.
- Westminster ECC – Ms. Mitchell advised they have a lateral that will start next week and three more starting at entry level that are in various stages of background investigation. She advised they are very interested in technology Jeffcom has adopted such as the alarm company to CAD and automated hang-up response. Additionally, she has been reviewing remaining contractual agreements with vendors that need to be transferred from JCECA to WES.

### **EXECUTIVE DIRECTOR’S REPORT**

Mr. Irvin reported the following:

**ENS RFP** – Mr. Irvin discussed the process of review and evaluation of the shortlist vendors that resulted in selection of RAVE Mobile Safety as the prevailing emergency notification system (ENS) vendor going forward. There was a discussion of the implementation of existing shape files and mapping in the new system. The board’s direction was to have Attorney Tharp move forward with contract negotiation with RAVE,

### **LEGAL COUNSEL REPORT**

There was no legal counsel report.

### **NEW BUSINESS**

There was no new business.


### **EXECUTIVE SESSION**

The board went into Executive session pursuant to Section 24-6-402(4)(f)(I) for personnel matters pertaining to the Executive Director annual review.

The board returned from executive session. JD Jepkma moved that the Executive Director salary be increased by 6% for 2022. Director Kulp seconded the motion and by unanimous vote the board approved the salary increase. It was clarified that the increase will be retroactive to Mr. Irvin’s hire anniversary of October 1, 2021. Director Fletcher stated that moving forward that we outline, as we work through 2022, what the executive director position will look like in 2023. Specifically, are there areas in the current job duties that can be outsourced or that can be handled by other agencies as we consolidate further in the Jeffcom system and whether or not we’d want to look at this as a part-time position as we move forward.

### **ADJOURNMENT**

Director Fletcher adjourned the meeting.

JCECA - 2021 Nov Expenditure Request Authorization 111721 1335						
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Notes
2021-026		J-FON	Brocade router support 1 yr, OCx quote 8504	SpProj:J-FON O&M	17,356.50	
2021-027		Multi	ECC payments for Dec 2021	AOF	1,071,618.00	
				<b>Total</b>	<b>1,088,974.50</b>	
<b>Expenditures Recommended by Advisory Committee (date):</b>				<b>11/17/2021</b>		
<b>Expenditures Approved by Executive Director (signature):</b>						
<b>Expenditures Approved by Board Member (signature):</b>						
<b>Expenditures Approved by Board Member (signature):</b>						

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
DECEMBER 30, 2021 AT 10 A.M.**

**DUE TO THE COVID-19 PANDEMIC THIS WILL BE A VIRTUAL MEETING**

There will not be a physical meeting. The virtual meeting can be attended via Google Meet at the link below or by calling in via telephone.

<https://meet.google.com/viq-cvys-edu>. Use of computer audio (headset/mic) works best or join by phone: 413-459-4200, PIN: 669 173 972# - press \*6 to mute/unmute your phone.

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. November 18, 2021, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report.
7. Legal Counsel Report.
8. New Business.
9. Adjournment.