

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
January 27, 2022

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session via a virtual Google Meet.

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

Also, Present: Jeff Irvin, JCECA Executive Director
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Kristy O’Hayre, Broomfield PD
 Gina Ramirez, Jeffcom
 Nick Brown, Carbyne Regional Salesperson
 Maylee Barazza, JeffCo Clerk to the Board of Directors

Director Kulp called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Kraft-Tharp, duly seconded by Director Clement and by unanimous vote, approved the Minutes of December 30, 2022.

TREASURER’S REPORT

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 12/31/21 (copy attached). Ms. Kaminski began by reviewing the Balance Sheet on page one. She noted that Prepaid Expense was \$319,916 due to payment of large Onsolve and RAVE Mobile Safety invoices. These will be expensed monthly in 2022. Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report noting that we ended the year with revenues over the budgeted amount and expenses under the budgeted amount. She advised she had no concerns at all and that she is projecting the Authority will end the year with a fund balance of \$6,042,275.

The Board upon motion of Director Prejzner, duly seconded by Director Kulp and by unanimous vote, approved the Treasurer’s Report.

Ms. Kaminski reviewed the Cash Encumbrance report (copy attached). She advised that the report shows the inflows and outflows for December with an estimated cash position of \$5,203,128.

EXPENDITURE REQUESTS

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

The Board upon motion of Director Kulp, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the expenditure requests for the month of January 2022 in the amount of \$1,042,248.08.

ECC PARTNERS REPORT

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Kristy O’Hayre reported that they were working on filing the new positions that were approved and on getting their RAVE implementation going.
- Jeffcom ECC – Gina Ramirez reported they are continuing to hire, no other updates.
- Westminster ECC – no report.

EXECUTIVE DIRECTOR’S REPORT

Mr. Irvin reported little or no activity at the PUC this month. There was a meeting of statewide 9-1-1 authorities to discuss a tariff that might bundle ESnet cost averaged services. Mr. Irvin advised that RAVE Alert implementation continues. There will be a virtual meeting next week to discuss cutover dates and branding.

LEGAL COUNSEL REPORT

Mr. Tharp advised that DISH Network filed an application with the PUC to become an eligible telecommunications carrier. This would give them access to federal Lifeline program monies to offer telecommunication services. From their point of view, it would also allow them to get some of the bigger broadband grants that are being approved by congress. To put in rural broadband across the state you must be an eligible telecommunications carrier in each state you want to get the grant money. Mr. Tharp recommended we intervene to insure they pay 9-1-1 fees if the application is approved.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Director Fletcher adjourned the meeting.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2020 and December 31, 2021. We have also prepared the accompanying 2022 adopted budgets of revenues, expenditures, and funds available prepared on the modified accrual basis.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

Amanda Kay Carter


Pinnacle Consulting Group, Inc.
January 24, 2022

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY				24-Jan-22
BALANCE SHEET				
December 31, 2020 and December 31, 2021				
		Audited	Unaudited	
		Actual	Actual	
		12/31/2020	12/31/2021	
Assets				
Current Assets				
Cash, Checking	\$	4,005,727	\$	5,216,203
Cash, Savings		505		505
Accounts Receivable		1,794,965		1,762,484
Prepaid Expense		2,418		319,916
Total Current Assets	\$	5,803,615	\$	7,299,108
Long-Term Assets				
Construction in Progress	\$	3,965,578	\$	3,965,578
Infrastructure		25,895		25,895
Right of Ways		568,082		568,082
West Corridor Fiber Optic		865,614		865,614
Accumulated Depreciation		(304,798)		(353,258)
Total Long-Term Assets	\$	5,120,371	\$	5,071,911
Total Assets		\$ 10,923,986		\$ 12,371,019
Liabilities				
Current Liabilities				
Accounts Payable	\$	1,049,524	\$	1,256,833
Total Current Liabilities	\$	1,049,524	\$	1,256,833
Total Liabilities		\$ 1,049,524		\$ 1,256,833
Fund Equity				
Net Investment in Fixed Assets	\$	5,120,371	\$	5,071,911
Fund Balance				
Nonspendable		2,418		319,916
Unassigned		4,751,673		5,722,359
Total Fund Equity		\$ 9,874,462		\$ 11,114,186
Total Liabilities and Fund Equity		\$ 10,923,986		\$ 12,371,019
		=		=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							24-Jan-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2020 Actual, 2021 Amended Budget							
Year-to-date Actual, Budget and Variance through December 31, 2021							
2022 Adopted Budget							
	2020	2021	Actual	Budget	Variance	2022	
	Audited	Amended	Through	Through	Through	Adopted	
	Actual	Budget	12/31/2021	12/31/2021	12/31/2021	Budget	
Administrative							
Accounting	\$ 50,587	\$ 55,000	\$ 44,512	\$ 55,000	\$ 10,488	\$ 65,900	
Bank Charges	5,515	1,000	2	1,000	998	-	
Executive Director (ED)							
401k & Benefits	26,308	24,295	23,756	24,295	539	25,024	
Mileage Reimbursement	69	474	-	474	474	488	
Payroll Tax	8,744	9,400	9,218	9,400	182	9,682	
Wages & Salaries	112,542	117,605	118,781	117,605	(1,176)	121,133	
Insurance	6,052	5,419	5,997	5,419	(578)	5,721	
Legal	16,424	30,000	26,643	30,000	3,357	30,900	
Meeting & Misc							
Admin Web/Listserve	205	239	259	239	(20)	267	
Meeting & Misc - Other	5,350	4,000	2,897	4,000	1,103	4,120	
Phone/Web Conferencing	420	400	155	400	245	412	
Office Supplies & Postage	1,116	1,000	410	1,000	590	1,030	
Payroll Expenses	4,214	4,400	4,642	4,400	(242)	4,532	
Public Web	-	200	-	200	200	206	
Total Administrative Expenses	\$ 237,546	\$ 253,432	\$ 237,272	\$ 253,432	\$ 16,160	\$ 269,415	
Agency Operating Fund (AOF)							
Broomfield	\$ 769,737	\$ 973,239	\$ 973,239	\$ 973,239	\$ -	\$ 909,613	
Westminster	1,282,895	1,621,633	1,621,633	1,621,633	-	1,516,021	
Jeffcom	6,500,000	8,221,742	8,221,742	8,221,742	-	7,681,175	
Total Agency Operating Fund (AOF)	\$ 8,552,632	\$ 10,816,614	\$ 10,816,614	\$ 10,816,614	\$ -	\$ 10,106,809	
Disaster & Recovery Plan (DRP)							
SRBC Recurring	\$ 61,239	\$ 60,000	\$ 28,435	\$ 60,000	\$ 31,565	\$ 61,800	
SRBC Non-Recurring	14,500	-	-	-	-	-	
Total Disaster & Recovery Plan (DRP)	\$ 75,739	\$ 60,000	\$ 28,435	\$ 60,000	\$ 31,565	\$ 61,800	
GIS System							
GIS System Support	\$ 168,000	\$ 176,400	\$ 176,400	\$ 176,400	\$ -	\$ 185,400	
Total GIS System	\$ 168,000	\$ 176,400	\$ 176,400	\$ 176,400	\$ -	\$ 185,400	
Line Charges							
ANI/ALI SR	\$ 182,120	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box MRC	7,778	8,500	9,140	8,500	(640)	9,600	
Jeffcom DS1	13,784	16,759	24,885	16,759	(8,126)	-	
ESInet	407,789	547,476	421,094	547,476	126,382	613,876	
Other	10,799	31,454	43,038	31,454	(11,584)	5,000	
Total Line Charges	\$ 622,270	\$ 604,189	\$ 498,157	\$ 604,189	\$ 106,032	\$ 628,476	
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ 13,200	\$ 16,641	\$ 18,754	\$ 16,641	\$ (2,113)	\$ 17,140	
CodeRed (ECN)	112,000	112,000	125,075	112,000	(13,075)	115,360	
VoIP Record Extract	-	3,500	-	3,500	3,500	3,605	
Total Notification Systems (ENS)	\$ 125,200	\$ 132,141	\$ 143,829	\$ 132,141	\$ (11,688)	\$ 136,105	
Special Projects							
Call Box Project	\$ 1,180	\$ 6,500	\$ 10,398	\$ 6,500	\$ (3,898)	\$ 6,695	
Fiber Optics							
J-FON	203,945	270,000	235,094	270,000	34,906	278,100	
Last Mile Fiber Project	23,506	425,000	101,167	425,000	323,833	437,750	
North Metro	-	378,885	-	378,885	378,885	390,252	
Smart911	89,161	89,161	89,161	89,161	-	91,836	
Special Projects	92,708	200,000	34,080	200,000	165,920	206,000	
Total Special Projects	\$ 410,500	\$ 1,369,546	\$ 469,900	\$ 1,369,546	\$ 899,646	\$ 1,410,632	
Total Expenditures	\$ 10,191,887	\$ 13,412,322	\$ 12,370,607	\$ 13,412,322	\$ 1,041,715	\$ 12,798,637	

**Jefferson County Emergency Communications Authority
2021 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Cash on Hand	\$ 4,000,727	\$ 4,051,073	\$ 3,887,338	\$ 4,325,060	\$ 4,610,353	\$ 4,489,200	\$ 4,890,226	\$ 5,117,652	\$ 5,474,428	\$ 5,378,544	\$ 5,354,797	\$ 5,234,113
Expected Inflows:												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 1,174,609	\$ 643,049	\$ 1,378,655	\$ 948,796	\$ 826,709	\$ 1,122,971	\$ 973,513	\$ 1,016,309	\$ 961,399	\$ 972,803	\$ 976,571	\$ 1,038,405
9-1-1- fee (prepaid)	17,019	18,541	96,323	95,761	106,626	102,570	99,786	101,212	103,209	165,026	107,871	123,450
PUC Statewide 911 Trust Reimbursement	-	-	13,197	85,798	68,855	25,134	97,072	61,588	63,133	9,664	-	91,933
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-
Total Expected Inflows	\$ 5,192,354	\$ 661,589	\$ 1,488,175	\$ 1,130,355	\$ 1,002,190	\$ 1,250,675	\$ 1,170,372	\$ 1,179,109	\$ 1,127,741	\$ 1,147,493	\$ 1,084,442	\$ 1,253,787
Expected Outflows:												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,502	\$ 3,992	\$ 4,904	\$ 10,144	\$ 5,429	\$ 6,353	\$ 2,578	\$ 2,219	\$ 1,599	\$ 1,786	\$ 2,023	\$ 726
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	12,627	12,530	12,519	12,519	12,519	12,657	12,519	12,519	12,807	12,746	13,211	13,349
Insurance	-	-	-	-	-	5,537	-	-	336	-	356	-
Legal	834	-	2,210	11,387	1,628	753	-	1,773	5,583	1,635	565	1,111
Meeting & Misc	2,572	-	-	-	(99)	-	47	-	-	1,322	1,049	-
Office Supplies & postage	-	6	-	-	-	114	-	-	-	-	-	-
Public Web	-	-	-	-	-	-	-	-	-	-	-	-
Payroll Expense	617	588	304	352	317	166	304	325	173	262	325	173
Administrative Total	\$ 18,151	\$ 17,116	\$ 19,936	\$ 34,401	\$ 19,793	\$ 25,580	\$ 15,448	\$ 16,836	\$ 20,498	\$ 17,749	\$ 17,529	\$ 15,359
Agency Operating Fund (AOF)												
BRO Recurring	\$ 64,145	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 92,068	\$ 100,780	\$ 96,424	\$ 96,424
Jeffcom Wages & Salaries	541,667	592,732	592,732	592,732	592,732	592,732	592,732	592,732	814,523	814,523	814,523	814,523
WES Recurring	106,908	116,897	116,897	116,897	116,897	116,897	116,897	116,897	153,447	167,895	160,671	160,671
Agency Operating Fund (AOF) Total	\$ 712,719	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 1,060,038	\$ 1,083,198	\$ 1,071,618	\$ 1,071,618
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ 1,246	\$ -	\$ -	\$ -	\$ -	\$ 11,462	\$ -	\$ -	\$ 3,704	\$ 12,022	\$ -	\$ -
Disaster & Recovery Plan (DRP) Total	\$ 1,246	\$ -	\$ -	\$ -	\$ -	\$ 11,462	\$ -	\$ -	\$ 3,704	\$ 12,022	\$ -	\$ -
GIS System												
GIS System Support	\$ -	\$ -	\$ 176,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ -	\$ -	\$ 176,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box MRC	765	765	775	776	776	776	753	753	753	748	750	750
ESInet	-	-	-	-	308,410	16,549	64,691	7,974	45,179	42,425	69,293	45,133
Jeffcom DS1	3,958	5,805	4,882	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031
Other	943	946	938	4,716	4,448	2,892	5,934	4,950	3,840	2,829	2,821	5,934
Line Charges Total	\$ 5,666	\$ 7,516	\$ 6,594	\$ 7,524	\$ 315,666	\$ 22,248	\$ 73,409	\$ 15,708	\$ 51,803	\$ 48,034	\$ 74,895	\$ 53,849
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ 8,610	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 6,017	\$ 7,624	\$ -	\$ 1,059	\$ -
CodeRed (ECN)	112,000	-	-	-	-	-	-	-	-	-	-	125,075
VoIP Record Extract	-	-	-	-	-	-	-	-	-	-	-	-
Notification Systems (ENS) Total	\$ 112,000	\$ 8,610	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 6,017	\$ 7,624	\$ -	\$ 1,059	\$ 125,075
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ 115	\$ -	\$ -	\$ 236	\$ -	\$ 423	\$ -
Fiber Optics	125,626	10,394	66,834	19,247	4,795	7,448	5,261	3,984	64,936	5,399	4,722	18,871
Last Mile Fiber Project	1,900	1,900	900	4,100	300	3,007	69,038	-	14,786	4,837	799	-
North Metro	-	-	-	-	-	-	-	-	-	-	-	-
Smart911	89,161	-	-	-	-	-	-	-	-	-	-	-
Other	70,000	-	-	-	-	-	-	-	-	-	34,080	-
Special Projects Total	\$ 291,499	\$ 12,294	\$ 67,734	\$ 23,347	\$ 5,095	\$ 10,570	\$ 74,299	\$ 3,984	\$ 79,957	\$ 10,237	\$ 40,025	\$ 18,871
Total Expected Outflows	\$ 1,141,281	\$ 825,324	\$ 1,050,453	\$ 845,061	\$ 1,123,343	\$ 849,648	\$ 942,945	\$ 822,334	\$ 1,223,625	\$ 1,171,239	\$ 1,205,126	\$ 1,284,772
Net Inflows/Outflows	\$ 4,051,073	\$ (163,735)	\$ 437,722	\$ 285,294	\$ (121,154)	\$ 401,026	\$ 227,426	\$ 356,775	\$ (95,884)	\$ (23,747)	\$ (120,684)	\$ (30,985)
Estimated Cash Position	\$ 4,051,073	\$ 3,887,338	\$ 4,325,060	\$ 4,610,353	\$ 4,489,200	\$ 4,890,226	\$ 5,117,652	\$ 5,474,428	\$ 5,378,544	\$ 5,354,797	\$ 5,234,113	\$ 5,203,128

JCECA - 2022 Jan Expenditure Request Authorization 012522 1418					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-001		WES	NICE 6 months logging system maintenance	AOF:WES	14,794.00
2022-002		Multi	ECC distributions for Feb 2022	AOF	842,234.08
2022-003		Multi	GIS support yr 5 of 5, Geo-Comm, Inc. agreement	GIS:support	185,220.00
				Total	1,042,248.08
Expenditures Approved by Executive Director (signature):					
Expenditures Approved by Board Member (signature):					
Expenditures Approved by Board Member (signature):					

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
FEBRUARY 24, 2022 AT 10 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

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/vig-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. January 27, 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.
 - c. 2021 Auditor Engagement Letter
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.
 - a. Colorado 9-1-1 Resource Center
7. Legal Counsel Report.
8. New Business
9. Adjournment.