

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
FEBRUARY 27, 2025

The Jefferson County Emergency Communications Authority ("JCECA") Board of Directors met via a virtual Google Meet.

Present: Director Kevin Biegert
 Director Mark Goodell
 Director Travis Hopwood
 Director Dave Lester
 Undersheriff Scott Eddy, Alternate for Director Kerr

 Attorney Ryan Tharp

Excused: Director Andy Kerr

Also, Present: Jeff Irvin, JCECA Executive Director
 Maylee Baraza, Jefferson County Clerk to the Board Office
 Kathleen LaLiberte, Jefferson County Clerk to the Board Office
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Jacinda English, Broomfield PD
 Maria Gork, City and County of Broomfield
 Jeff Streeter, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Kyle Michelson, Jeffcom911
 Jennifer Gustin, Jeffcom911
 Geena Gomez, Jeffcom911
 Candace Harris, Jeffcom911
 Ethan Honaman, Jeffcom911
 Kinde Yetemegn, Jeffcom911
 Lara Mitchell, Westy911

Director Goodell called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Hopwood duly seconded by Director Biegert, and by unanimous vote, approved the Minutes of January 23, 2025.

TREASURER'S REPORT

Ms. Kaminski presented the unaudited financial statements prepared by PCGI through January 31, 2025 (copy attached). Ms. Kaminski advised that JCECA recognized total revenues of just over \$1.6M, offsetting total expenditure through January 31st of just over \$1.5M. The largest portion of the expenditure was the monthly AOF distributions. All expenditures were as anticipated leaving an ending fund balance for the first month of the year at \$6,899,009 broken into a Capital Reserve of \$750,000, an Operating Reserve at 25% of the expenditures, and the remainder unrestricted. Mr. Irvin and I are actively monitoring the interest rates at COLOTRUST

to make sure the funds there are earning interest for the authority.

The Board upon motion of Director Biegert duly seconded by Director Goodell and by unanimous vote, approved the Treasurer's Report.

Ms. Kaminsky then presented the cash encumbrance report (copy attached).

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for February 2025 (copy attached).

The Board upon motion of Director Hopwood duly seconded by Director Biegert and by unanimous vote, approved the February 2025 expenditure requests in the amount of \$1,663,929.86.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English thanked the board for approving their requests and Mr. Irvin for helping them navigate their JFON last mile connection. They're hoping to be doing some final testing on the connection over the next couple of weeks. This will help them by providing a redundant radio connection. Over the last couple of months, they have implemented a new solution called ReadyOp (<https://www.readyop.com/>). The system provides radio interoperability from any device with an internet connection. They have already deployed it among their command staff. It also offers some great event management tools that their emergency management team is exploring for event management this year. They are in backgrounds because of their staffing process last month and have three vacancies to fill.
- **Jeffcom ECC** – Mr. Streeter advised that last week they had their ribbon cutting. The early part of the week they finalized their move and are now 100% operational (at 440 Indiana St) as of Tuesday afternoon about 3 PM. The transition from 433 to 440 went very well. He thanked Mr. Irvin and the board for their support throughout the project. They just closed a hiring process, They're conducting interviews this week for a May 6th academy. They are in week six of an academy now with nine.
- **Westminster ECC** – Director Lester advised they are working on some initiatives to increase efficiency in their comm center. They are almost fully staffed.

EXECUTIVE DIRECTOR'S REPORT

Lookout Alert – Mr. Irvin advised this month there has been an increase of 1,616 opt-ins. reported lots happening with Lookout Alert this month. He presented the monthly stats (copy attached). He, also, presented an email from Mr. Garcia detailing outreach activities and public enhancements (copy attached). Mr. Garcia has seen a surge in social media engagement and we're hoping to see an increase in opt-ins as a result of his efforts.

LEGAL COUNSEL REPORT

Mr. Tharp reported:

- **Lobbyists** – not a lot to report on lobbyist activity this month.
- **PUC Matters**
 - **CenturyLink** – the tariff proceeding was withdrawn. Boulder and Douglas/El Paso filed a petition for rulemaking that is moving forward. The Commission met this week and ordered commission staff to hold a series of workshops to discuss new rules related to this issue.

NEW BUSINESS

No new business.

EXECUTIVE DIRECTOR ANNUAL REVIEW

Mr. Irvin requested that his review be done in an open session. Mr. Tharp advised he sent emails to several 911 Authorities that have executive directors. He received responses from JCECA, Arapahoe and Larimer Authorities. Mr. Tharp displayed and discussed a 911 Authority Salary Survey Table his office prepared. He advised the job and skills requirements were largely similar across the three authorities. There was a discussion of Director Hopwood's suggestion of a 5% base salary increase for Mr. Irvin.

The Board upon motion of Director Hopwood duly seconded by Director Goodell and by unanimous vote, approved a 5% base salary increase for Mr. Irvin retroactive to his anniversary date of October 1, 2024.

Ms. Kaminsky will be advised of the increase and asked to confirm the amount of base salary effective October 1, 2024 to which the increase will be applied.

ADJOURNMENT

Director Goodell 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, 2024 and January 31, 2025.

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.

A handwritten signature in black ink that reads "Tracee L. Kaminski". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.
February 5, 2025

Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537
(970)669-3611 (303)333-4380
www.PCGI.com

Serving our clients and community through excellent dependable service.

December 31, 2024 and January 31, 2025


	Unaudited Actual 12/31/2024	Unaudited Actual 1/31/2025				
Assets						
Current Assets						
Cash, Checking	\$ 3,823,610	\$ 4,397,476				
Cash, Savings	2,225,419	2,233,481				
Accounts Receivable	1,659,260	1,068,290				
Prepaid Expense	181,121	300,929				
Total Current Assets	\$ 7,889,410	\$ 8,000,176				
Long-Term Assets						
Construction in Progress	\$ 4,835,724	\$ 4,835,724				
Infrastructure	25,895	25,895				
Right of Ways	568,082	568,082				
West Corridor Fiber Optic	865,614	865,614				
Accumulated Depreciation	(450,178)	(450,178)				
Total Long-Term Assets	\$ 5,845,137	\$ 5,845,137				
Total Assets	\$ 13,734,547	\$ 13,845,313				
Liabilities						
Current Liabilities						
Accounts Payable	\$ 1,107,368	\$ 1,101,167				
Total Current Liabilities	\$ 1,107,368	\$ 1,101,167				
Total Liabilities	\$ 1,107,368	\$ 1,101,167				
Fund Equity						
Net Investment in Fixed Assets	\$ 5,845,137	\$ 5,845,137				
Fund Balance						
Nonspendable	181,121	300,929				
Unassigned	6,600,921	6,598,080				
Total Fund Equity	\$ 12,627,179	\$ 12,744,146				
Total Liabilities and Fund Equity	\$ 13,734,547	\$ 13,845,313				
	=	=				

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	01/31/25	01/31/25	01/31/25
Revenues						
9-1-1 fee (ETC)	\$ 18,394,428	\$ 19,473,006	\$ 19,473,006	\$ 1,409,622	\$ 1,405,389	\$ 4,233
9-1-1 fee (prepaid)	1,798,924	1,947,301	1,947,301	147,164	141,830	5,334
PUC Statewide 9-1-1 Trust Reimbursement	750,030	778,920	778,920	61,929	64,910	(2,981)
Interest Income	79,214	50,000	50,000	8,061	4,167	3,895
Miscellaneous Income	-	500	500	-	42	(42)
Total Revenues	\$ 21,022,596	\$ 22,249,727	\$ 22,249,727	\$ 1,626,776	\$ 1,616,337	\$ 10,439
Expenditures						
Administrative	\$ 333,856	\$ 351,230	\$ 351,230	\$ 19,667	\$ 42,441	\$ (22,774)
Agency Operating Fund - BRO	1,362,999	1,515,775	1,515,775	126,315	126,315	-
Agency Operating Fund - WES	2,271,665	2,526,291	2,526,291	210,524	210,524	-
Agency Operating Fund - JEFFCOM	11,509,771	12,799,877	12,799,877	1,066,656	1,066,656	-
Disaster & Recovery Plan (DRP)	34,394	158,400	158,400	-	5,000	(5,000)
GIS System	175,000	192,000	192,000	1,035	-	1,035
Line Charges	696,871	528,129	528,129	56,758	44,011	12,747
Notification Systems (ENS)	249,127	389,674	389,674	20,741	32,140	(11,399)
Special Projects	1,266,057	807,000	807,000	8,114	58,334	(50,220)
Total Operating Expenditures	\$ 17,899,740	\$ 19,268,376	\$ 19,268,376	\$ 1,509,809	\$ 1,585,420	\$ (75,611)
Revenues over/(under) Expenditures	3,122,856	\$ 2,981,350	\$ 2,981,350	\$ 116,967	\$ 30,917	\$ 86,050
Beginning Fund Balance	3,659,186	5,870,339	6,782,042	6,782,042		
Ending Fund Balance	\$ 6,782,042	\$ 8,851,689	\$ 9,763,392	\$ 6,899,009		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	4,474,935	4,817,094	4,817,094	4,817,094		
Unrestricted	1,557,107	3,284,595	4,196,298	1,331,915		
Ending Fund Balance	\$ 6,782,042	\$ 8,851,689	\$ 9,763,392	\$ 6,899,009		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	01/31/25	01/31/25	01/31/25
Administration						
Accounting	\$ 88,772	\$ 94,365	\$ 94,365	\$ 275	\$ 7,864	\$ (7,588)
Bank Charges	4,764	8,167	8,167	-	681	(681)
Executive Director (ED)						
401k & Benefits	25,890	25,885	25,885	2,157	2,157	-
Mileage Reimbursement	-	500	500	-	42	(42)
Payroll Tax	10,846	10,905	10,905	980	909	71
Wages & Salaries	140,070	140,070	140,070	11,673	11,673	(1)
Insurance	6,112	5,473	5,473	508	456	51
Legal	42,174	44,679	44,679	956	3,723	(2,767)
Meeting & Misc						
Admin Web/Listserve	20	-	-	-	-	-
Meeting & Misc - Other	9,470	14,369	14,369	2,835	14,369	(11,534)
Phone/Web Conferencing	152	-	-	-	-	-
Office Supplies & Postage	613	753	753	2	63	(61)
Payroll Expenses	4,769	4,564	4,564	282	380	(98)
Public Web	204	1,500	1,500	-	125	(125)
Total Administrative Expenses	\$ 333,856	\$ 351,230	\$ 351,230	\$ 19,667	\$ 42,441	\$ (22,774)
Agency Operating Fund (AOF)						
Broomfield	\$ 1,362,999	\$ 1,515,775	\$ 1,515,775	\$ 126,315	\$ 126,315	\$ -
Westminster	2,271,665	2,526,291	2,526,291	210,524	210,524	-
Jeffcom	11,509,771	12,799,877	12,799,877	1,066,656	1,066,656	-
Total Agency Operating Fund (AOF)	\$ 15,144,435	\$ 16,841,943	\$ 16,841,943	\$ 1,403,495	\$ 1,403,495	\$ -
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 34,394	\$ 158,400	\$ 158,400	\$ -	\$ 5,000	\$ (5,000)
Total Disaster & Recovery Plan (DRP)	\$ 34,394	\$ 158,400	\$ 158,400	\$ -	\$ 5,000	\$ (5,000)
GIS System						
GIS System Support	\$ 175,000	\$ 192,000	\$ 192,000	\$ 1,035	\$ -	\$ 1,034.50
Total GIS System	\$ 175,000	\$ 192,000	\$ 192,000	\$ 1,035	\$ -	\$ 1,034.50
Line Charges						
Call Box MRC	\$ 12,300	\$ 7,270	\$ 7,270	\$ 684	\$ 606	\$ 78
ESInet	683,471	518,974	518,974	56,074	43,248	12,826
Other	1,100	1,885	1,885	-	157	(157)
Total Line Charges	\$ 696,871	\$ 528,129	\$ 528,129	\$ 56,758	\$ 44,011	\$ 12,747
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 5,635	\$ 11,216	\$ 11,216	\$ 845	\$ 935	\$ (90)
ENS	243,492	244,458	244,458	19,896	20,372	(476)
VoIP Record Extract	-	4,000	4,000	-	-	-
ENS Systems Support	-	130,000	130,000	-	10,833	(10,833)
Total Notification Systems (ENS)	\$ 249,127	\$ 389,674	\$ 389,674	\$ 20,741	\$ 32,140	\$ (11,399)
Special Projects						
Call Box Project	\$ 140	\$ 7,000	\$ 7,000	\$ 462	\$ -	\$ 462
Fiber Special Projects	219,902	300,000	300,000	-	16,667	(16,667)
Fiber Optics	-	-	-	-	-	-
Last Mile Fiber Project	178,302	200,000	200,000	-	16,667	(16,667)
North Metro	-	100,000	100,000	-	-	-
Equipment Refresh Project	41,600	-	-	-	-	-
J-FON O&M	611,154	200,000	200,000	221	16,667	(16,445)
Smart911	89,161	100,000	100,000	7,430	8,333	(903)
Special Projects Contingency	345,700	200,000	200,000	-	16,667	(16,667)
Total Special Projects	\$ 1,266,057	\$ 807,000	\$ 807,000	\$ 8,114	\$ 58,334	\$ (50,220)
Total Expenditures	\$ 17,899,740	\$ 19,268,376	\$ 19,268,376	\$ 1,509,809	\$ 1,585,420	\$ (75,611)

**Jefferson County Emergency Communications Authority
2025 Cash Projection Report**

	January Actual	February (Estimate)	March (Estimate)	Q1 (Estimate)	Q2 (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 6,049,023	\$ 6,630,949	\$ 6,660,545	\$ 6,660,545	\$ 6,749,324	\$ 6,838,094	\$ 6,926,856
<u>Expected Inflows:</u>							
2024 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 8,267,015	\$ 1,817,987	\$ 1,817,987	\$ 11,902,989	\$ 5,453,961	\$ 5,453,961	\$ 5,453,961
<u>Expected Outflows:</u>							
2024 Obligations (As projected, less paid)							
Administrative Total	\$ 25,669	\$ 29,596	\$ 29,596	\$ 84,862	\$ 88,789	\$ 88,789	\$ 88,789
Agency Operating Fund (AOF) Total	1,275,905	1,415,094	1,415,094	4,106,094	4,245,283	4,245,283	4,245,283
Disaster & Recovery Plan (DRP) Total	11,989	13,310	13,310	38,609	39,930	39,930	39,930
GIS System Total	12,414	16,326	16,326	45,066	48,978	48,978	48,978
Line Charges Total	149,295	34,439	34,440	218,175	103,327	103,336	103,345
Notification Systems (ENS) Total	61,624	33,459	33,459	128,542	100,377	100,377	100,377
Special Projects Total	99,170	246,166	246,166	591,503	738,499	738,499	738,499
Total Expected Outflows	\$ 1,636,066	\$ 1,788,392	\$ 1,788,393	\$ 5,212,851	\$ 5,351,874	\$ 5,351,883	\$ 5,338,582
Net Inflows/Outflows	\$ 6,630,949	\$ 29,595	\$ 29,594	\$ 6,690,139	\$ 102,087	\$ 102,078	\$ 115,379
Estimated Cash Position	\$ 6,630,949	\$ 6,660,545	\$ 6,690,139	\$ 6,690,139	\$ 6,778,915	\$ 6,867,683	\$ 6,969,751

JCECA - 2025 Feb Expenditure Request Authorization 022725 0526					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2025-007		Multi	ECC distributions for Mar 2025	AOF	1,403,495.25
2025-008		BRO/WES	2025 Arctic Wolf Cyber Security Solution Renewal	SpProj	62,995.01
2025-009		Multi	2025 CCOA Membership Dues	SpProj	10,500.00
2025-010		Multi	Reimb ECCs for National Public Safety Telecommunicator Week expenses	SpProj	7,500.00
2025-011		BRO	BRO PD JFON Last Mile connection	SpProj	16,586.30
2025-012		GOL	GFD Station 24 last mile JFON connection	SpProj	162,853.30
				Total	1,663,929.86
Expenditures Approved by Executive Director (signature):					

Lookout Alert Stats		
Date	Opt-In Recipients	+ / -
01/25/2024	178,141	
02/22/2024	181,519	3,378
03/28/2024	182,620	1,101
04/25/2024	183,320	700
05/23/2024	185,120	1,800
06/27/2024	187,481	2,361
07/25/2024	188,624	1,143
08/22/2024	202,619	13,995
09/26/2024	205,743	3,124
10/24/2024	206,188	445
11/21/2024	206,591	403
01/23/2025	208,063	1,472
02/27/2025	209,679	1,616
Date	All Loaded Public Data	+ / -
01/25/2024	437,673	
02/22/2024	466,194	28,521
03/28/2024	466,194	0
04/25/2024	466,194	0
05/23/2024	466,194	0
06/27/2024	466,194	0
07/25/2024	466,194	0
08/22/2024	368,866	-97,328
09/26/2024	368,866	0
09/26/2024	368,866	0
11/21/2024	364,737	-4,129
01/23/2025	364,737	0
02/27/2025	364,306	-431



Jeffrey Irvin <jirvin@jceca.org>

Subject: Lookout Alert Updates, Wildfire Forum & Public Assistance Enhancements

Kevin Garcia <kevin.garcia@jeffcom911.org>

Wed, Feb 26, 2025 at 5:07 PM

To: Jeffrey Irvin <jirvin@jceca.org>

Cc: Candace Harris <candace.harris@jeffcom911.org>, Laurel Strandberg <laurel.strandberg@jeffcom911.org>

Subject: Lookout Alert Updates, Wildfire Forum & Public Assistance Enhancements

Hi Jeff,

I wanted to provide you with a few updates on **Lookout Alert** and related projects:**1. IPAWS TSSF Virtual Tabletop Exercise:**

- I'll be attending this exercise, which runs at the same time as the JCECA meeting.
- Focus will be on reviewing **external messaging procedures**—specifically, **when and how Lookout Alert should be used** for various types of emergencies.

2. Social Media Engagement:

- February's "**Plan Ahead for Emergencies**" Lookout Alert sign-up post received **1.6K views**.
- January's post had **2.2K views**, showing continued community engagement.

3. Training & Policy Refinements:

- Conducted **two training sessions** for **Broomfield Dispatch**, focusing on refining internal alerting policies and reviewing procedures on **when and how Lookout Alert should be used**.
- **Continued in-house training for Jeffcom alerting authorities** to ensure readiness and consistency in emergency notifications.

4. Wildfire Forum – May 2025:

- Working with **Evergreen Fire Department** and **Conifer Fire** to coordinate a **Wildfire Forum** focused on emergency preparedness and public education.

5. Public Assistance Enhancements:

- Working on obtaining another **dedicated landline** to help **field phone calls** from the public regarding Lookout Alert sign-ups and FAQs.
- Established an email for public inquiries: emergencynotifications@jeffcom911.org.
- A dedicated phone line will be available soon to further assist with **sign-ups and general questions**.

6. Legislative Review:

- Reviewed **SB031_L_003** and its recent amendments for any potential impacts on emergency notification processes.

Let me know if you'd like additional details.

Thanks,
Kevin



Kevin Garcia

Emergency Notification Systems Coordinator

Jefferson County Communications Center Authority
t: 303-980-7300 | m: 720-654-6470

✉ kevin.garcia@jeffcom911.org | 🌐 www.jeffcom911co.gov



Please Note: On March 10th my email will change to the domain @jeffcom911co.gov!

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
MARCH 27, 2025, AT 9 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/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:
 - i. February 27, 2025, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. 2024 Audit Status
 - 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
 - a. Lookout Alert stats.
7. Legal Counsel Report
 - a. Lobbyist activity report.
 - b. PUC matters in process or pending.
8. New Business
9. Adjournment.

For Information regarding the Jefferson County Emergency Communications Authority (JCECA) please visit the website <https://jceca.org/> or contact: Jeff Irvin, Executive Director, 303-539-9410, jirvin@jceca.org.