

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

JANUARY 20, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Mark Krapf
 Director Mike Donner
 Director Nick Boukas
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Tim McSherry

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Scott Rose, Lakewood PD
 Kevin McCumber, Lakewood PD
 Larry Stodden, Wheat Ridge PD
 Barb Griebel, Broomfield PD
 Monty Heffner, Broomfield PD
 Shane Palmer, Evergreen Fire

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director McSherry absent, approved the Minutes of December 16, 2010.

TREASURER'S REPORT

Jeff Irvin gave the Treasurer's Report and the Budget report for the end of the year. The Board stated that the Jeff did a great job on the Budget and is moving in the right direction as far as anticipating expenses. Jeff submitted an engagement letter for Swanhorst & Company LLC and asked for Board permission to execute the letter and have them do the audit. The Board agreed to have all expenditures cut off at the end of the month. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director McSherry absent, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Monty Heffner, Broomfield Police, gave the Advisory Committee report. GeoComm

presented their yearly report at the meeting. GeoComm reported that work continues on the resolution of the "No Man's Land" response area issues as they pertain to polygon boundaries on the regional map. It is hoped that these issues will be resolved in 2011 so these polygons can be "snapped". The Advisory Committee will be meeting on Tuesdays, the week prior to the Board meetings in 2011.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts less than \$10,000. The total of these requests were \$20,983.24. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director McSherry absent, approved the requests in the amount of \$20,983.24.

Jeff then presented the expenditure requests over \$10,000 in the amount of \$355,773.49. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director McSherry absent, approved the expenditure requests in the amount of \$355,773.49.

Jeff submitted a letter of understanding for Phase II of the Rapid Transit District Last Mile Fiber Project with MinnTex. The Board upon motion of Director Krapf, duly seconded by Director Donner, and by majority vote with Director McSherry absent, approved the letter of engagement with the understanding that the amount not exceed \$10,000 for the Phase II services. Jeff mentioned that Joyce Woodley, Deputy Clerk was retiring. The Board thanked her for her years of service.

BEST BUSINESS PRACTICES DISCUSSION

Mark Krapf reviewed the Best Business Practices with the Board. The Board thanked Mark for his work on the practices. Director Boukas asked for clarification on the delegation of approval for the \$25,000 limit and Mark explained that in case of emergency Jeff would have the authority to spend up to that amount without prior Board permission. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director McSherry absent, approved the Best Business Practices.

NEW BUSINESS

Attorney Tharp gave an update on the FCC comments filed regarding interactive VOIP and seeking to ensure that Magic Jack and new similar business models are included so all devices that connect to 911 pay the emergency telephone charge. He also advised that Dash Government Services LLC has submitted an application to the Colorado PUC seeking certification as a BESP under the existing tariff. This would provide competition for Quest. One issue is that statewide averaging helps the small Colorado counties and he was not sure what Dash being certified as a BESP would mean for services and tariff costs. A working group has been created to advise on the position of the PSAPs and Authority Boards. The group consists of Jeff and Vicki Picket for the Jeffco Authority, Bill Malone and Brian Shepherd with ADCOM, Trina

Everhart with Arapahoe 911 Authority. They have intervened to have a voice in how this will play out. He also stated that I Wireless filed an application as a lifeline service provider, reapplying to say that they will pay the emergency telephone charge. He said the Committee would monitor the situation as this is the first prepaid wireless to do so and they are hoping the rest of the applicants will follow suit.

Jeff mentioned that he had received responses from 9 of the 23 IGA signatory agencies with regard to the Regionalization Study letter sent out 11/01/10. The Mission Critical Partners study for the Statewide plan is being conducted and should be done by early May. The Board would like to see what their findings are. Jeff stated that he would recontact the signatory agencies before planning a RFP for a consultant. Jeff stated that he would contact Chief Brennan and bring him up to date with the Board's plan.

ADJOURNMENT

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director McSherry absent, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

FEBRUARY 17, 2011 AT 9:00 A.M.

1ST FLOOR – HEARING ROOM #1

1. Call to Order
2. Approval of January 21, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

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MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

FEBRUARY 17, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Mark Krapf
 Director Tim McSherry
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Mike Donner
 Director Nick Boukas

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Scott Rose, Lakewood PD
 Kevin McCumber, Lakewood PD
 Larry Stodden, Wheat Ridge PD
 Barb Griebel, Broomfield PD
 Monty Heffner, Broomfield PD
 Shane Palmer, Evergreen Fire

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Directors' Donner and Boukas excused, approved the Minutes of January 20, 2011.

TREASURER'S REPORT

Jeff Irvin gave the Treasurer's Report. Jeff stated that Swanhorst & Company LLC was preparing to do the audit at the end of the month. The Books were closed for 2010 and there was 82% penetration into the 2010 budget. The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Directors' Donner and Boukas excused, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Monty Heffner, Broomfield Police, gave the Advisory Committee report. GeoComm did their update and reported that Intrado was switching to a quarterly reporting system for the target notifications. Linda McKelvey attended the Advisory Meeting via WebEx and discussed Central Office Isolation with respect to the Lakewood, Jeffco, Wheat Ridge and Arvada PSAPs.

The Committee had a roundtable discussion about the RFP for Citizen Notification. Scott Rose, Lakewood Police Department, said they would ask the 5 companies on the

short list, Code Red, Everbridge, Send Word Now, First Call and Intrado to have an all day demonstration on March 1st so they could make their selection by June 1st. Jeff mentioned that he will be asking for live demos in 4 or 5 different situations to see who can do the best job and then there will be a negotiation process with regard to contract and price.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts less than \$10,000. The total of these requests were \$28,591.81. The Board upon motion of Director Krapf, duly seconded by Director McSherry, and by majority vote with Directors' Boukas and Donner excused, approved the small equipment requests.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$219,747.35. The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Directors' Boukas and Donner excused, approved the expenditure requests in the amount of \$219,747.35.

EXECUTIVE DIRECTOR'S REPORT

Jeff negotiated the Minn-Tex contract for the last mile connect for the RTD fiber as requested by the Board at the last meeting in an amount not to exceed \$10,000.00 A meeting is being planned for March for the agencies who will be connectors to the RTD fiber backbone. The date and time is to be determined.

Deer Creek Canyon had 3 of the emergency phones installed and Infra Source, Inc. will be installing poles for the 3 others subject to approval by Jefferson County Highways and Engineering Department. Rocco Snart, JCSO Emergency Management and GeoComm have been meeting on the "no man's land" issue and it should be resolved by the end of the year.

NEW BUSINESS

Attorney Tharp gave an update on the Dash Government Services LLC application to the Colorado PUC seeking certification as a BESSP under the existing tariff. The advisory working group consisting of Jeff and Vicki Picket for the Jeffco Authority, Bill Malone and Brian Shepherd with ADCOM, Trina Everhart with Arapahoe 911 Authority would prefer DASH to wait and have asked the PUC to deny their application at this time. One issue is that statewide averaging helps the small Colorado counties and the group was not sure what Dash being certified as a BESSP would mean for services and tariff costs. DASH can reapply later and the County can change their position at that time. Jeff asked the Board about a one day retreat/planning session. He mentioned that the Advisory committee was having a vendor day. The Board will revisit this issue at the next meeting. The Regionalization Study for the Statewide plan has sent notice of their proposal to the FCC. Director Krapf asked Jeff to post the Best Business Practices on the website so the Advisory Committee can use them as guidelines. Director McSherry made a motion, duly seconded by Director Krapf and by majority vote with Directors' Boukas and Donner excused, accepted and approved the meeting schedule of the 3rd Thursday of the month at 9:00 a.m. in Hearing Room #1.

ADJOURNMENT

The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Directors' Boukas and Donner excused, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

MARCH 17, 2011 AT 9:00 A.M.

1ST FLOOR – HEARING ROOM #1

1. Call to Order
2. Approval of February 17, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
 - a. Retreat/Planning Meeting Discussion
 - b. Asset Utilization Study Proposal
8. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

MARCH 17, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Tim McSherry
 Director Mike Donner
 Director Nick Boukas
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Excused: Director Mark Krapf

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Scott Rose, Lakewood PD
 Kevin McCumber, Lakewood PD
 Larry Stodden, Wheat Ridge PD
 Barb Griebel, Broomfield PD
 Monty Heffner, Broomfield PD
 Shane Palmer, Evergreen Fire
 Dan Householder, JC SO
 Karin Marquez, Westminster PD
 Karyn Kretzel, West Metro Fire
 Chris Ambrosio, Arvada Fire
 Lisa Sorrentino, Golden PD
 Wade Sanstra, Intrado

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director McSherry, duly seconded by Director Donner, and by majority vote with Director Krapf excused, approved the Minutes of February 17, 2011.

TREASURER'S REPORT

Jeff Irvin gave the Treasurer's Report. Jeff stated that Swanhorst & Company LLC had finished the audit site work and should have their audit report for the next meeting. The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Krapf excused, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Monty Heffner, Broomfield Police, gave the Advisory Committee report. GeoComm did their monthly update. Karin Marquez reported on the Pictometry Training which will be held May 5th. Jeff mentioned that the Advisory Committee would submit all expenditure requests by the Friday before their meeting so the committee would have time to discuss and approve them before the Board meeting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$38,592.55. The Board upon motion of Director Donner, duly seconded by Director McSherry, and by majority vote with Director Krapf excused, approved the requests.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$67,736.56. The Board upon motion of Director McSherry, duly seconded by Director Donner, and by majority vote with Director Krapf excused, approved the major expenditure requests.

EXECUTIVE DIRECTOR'S REPORT

Larry Stodden reported on the vendor presentations for the Emergency Notification System RFP process. They were held March 1st and the 5 companies on the short list were narrowed down to 2. They are going to let each company give a Webinar presentation to demonstrate a simulated emergency notification launch with no questions answered during the launch in order to see how long it will take. Those demonstrations will take place sometime next week.

Jeff had a meeting with Minn-Tex and the connector agencies for the "last mile" connections to the RTD fiber backbone. He requested an expenditure for approval of an additional \$10,000.00 for the consultant who is working on narrowly defining the scope of the project with items relating to fiber and microwave and to help select a project manager. The additional work will include the fiber specs and review of the IGA. Director Boukas made a motion, clarified by Director Donner in an amount not to exceed \$10,000.00, seconded by Director McSherry, and by majority vote with Director Krapf excused, the Board approved the expenditure request for Minn-Tex.

NEW BUSINESS

Jeff had a conference call with Dennis Tharp and Chief Kilpatrick, Golden P.D., regarding the Regionalization Study. The Board is going to wait until the May report on the Mission Critical Study to decide on a consultant. The chiefs are meeting again the first Wednesday of April and some of the Board members will try to attend that meeting. Jeff said that he had been advised that the Chiefs were unanimous in moving forward on this project. Jeff stated that he would work on having the deliverables ready for the consultant and narrowing the scope of the project.

Attorney Tharp reported that Dash Government Services LLC had been acquired by another company and they have withdrawn their application to the Colorado PUC seeking certification as a BESP. In another matter i-wireless has applied for Lifeline certification and has agreed to pay the emergency telephone charge for the minutes they sell but they give away minutes every month and they won't pay the charge for those minutes. Dennis said he would provide some testimony for Jeff to submit to the PUC protesting their decision. He said the RTD IGA with ADCOM would be the sub recipient of the grant funds. The Board does not want to be the governing or funding Board for this project.

Vicky Pickett, Arvada Fire attended the meeting of the Colorado 911 Resource Board. They decided to use the 911 issues summit to report on the Mission Critical Study. Darryl Branson approached Jeff about Jeffco hosting the summit. It will be held in Hearing Room 1 on August 22nd.

ADJOURNMENT

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director Krapf excused, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

APRIL 21, 2011 AT 9:00 A.M.

1ST FLOOR – HEARING ROOM #1

1. Call to Order
2. Approval of March 17, 2011 Minutes
3. Treasurer's Report
 - a. Status of 2011 Audit
4. Advisory Committee Report
 - a. Presentation by Smart 911 representative
5. Expenditure Requests
6. Executive Director Report
 - a. Discussion of issues Evergreen Fire/Rescue has experience recently with their 9-1-1 phone system, plan for remedy
 - b. Status of Regionalization Study Project
7. New Business
8. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

APRIL 21, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Tim McSherry
 Director Mike Donner
 Director Mark Krapf
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Excused: Director Nick Boukas

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Scott Rose, Lakewood PD
 Kevin McCumber, Lakewood PD
 Larry Stodden, Wheat Ridge PD
 Barb Griebel, Broomfield PD
 Monty Heffner, Broomfield PD
 Shane Palmer, Evergreen Fire
 Gary DeJong, Evergreen Fire
 Karin Marquez, Westminster PD
 Chris Ambrosio, Arvada Fire
 Wade Sanstra, Intrado
 Rich Snelling, JCECA Technical Advisor

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director Nick Boukas, duly seconded by Director Krapf, and by majority vote with Director Boukas and Director McSherry excused, approved the Minutes of May 19, 2011.

TREASURER'S REPORT

Jeff Irvin gave the Treasurer's Report. Jeff stated that Swanhorst & Company LLC had finished the field work and may have their audit report for the next meeting. The Board upon motion of Director McSherry, duly seconded by Director Donner, and by majority vote with Director Boukas excused, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Todd Piatt, Smart 911 demonstrated their product. If JCECA were to fund Smart 911 for the PSAPs, it would be the first deployment of Smart 911 in the State. JCECA was quoted a lower price for that reason as an incentive to enter into an agreement. The Board and the Advisory Committee had several questions about the service. At this time the Advisory Committee will continue to review if this service is needed. Vicki Pickett, Arvada PD, submitted the Advisory Committee report. Greg Murdock from GeoComm delivered the quarterly update. Smart 911 gave the Committee their service

demonstration. They had a short discussion on the Pictometry interface to the CAD systems.

There were some issues with the intergraph interface and they do have a proposed fix that is being tested in Arvada and if it works will be used for all PSAP's. The Committee had a long discussion about phone systems which Vicki will address later in the meeting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$21,976.69. The Board upon motion of Director Krapf, duly seconded by Director Donner, and by majority vote with Director Boukas excused, approved the requests.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$63,742.00. The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Director Donner excused, approved the major expenditure requests.

EXECUTIVE DIRECTOR'S REPORT

Jeff presented the contract for the Emergency Notification System with First Call Services for Board approval. It is \$192,000.00 for a three year period. He thanked Larry for his work on the RFP process. First Call is promising a smooth transition with seamless service as the Intrado service stops the end of June. The Board upon motion of Director McSherry, duly seconded by Director Donner, and by majority vote with Director Boukas excused, approved the contract.

Jeff summarized his meeting with MinnTex and the connector agencies for the "last mile" connections to the RTD fiber backbone. He requested an expenditure for approval of an additional \$10,000.00 for the consultant who is working on the connectivity issues. After a brief discussion with the Board determining Jeff's dilemma of who will be the project manager the Board elected to give Jeff the full amount he needed to work with Minn-Tex and the discretion to use the money as needed. Director Donner made a motion, seconded by Director Krapf, and by majority vote with Director Boukas excused, the Board approved the expenditure request for Minn-Tex in an amount not to exceed \$30,300.00.

Chief De Jong, Evergreen Fire met with the Advisory Committee to discuss some issues that developed with their phone system due to the high call volume from the fires. They may have stepped too quickly into an IP system and need to revert back to a TDMA analog system. Rich Snelling is going to meet with the vendor to see what they can do to facilitate the problem.

Jeff made a presentation on April 6th at the First Judicial District Executive Law Enforcement meeting on the Regionalization Study status. It was received well. They will give Jeff a decision level appointee to serve on the committee. He has all the names for the committee and they are going to have their first WebEx meeting and start to hammer out the scope of what that study will be. Director Johnson thanked Jeff for his work on this project. Gary Creager is the appointee for the Arvada Police. Jeff invited any of the Board members to attend the meetings if they would like. Broomfield showed photos of the work done for the new Comm center.

NEW BUSINESS

There had been a report in the news media of failure of administrative phone systems servicing public safety agencies in several states. Director McSherry asked if our PSAPs were affected by this outage. There was a discussion and it seemed though some PSAPs were affected the impact on service delivery was minimal.

ADJOURNMENT

The Board upon motion of Director Krapf, duly seconded by Director Donner, and by majority vote with Director Boukas excused, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

MAY 19, 2011 AT 9:00 A.M.

1ST FLOOR – HEARING ROOM #1

1. Call to Order
2. Approval of April 21, 2011 Minutes
3. Treasurer's Report
 - a. Status of 2010 Audit
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

MAY 19, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Tim McSherry
 Director Nick Boukas
 Director Mark Krapf
 Dennis Tharp, Attorney
 Tracy Emerson, Secretary

Excused: Director Mike Donner

Also Present: Jeff Irvin, Executive Director
 Scott Rose, Lakewood PD
 Shawn Cullingford, Lakewood IT
 Larry Stodden, Wheat Ridge PD
 Barb Griebel, Broomfield PD
 Chris Ambrosio, Arvada Fire
 Wade Sanstra, Intrado
 Lisa Sorrentino, Golden PD
 Mandy Stollsteimer, Jefferson County Sheriff's Office

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

After a brief discussion, the Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Director Donner excused, approved the Minutes of April 21, 2011.

TREASURER'S REPORT

Jeff Irvin gave the Treasurer's Report. Jeff stated that Swanhorst & Company LLC had finalized their audit report and he will forward it to each Director for review. Wendy Swanhorst will formally present the audit report at the June 16, 2011 meeting. Jeff discussed the Alcatel expenditure for 2011 as it pertains to the carry-over funds for the microwave infrastructure maintenance project requested by JCSO. He will monitor the expenditure throughout the year and its' affect on the overall budget in case additional dollars need to be appropriated. Jeff will clarify this issue further and will discuss it again at the June meeting. The Board upon motion of Director Johnson, duly seconded by Director McSherry, and by majority vote with Director Donner excused, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Jeff Irvin gave the Advisory Committee Report. Regarding the Smart 911 service, Jeff

stated that the Advisory Committee was not ready to make a recommendation to the Board at this time. The Committee will continue to look at the viability of this service and the potential benefits to the County. The Committee hopes to have a recommendation at next month's meeting.

Evergreen Fire District is very grateful for Rich Snelling's help with their telephone system problem and assisting with their discussions with 911 Inc. This topic is progressing but there is no resolution at this time.

The Advisory Committee approved the expenditure requests.

The Committee also discussed the transition of the Emergency Notification System to the new provider, First Call. They are on track to bring it on line in June, with training scheduled for the first week of June.

Director McSherry asked for a status report regarding the call boxes along Deer Creek. Jeff stated that all but two boxes have been installed and are operational. The last two call boxes need to be placed on poles and they are in search of a contractor who will complete this task. Jeff will provide an update at the next meeting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$61,879.75. The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by majority vote with Director Donner excused, approved the requests.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$117,765.00. The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Donner excused, approved the major expenditure requests.

EXECUTIVE DIRECTOR'S REPORT

Jeff continues to work with MinnTex, as they approach the end of Phase Two for the "last mile" connections to the RTD fiber backbone. Tom Dillon has had many meetings regarding easements and other items. Jeff is hoping we see work product from them by the June meeting or the July meeting at the latest.

Discussions with RTD are moving forward and Jeff will have a report on the IGA status at the June meeting.

Regarding the Regionalization Group, Jeff would like to attend the NENA Conference in June. There are a couple of regionalization/optimization classes offered that he felt would be helpful. He has asked a Consultant to attend Webex conference call next week to talk about what they can provide and how to proceed to get this in motion as quickly as desired by the Committee. There was also discussion between Jeff and Director Boukas surrounding the issue of doing an RFP versus sole sourcing of the Consultant. Later in the meeting Director Boukas asked for clarification about the optimization study. After brief discussion, Jeff replied to the Board that the study was going to include systems and whatever types of resources are needed for full effective integration.

NEW BUSINESS

May 19, 2011
Page 3

Scott Rose, from Lakewood PD, gave an update on their telephone project to replace the 911 system. They have named vendor Century Link with the Patriot product as their finalist. They are in the early stages of contract negotiations and the project is still moving along on time. There was discussion about how Lakewood PD made their decision on this vendor/product and whether it is compatible with the overall 911 infrastructure.

ADJOURNMENT

The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by majority vote with Director Donner excused, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

JUNE 16, 2011 AT 9:00 A.M.

1ST FLOOR – HEARING ROOM #1

1. Call to Order
2. Approval of May 19, 2011 Minutes
3. Treasurer's Report
 - a. 2010 Audit Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

JUNE 16, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Nick Boukas
 Director Mark Krapf
 Dennis Tharp, Attorney
 Tracy Emerson, Secretary

Excused: Director Mike Donner
 Director Tim McSherry

Also Present: Jeff Irvin, Executive Director
 Jodi Malpass, Lakewood PD
 Scott Rose, Lakewood PD
 Mandy Stollsteimer, Jefferson County Sheriff's Office
 Scott Hunter, Jefferson County Sheriff's Office
 Rich Snelling, MiTec Consulting, LLC
 Wendy Swanhorst, Swanhorst & Company LLC
 Monty Heffner, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Phil Bond, Motorola
 Wade Sanstra, Intrado
 Vicki Pickett, Arvada PD
 Garry DeJong, Evergreen Fire
 Wendy Shrader, Lakewood IT

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

After a brief discussion, the Board upon motion of Director Boukas, duly seconded by Director Krapf, and by majority vote with Directors Donner and McSherry excused, approved the Minutes of May 19, 2011.

TREASURER'S REPORT

Jeff Irvin gave the Treasurer's Report. Next, Wendy Swanhorst of Swanhorst & Company, LLC presented the finalized audit report to the Board. She stated that the accounting records are in good condition and that nothing was spent inappropriately. The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by majority vote with Director Donner and Director McSherry excused, approved the Treasurer's Report and accepted the audit report.

ADVISORY COMMITTEE REPORT

Vicki Pickett of Arvada PD, presented the Advisory Committee Report. Vicki gave an update on the Smart911 System with regard to recent PSAP feedback. The PSAP's are still somewhat split in their support. The Advisory Committee has followed-up with any concerns/questions from the PSAPs and a couple more agency demonstrations are scheduled in the meantime. In general the Committee feels that if they decide to go with the Smart911 system, they need to do it County-wide and not PSAP by PSAP because of the confusion it would cause to the citizens. The PSAPs also have a concern with the overall investment because of the need for on-going funding.

Last week, the Committee went through First Call ENS system training. Three classes with different PSAPs were held. The PSAPs provided feedback that the system is very user-friendly. There were some mapping issues identified during the training. They are working on the issue and will get it resolved before the system goes live. The system can be used right now for internal notifications but the official cut-over will be June 27, 2011. Jeff also mentioned that the "your911.net" domain will redirect to the new link for First Call for citizen self-registration of wireless and nomadic VoIP phones.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were 44,242.39. Jeff then presented the major expenditure requests over \$10,000 in the amount of \$15,200.00. The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by majority vote with Director Donner and Director McSherry excused, approved the total expenditure requests of \$59,442.39.

EXECUTIVE DIRECTOR'S REPORT

Jeff gave an update on the status of the Optimization Study. He met with the Regionalization Committee a couple of times and there is a consensus of the group to consider an RFQ rather than an RFP in hopes of narrowing the field of potential vendors. Jeff contacted Jefferson County Purchasing and Marcia Seiben, Assistant Purchasing Director has been assigned to work with Jeff to start constructing either RFQ or RFP and get it moving forward. Jeff hopes to learn a lot about this specific topic at the upcoming NENA Conference next week.

Jeff stated he has heard that the study commissioned by the Colorado Resource Center is complete and will be presented in August at the Summit.

Jeff then discussed the RTD Fiber Project. MinnTex has completed a draft of their Phase II report. Since MinnTex was not able to attend the June meeting, Jeff suggested that the JCECA plan a retreat in late July so they would have time to for a status report of the RTD Project and decisions to be made on the "last mile" project. MinnTex has refined their numbers and has additional suggestions at what needs to be done in the fiber build. Those numbers need to be reviewed in light of the cost for the back bone project and the five year budget plan. Scheduling the retreat at this point

would also be timely, based on the decisions that need to be made in regards to the Smart911 system, the GeoLynx server project, the 2012 budgeting process and overall program funding. Jeff will get the retreat scheduled based on availability. After a brief discussion, the Board asked Jeff to schedule the next meeting for July 21 as long as there is a quorum. The retreat will be planned for August 2, 2011 beginning at 8 am. Jeff asked that if possible the Board would plan on being there the entire day so they could plan break-out sessions in the afternoon.

Next Jeff mentioned that he had met with RTD regarding the Fiber IGA status and they made substantial progress and it is moving forward.

The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by majority vote with Director Donner and Director McSherry excused, approved the intergovernmental agreement with the Adams County Communication Center to make Jefferson County E911 Authority a sub-grant recipient pursuant to BTOP Grant.

The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by majority vote with Director Donner and Director McSherry excused, approved the intergovernmental agreement with the Regional Transportation District for 96 strands of fiber running from the Jefferson County Communication Center down through the Auraria Campus and to pay approximately \$823,000 for the fiber to be laid in conduit next to the RTD fiber which will be under the West Corridor rail bed. Director Boukas amended the motion to the amount of \$830,000 to cover all costs.

ADJOURNMENT

The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by majority vote with Director Donner and Director McSherry excused, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

AUGUST 2, 2011 AT 8:00 A.M.

LOWER LEVEL – LOOKOUT MOUNTAIN DINING ROOM

1. Call to Order
2. Approval of June 16, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

AUGUST 2, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Tim McSherry
 Director Mark Krapf
 Dennis Tharp, Attorney

Absent: Director Mike Donner
 Director Nick Boukas

Also Present: Jeff Irvin, Executive Director
 Shawn Cullingford, Lakewood IT
 Kevin McCumber, Lakewood PD
 Scott Rose, Lakewood PD
 Jodi Malpass, Lakewood PD
 Mandy Stollsteimer, Jeffco Sheriff's Office
 Lisa Sorrentino, Golden PD
 Larry Stodden, Wheat Ridge PD
 Karyn Kretzel, West Metro Fire Rescue
 Philip Bond, Motorola
 Barb Griebel, Broomfield PD
 Monty Heffner, Broomfield PD
 Vicki Pickett, Arvada PD
 Karin Marquez, Westminster
 Nina Stringham, Arvada Fire
 Tom Dillon, MinnTex Technologies, LLC
 Mark Globuschutz, MinnTex Technologies, LLC
 Michele Dumont (via telephone), MinnTex Technologies, LLC

Director Johnson called the meeting to order at 8:08 a.m.

APPROVAL OF MINUTES

The by unanimous vote, the Board approved the Minutes of June 16, 2011.

TREASURER'S REPORT

Executive Director Jeff Irvin presented the Treasurer's Report. The total checking/savings is in the amount of \$10,317,770.37. Total expenses for the year through the end of June 2011 are in the amount of \$2,244,184.03. It appears that

income and expenditures are consistent with the adopted budget. By unanimous vote, the Board approved the Treasurer's Report (copy attached).

EXECUTIVE DIRECTOR'S REPORT – JEFF IRVIN

A. Smart 911. There were extensive discussions regarding the Smart 911 product. Vicki Pickett, Arvada P.D., ran through a list of pros and cons regarding the product. The primary concern is that once the product is purchased, there will be a public expectation that it will forever be available. Chairman Johnson requested that Mr. Irvin run a five year projection including the cost of Smart 911 in the expenditures. At the next Advisory Committee meeting, the Committee will take a roll call vote whether they support the purchase and use of the Smart 911 product.

B. Status of RTD Project. Board counsel advised that RTD recently notified JCECA that the easements and rights of way RTD acquired from the various property owners is solely for mass transit purposes. Therefore, RTD has requested JCECA to obtain easements or other authorizations from the property owners for RTD to include the 96 strand fiber cable in the RTD right of way. Tom Dillon with MinnTex Technologies, LLC, is working with Randy Whitehead to get those easements. The two railroads for which RTD is crossing have already been contacted to provide the easements. Letters have gone out or will go out this week to all the other property owners requesting such easement.

Denver personnel have agreed to allow the Adams County Communications Center ("ADCOM") to use at least two fiber strands owned by Denver for ADCOM to connect to the Jefferson fiber at the Auraria Center. Bob Dorrah with Denver was going to request city officials to appoint a project manager and a DCC attorney to this project. This would enable the IGA to move forward. ADCOM has decided it wants a three-way IGA between between Denver, JCECA and ADCOM. Mr. Dorrah also wants to include RTD in the same IGA to address fiber maintenance issue. Hopefully a project manager and city and county attorney will be appointed so the IGA can move forward.

At 9:00 a.m. a break was taken, and the meeting was reconvened at 9:19 a.m.

C. MinnTex Technologies. Tom Dillon and Mark Globuschutz were present representing MinnTex Technologies. Michelle Dumont was present via telephone. Messrs. Dillon and Globuschutz presented the Phase II report on the West Corridor fiber project. Phase II was to define the scope of the last mile project for connecting the backbone to the PSAPs. The scope of the project was budgetary, schedule and internal and external resources needed for the project. The authority needs to look at maintaining the network.

A 10:50 a.m. a break was taken, and the meeting reconvened at 11:06 a.m.

MinnTex advised that the Board needs to move to the next step for completion of the fiber last mile project. Discussion was had whether to use MinnTex Technologies for project management. To change consultants at this time would create duplication of efforts. MinnTex proposes getting competitive bids for completion of the last mile project. MinnTex was requested to provide a breakdown of the MinnTex Costs, which are included in the full cost estimate set forth in the Phase II presentation booklet, to the Executive Director.

The afternoon consisted of a budget workshop. Executive Director Jeff Irvin provided handouts identifying 2010 and 2011 Agency Operating Funds ("AOF") expenditures. For the In 2012 budget Mr. Irvin will use \$1.5 million for AOF.

There was a general discussion regarding the use of program funds. The mobile data replacement program through July 13, 2011 has purchased 378 MDCs for \$1,350,075. This program is expected to end in 2012. Approximately \$150,000 will be budgeted in 2012 for the program.

The CAD maintenance cost reimbursement program has ranged from \$618,607 in 2009 to \$681,451 in 2010. It appears that 2011 should be approximately \$700,000.

The wireless data cost reimbursement program expended \$203,527 in 2009 and \$292,894 in 2010. It is anticipated that this program will cost about \$300,000 in 2011, with a slight increase in 2012.

It was noted that the five year projection forecast spending down the fund balance to a negative amount if all programs and expenditures continue. There was a general discussion on future expenditures. Given the size of the existing fund balance, raising emergency telephone charge is not appropriate at this time, but may be required in the future.

A general discussion was held regarding selection of one vendor for 911 equipment. Lakewood is purchasing a Cassidian with 150 available seats. Several PSAPs could piggyback off the Lakewood Cassidian. This would substantially reduce the cost for each PSAP. It was generally determined that one vendor would provide greater efficiency for operations. Golden is looking at possibly networking with Lakewood once the optimization study has been completed. The optimization study has not yet been requested. Westminster believes that if all PSAPs went with the Cassidian product, there would be dedicated technological support to the county. West Metro Fire Rescue, Wheat Ridge, Jefferson County Sheriff's Office and Lakewood will all likely need new systems in 2012. Lakewood is anticipating its system going live in December 2011. Executive Director Irvin stated that at the NENA convention, regionalization and virtual consolidation via shared resources was a common topic.

Executive Director Irvin updated the group on the Deer Creek call boxes. A contractor has been selected to install the poles, and Qwest will be contacted to install the lines.

The E911 summit is scheduled for all day on Monday, August 29, 2011, in Hearing Room 1. There have been bandwidth issues regarding the webcast, and the county is trying to resolve those issues.

ADJOURNMENT

The meeting ended with a roundtable discussion. The meeting was adjourned by unanimous consent of the Directors.

**MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

AUGUST 18, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Mike Donner
 Director Tim McSherry
 Director Mark Krapf
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary
Excused: Director Nick Boukas

Also Present: Jeff Irvin, Executive Director
 Scott Rose, Lakewood PD
 Mandy Stollsteimer, Jefferson County Sheriff's Office
 Monty Heffner, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Phil Bond, Motorola
 Wes Horn, CenturyLink
 Vicki Pickett, Arvada PD
 Shawn Cullingford, Lakewood IT

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

After a brief discussion, the Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the Minutes of July 18, 2011.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Vicki Pickett of Arvada PD, presented the Advisory Committee Report. There was no meeting but the Committee did review and approve the expenditure requests via email and had a Conference Call to discuss the Smart911 System.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$36,262.04. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$15,200.00. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the expenditure requests of \$123,484.12 for items over \$10,000.00.

EXECUTIVE DIRECTOR'S REPORT

Jeff gave an update on the MinnTex RTD Fiber project and decision to retain their company as project management consultants. The Board agreed to proceed segment by segment with the minimal build which includes segments connecting the JeffCo Government Campus, City of Lakewood, West Metro Fire and the South Regional Backup Center, (SRBC), to the West Corridor RTD Fiber Backbone link. The Board upon motion of Director Donner, duly seconded by Director McSherry, and by majority vote with Director Boukas excused, approved MinnTex as the project manager for the items identified in the deliverable to budget for the connectivity of the 4 major links in an amount not to exceed \$381,298.00 subject to contract approval.

Jeff then discussed the RAVE Mobility Smart 911 project. The cost per year would be \$89,600. There were two conference calls this week, one with the committee and one with Smart 911. Jeff sent a document out to the advisory committee showing the agencies that supported purchasing the system, the agencies that were ambivalent to the purchase of the system and those that needed to conduct further review and internal discussion before making a decision. The Committee is not ready for a recommendation yet. Dennis expressed a concern about ownership of the data if the Board decided to change vendors at some point in the futures. Smart 911 considers that the citizen participants own the data and therefore could not transfer it to another vendor. Smart911 would, however, provide notification to the citizen users should this occur. Dennis also mentioned that he had not seen a contract yet. The Board agreed to table the decision until the agencies and the Board Members address their concerns with the project.

Jeff reported that he had a constructive conference call with the Optimization Study. Marcia Seiben, County Purchasing Agent helped with ideas for modifications to the boilerplate RFP language. They hope to have a document ready for approval to do the RFP at the next meeting.

After a brief discussion, the Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the change of the meeting date to September 29th because they did not have a quorum for the September 15th meeting.

The Colorado 911 Issue Summit will be held August 29, 2011 at the County building in Hearing Room 1. The summit is going to be focused on the consultant study that the resource center put out for 911 Next Gen. The meeting will be webcast.

ADJOURNMENT

The Board upon motion of Director Donner, duly seconded by Director McSherry, and by majority vote with Director Boukas excused, adjourned the meeting and stated that the October meeting would be dedicated to the budget.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

SEPTEMBER 29, 2011 AT 9:00 A.M.

1. Call to Order
2. Approval of August 18, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7.
 - a. Update on MinnTex Project Management
 - b. Smart9-1-1 – continuation of discussion
 - c. Update status of Optimization Study
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

SEPTEMBER 29, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Mike Donner
 Director Tim McSherry
 Director Mark Krapf
 Director Nick Boukas
 Dennis Tharp, Attorney
 Tracy Emerson, Secretary

Also Present: Jeff Irvin, Executive Director
 Scott Rose, Lakewood PD
 Kevin McCumber, Lakewood PD
 Jodi Malpass, Lakewood PD
 Mandy Stollsteimer, Jefferson County Sheriff's Office
 Monty Heffner, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Vicki Pickett, Arvada PD
 Shawn Cullingford, Lakewood IT
 Shane Palmer, Evergreen
 Lisa Sorrentino, Golden PD
 Nina Stringham, Arvada Fire District
 Todd Piett, Rave Mobile Safety
 Paul Torpay, Rave Mobile Safety

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

After a brief discussion, the Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote approved the Minutes of August 18, 2011.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Vicki Pickett of Arvada PD, presented the Advisory Committee Report. The GeoLynx server project is moving forward and it is expected deployment and training will be completed by the end of 2011. The First Call, ENS System has been operation for

several months now and the PSAPs report little or no problems using the system. First Call has added some features that are very beneficial. Jeff interjected that First Call merged two databases which includes all numbers except for non-published numbers. Jeff will find out the number of non-published numbers and then get a commitment from First Call on a release date. Next, Vicki discussed Smart 911 and the need for a public relations roll out by doing public service announcement videos. The Committee will research the need to hire a consultant or a Public Relations firm to assist with an overall community outreach plan especially targeting special needs/at risk groups. After an extensive discussion, the Board upon motion of Director Donner, duly seconded by Director McSherry, and by unanimous vote approved the Smart 911 system with a January 1, 2012 start date.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$49,000.37. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$1,320,337.32. The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by unanimous vote approved the expenditure requests of \$1,320,337.32 for items over \$10,000.00.

EXECUTIVE DIRECTOR'S REPORT

Jeff gave a brief update on the year-end budget. Jeff will be attending a NexGen conference next week and hopes it will provide him additional information regarding his budgeting questions. The budgeting process for 2012 is in progress and he should have a preliminary report next month.

Dennis discussed the status of the NexGen Communications, Inc. Basic Emergency Service Provider (BESP) application before the Colorado Public Utilities Commission (PUC). Dennis requested that the board resolve to allow use of a consulting firm, QSI, to provide assistance in the application intervention process and in the Rule making process. Director Boukas so moved, duly seconded by Director Donner, and by unanimous vote, the Board approved the resolution.

Jeff discussed the MinnTex RTD Fiber project. MinnTex will be providing a schedule regarding the last mile project.

Dennis discussed the status of the IGA with ADCOM and Denver. The Board previously approved the fiber IGA with ADCOM but now that Denver is also a party the Board should reapprove the IGA. Director McSherry moved to approve the fiber BTOP grant IGA with ADCOM and Denver. Dennis will email the IGA to the Directors for their review and if there are any questions or concerns, the Board can schedule a special meeting to discuss the IGA. The Motion to approve the fiber BTOP grant IGA was unanimously approved.

ADJOURNMENT

The Board upon motion of Director Boukas, duly seconded by Director McSherry, and by unanimous vote adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

October 20, 2011 AT 9:00 A.M.

1. Call to Order
2. Approval of September 29, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. 2012 Preliminary Budget Discussion
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

OCTOBER 20, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Mike Donner
 Director Tim McSherry
 Director Nick Boukas
 Dennis Tharp, Attorney
 Teri Schmaedecke, Secretary
 Jeff Irvin, Executive Director

Excused: Director Mark Krapf

Also Present: Scott Rose, Lakewood PD
 Jodi Malpass, Lakewood PD
 Monty Heffner, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Vicki Pickett, Arvada PD
 Shawn Cullingford, Lakewood IT
 Shane Palmer, Evergreen
 Lisa Sorrentino, Golden PD

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

After a brief discussion, the Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote approved the Minutes of September 29, 2011.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Donner, duly seconded by Director McSherry, and by unanimous vote approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Vicki Pickett of Arvada PD, presented the Advisory Committee Report. The Advisory Committee did not have a meeting this month so all expenditure requests were submitted via email. Vicki gave the Authority an update on polling the agencies for their time line for Smart 911 implementation. Vicki has not heard back from everybody because some are still working with their IT staff to get a time line. Vicki stated that some of the agency IT departments have limited resources and asked the Board if

JCECA Technical Consultant Rich Snelling could help with the hardware procurement and installation if needed. Vicki indicated to the Board that she feels this would facilitate the project. Executive Director Irvin said that he talked to Rich Snelling and Rich would be available and he would be more than happy to help. The Board agreed that it was fine to enlist Rich's services.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$30,753.13. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$114,025.00. The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by unanimous vote approved the expenditure requests of \$114,025.00 for items over \$10,000.00.

EXECUTIVE DIRECTOR'S REPORT

Jeff Irvin talked about the VoIP selective router data base records situation and advised that he is now receiving full extracts containing both published and non-published TN's (telephone numbers). Jeff received the most recent Century link true up report. Jeff displayed a bar graph demonstrating that the number of TN's decreased significantly since the last report. This is largely due to the removal of the VoIP records from the Selective Router Database (SRDB). This will decrease in costs and offset the cost of the VoIP extracts.

EXECUTIVE DIRECTOR'S REPORT AND BUDGET REVIEW

Jeff went over the projected 2012 budget with the Authority and a general budget discussion followed. Jeff will present the nearly completed budget report at the November hearing, with the final 2012 budget adoption at the December 2011 hearing.

ADJOURNMENT

The Board upon motion of Director Boukas, duly seconded by Director McSherry, and by unanimous vote adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

November 17, 2011 AT 9:00 A.M.

1. Call to Order
2. Approval of October 20, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. 2012 Preliminary Budget Discussion
8. New Business
9. Adjournment

**MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

NOVEMBER 17, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Mike Donner
 Director Tim McSherry
 Director Mark Krapf
 Director Nick Boukas
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Also Present: Jeff Irvin, Executive Director
 Scott Hunter, Jefferson County Sheriff's Office
 Monty Heffner, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Karyn Kretzel, West Metro Fire
 Shane Palmer, Evergreen Fire
 Wes Horn, CenturyLink
 Vicki Pickett, Arvada PD
 Karin Marquez, Westminster PD

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

After a brief discussion, the Board upon motion of Director Boukas, duly seconded by Director Donner, and by unanimous vote, approved the Minutes of October 20, 2011.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director McSherry, duly seconded by Director Donner, and by unanimous vote, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Vicki Pickett of Arvada PD, presented the Advisory Committee Report. The Committee had the GeoComm Conference Call with nothing to report. QDS gave an overview presentation on the Safe Schools project. QDS will move forward with the request but the committee thought it was pricey. Jeff and Vicki had a conference call to discuss the Smart911 System marketing plan. The roll out should take place after the first of the year. Vicki is going to check and see if they will implement all PSAPs or just a couple at the beginning to check it out. If the start up begins later in the year Jeff will try to get them to bill later. The upgraded Lakewood phone system project is on track and is set for cutover on November 30th and is on track. Vicki sent an e-mail to see if there was any interest in a presentation by the Executive Director of the Colorado 911 Resource

on the statewide NG911 study. If there is interest they need a date preference for December 6th, 8th or 9th. Jeff mentioned that they conducted a Pictometry Utilization Study. It is posted to the website. There was a good response by the PSAPs and the imagery is being utilized. They would like to do a flyover in the fall of 2012 to update the maps and Jeff put the numbers for that in the Budget. He suggested that the Committee members get some refresher training and continue to dialogue with the GIS departments to fully utilize this equipment.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$50,086.12. The Board upon motion of Director Krapf, duly seconded by Director Donner, and by unanimous vote, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$451,536.33. The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by unanimous vote, approved the expenditure requests for items over \$10,000.00.

EXECUTIVE DIRECTOR'S REPORT

Jeff covered the items he had planned to report in the Advisory Committee Report.

BUDGET

The Board went over the Budget workbook and agreed that 2012 was shaping up quite well. Jeff had some concerns about the projections for the ESinet, transportation cost and LT projections in 2014 but the Board liked the fact that there were real numbers to work with and they were in the black for the next five years. The Budget will be adopted at the December meeting. There was a carryover project, the Jefferson County console project for \$190,805.00 from the AOF operating funds to the first quarter of 2012. The Board agreed to approve that project.

NEW BUSINESS

The GeoComm contract renewal for wireless consulting was included in the major expenditure requests and Dennis asked that the contract be signed. Dennis provided an update on the prepaid wireless fees. There are several prepaid wireless vendors who have yet to remit so the fees are lower than they should be. The Department of Revenue is helping to track down who has not collected the fees. Director McSherry inquired as to the status of the Call Box project. He was advised that the contractor is in the process of preparing and filing the documents necessary to receive the necessary permits and licenses from the County Road and Bridge. As soon as the process is completed the project will move forward to completion. The Board requested a progress report each month.

ADJOURNMENT

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

DECEMBER 15, 2011 AT 9:00 A.M.

1. Call to Order
2. Approval of November 17, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. Budget Adoption
8. New Business
9. Executive Session - Executive Director Evaluation
10. Adjournment

**MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

DECEMBER 15, 2011

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Lynn Johnson
 Director Nick Boukas
 Director Mark Krapf
 Dennis Tharp, Attorney
 Jeff Irvin, Executive Director
 Tracy Emerson, Secretary

Excused: Director Mike Donner
 Director Tim McSherry

Also Present: Mandy Stollsteimer, Jefferson County Sheriff's Office
 Scott Rose, Lakewood PD
 Shane Palmer, Evergreen Fire
 Monty Heffner, Broomfield PD
 Diane Culverhouse, Jefferson County Sheriff's Office
 Jodi Malpass, Lakewood PD
 Kevin McCumber, Lakewood PD
 Shawn Cullingford, Lakewood IT
 Lisa Sorrentino, Golden PD
 Vicki Pickett, Arvada PD
 Philip Bond, Motorola Solutions
 Lisa Mansuetti, Motorola Solutions

Director Johnson called the meeting to order.

APPROVAL OF MINUTES

After a brief discussion, the Board upon motion of Director Boukas, duly seconded by Director Krapf, and by unanimous vote, approved the Minutes of November 17, 2011.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by unanimous vote, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Vicki Pickett of Arvada PD, presented the Advisory Committee Report. The Committee had the GeoComm Conference Call with nothing to report. The cut-over of the upgraded Lakewood phone system project went well. There were a couple of comments regarding support, so they will be following up with NICE.

Vicky Pickett reported that John Matyjask, Pictometry, attended the Advisory Committee meeting. John and the Committee discussed the scheduling of a fly-over in the spring of 2012. Doing so would get the JCECA imagery "in-sync" with that of Broomfield. John also mentioned that they have upgraded their image sensors from 16 to 29 mega-pixels resulting in improved imagery when zooming in to a view. He also informed the Committee that a person from Corporate was now living locally and is willing to do any needed training, including at night to cover all the different shifts.

Vicky gave an update on her conference call with Rich Snelling, MiTec Consulting, LLC regarding Smart 911 timelines and implementation plans. She spoke to him specifically about Arvada PD's site because they are going to be using virtual servers. Fortunately, implementation can be in a phased approach. They are considering implementing a couple of PSAP's that are currently ready for the new system now. If those sites go well, they hope that it will facilitate the other agencies to get on board.

Finally, she reported that the Advisory Committee had a good conversation about the Safe Schools project and there was also general discussion among the Board regarding the project.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$40,476.99. The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by unanimous vote, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$777,157.70. The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by unanimous vote, approved the expenditure requests for items over \$10,000.00.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeff Irvin mentioned that by the end of the year, 73% of the budget should be spent. He also discussed the MinnTex conference call now scheduled for every other week to track the status of the project and specific task items identified that still need to be completed. He will start letting the Board know the schedule of the calls in case anyone would like to participate. Dennis Tharp gave an update on the RTD Backbone project.

BUDGET

Jeff Irvin presented the 2012 Budget for consideration, highlighting specific items in detail. There was general discussion among the Board. The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by unanimous vote, approved the 2012 Budget.

The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by unanimous vote, approved the appropriation of \$7,023,554 for expenditure in the calendar year 2012.

EXECUTIVE SESSION

The Board went into Executive Session for the evaluation of the Executive Director. The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by

unanimous vote, approved the Executive Session.

ADJOURNMENT

The Board the reconvened and upon motion of Director Boukas, duly seconded by Director Krapf, and by unanimous vote, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

JANUARY 19, 2012 AT 9:00 A.M.

1. Call to Order
2. Approval of December 15, 2011 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment