

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JANUARY 15, 2015

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 Chris Ambrosio
Director Mark Krapf
Attorney Dennis Tharp
Debbie Quinn, Clerk

Excused: Director Casey Tighe
Director William Rush

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Arvada PD
Karin Marquez, Westminster PD
Jodi Malpass, Lakewood PD
Monty Heffner, Broomfield PD
Christy McCormick, Evergreen Fire
Bob Olme, Wheat Ridge Fire
Larry Stodden, Wheat Ride PD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote approved the Minutes of December 18, 2014.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Ambrosio, duly seconded by Director Krapf, and by majority vote, approved the Treasurer's Report and \$647,494.37 of claims for the month of December. Jeff stated that the JCECA had expended 73% of the 2014 budget and should be well under budget for the year.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD, presented the Advisory Committee Report. The following topics were covered:

- The Committee had the GeoComm conference call. There is still a 99% match rate.
- NICE gave their monthly update to the committee and reviewed their repair tickets.
- The Arvada upgrade is going live.

- Century Link discussed the service calls for the previous month.
- Brittany from CodeRED discussed the “CodeRED Next” upgrade. Some of the features that the PSAPs use are not included in the upgrade. The Committee itemized their priorities and the status of the upgrade will be determined in the next 6 months.
- “Text to 9-1-1” report – Greg Lathrop, TCS, is making progress on the browser solution and hopes to begin PSAPs training by the end of the month. The Advisory Committee set January 31st as the target date with Verizon and hopefully other vendors too, so they will be ready to set up the tests with different carriers. Arapahoe County has not gone live with their program yet.
- The Committee did a follow up to the Budget discussion and discussed CAD Maintenance and Wireless Data. They are using the “within the 4 walls” of the communications center concept as a guide to determine eligibility for certain expenses and will develop a form for expense submittal.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Ambrosio, duly seconded by Director Krapf, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$21,199.78.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items over \$10,000 in the amount of \$888,651.87, with the total for both expenditure requests being \$909,851.65.

EXECUTIVE DIRECTOR REPORT

- Regionalization - Jeff presented a regionalization update. The first draft of the IGA is in process. The timeline for the implementation is as yet unknown. Jeff and Brian Wilkerson, Revolution Advisors, LLC have made presentations to the BCC and City Managers and to the Arvada and Lakewood City Councils in a combined meeting. A presentation to the Wheat Ridge City Council is scheduled for February 9. A date has yet to be set for a presentation to the Golden City Council. Jeff is reaching out to three Executive Search firms to make presentations at the next CEO’s regionalization meeting.
- Colorado PUC Task Force- Due to widespread outage occurrences in 2014 the FCC has required that CenturyLink develop a nationwide alerting system to be used in the event of widespread outages. The system will utilize an email listserv notice along with confirming phone calls placed to PSAPs.
- The FCC is having an open meeting via the web on January 29 for discussion of the optimal PSAP architecture for the future.
- The task force approved new bylaws providing for rotation of officers every 2 years. Jeff will cycle out after this year.
- Intrado and Century Link have a new five year agreement with regard to provision of ALI services I Colorado. The agreement means the status quo will be maintained with no changes for the PSAPs.

ADJOURNMENT

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**FEBRUARY 19, 2015 AT 9:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes -January 15, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
FEBRUARY 19, 2015

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 Casey Tighe
 Director William Rush
 Director Mark Krapf
 Attorney Dennis Tharp
 Debbie Quinn, Clerk

Excused: Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Monty Heffner, Broomfield PD
 Larry Stodden, Wheat Ride PD
 Scott Hunter, Jefferson County Sheriff Office
 Dan Gard, Jefferson County Sheriff Office
 Jen Sliemers, Arvada Fire
 Eric Simmons, Fairmount Fire
 Alan Fletcher, Fairmount Fire
 Curt Rogers, North Fork Fire

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Rush, duly seconded by Director Krapf, and by majority vote approved the Minutes of January 15, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Rush, duly seconded by Director Tighe, and by majority vote, approved the Treasurer's Report and \$543,287.72 of AP claims for the month of January.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD, presented the Advisory Committee Report. The following topics were covered:

- The Committee had the GeoComm conference call. There is a 99.62% match rate. The two new reps will be at the meeting. There was a brief conversation about

- hosting the GeoLynx server and Jeff will follow up on that.
- NICE gave their monthly update to the committee. NICE advised there are several open service tickets they are working through. Recent P-25 logging upgrades at Arvada PD are up and running, working out some bugs, Arvada Fire is scheduled for an upgrade in March, Broomfield is in process and Lakewood is in the planning stages.
 - Century Link discussed the status of open repair tickets. The random logoffs issue affecting Arvada, Westminster and Evergreen, were discussed in several active conference calls with Airbus, (formerly Cassidian) to troubleshoot. They talked about changing the network configuration to see if that would help.
 - “Text to 9-1-1” report – The PSAP training was on February 18th. The system was “turned up” today for testing with Verizon. They will try to get the other 3 carriers on line for a soft start before the public announcement is made. If a customer tries to text during the trial period the text will be received unless the PSAP is not logged in. If that happens the customer will get a bounce back text saying there is no service. Vicki said that April was a realistic date for the go live announcement and asked all Primary PSAP’s to talk to their PIOs so they can coordinate the public announcement. They are still working on the Secondary PSAPs to get the system set up and are working on a secondary platform with Gem 911.
 - The next Advisory meeting will have a demonstration by ECATS911 a data collection system that looks at trunk usage.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$108,231.75.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by majority vote, approved the expenditure items over \$10,000 in the amount of \$1,089,331.40, with the total for both expenditure requests being \$1,197,563.15. The Board has expended 25% of budget funds and collected 8% of ETC fees. The ETC rate increased to \$0.70 per subscriber line effective February 1st.

EXECUTIVE DIRECTOR REPORT

- Regionalization - Jeff presented a regionalization update. Revolution Advisors, LLC posted a job announcement for the Executive Director position. The posting closes March 6th. The Dennison Culture Survey has been sent out to Comm Center personnel and associated command staff in the 8 PSAPs involved in the regionalization process. A tour of the Intrado 4-THOR vehicle is scheduled for the CEO’s on February 24th as part of consideration of hot backup possibilities for the regional communications center. Talks are continuing with Jeffco Schools for a hot backup site. The CEO’s have agreed to meet the first Thursday of each month. Presentations were made to the BCC and City Managers and to the Arvada and Lakewood City Councils in a combined meeting. A date has yet to be set for a presentation to the Golden City Council.
- Colorado PUC Task Force- They will discuss conditional reroute procedures in

March. Darryl Branson will discuss recent FCC accuracy levels which were just announced.

- RTD IGA and License Agreements – The Board agreed to table this item until next month to give everyone a chance to read the agreement. Please call Jeff or Dennis with any questions or concerns about the agreement.

ADJOURNMENT

The Board upon motion of Director Tighe, duly seconded by Director Rush, and by majority vote, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

APRIL 16, 2015 AT 9:00 A.M.

**JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes –February 19, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
 - a. RTD – discussion of GoldLine fiber IGA and Utility License agreements.
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 16, 2015

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 Casey Tighe
 Director Chris Ambrosio
 Director Mark Krapf
 Attorney Ryan Tharp
 Tracy Emerson, Clerk

On Conference Phone: Director William Rush

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Karyn Kretzel, West Metro FD
 Mike Murphy, West Metro FD
 Rebecca Fuller, West Metro FD
 Eric Simmons, Fairmount Fire
 Alan Fletcher, Fairmount Fire
 Monty Heffner, Broomfield PD
 Dale Sarno, Broomfield PD
 Jen Sliemers, Arvada Fire
 Larry Stodden, Wheat Ride PD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote approved the Minutes of February 19, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Treasurer's Report and the AP claims of \$700,864.08 for the month of February and \$558,037.54 for the month of March.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD, presented a recap from both the March and April Advisory Committee. The following topics were covered:

- The ENS data is trending at 99.75% match rate.

- 9-1-1 National Public Educator Forum will be holding a conference in Golden this year, July 19 – 22, 2015. There is not a charge for joining the group and they are currently looking for a local representative to introduce the conference. Both Golden and Jefferson County have individuals in mind.
- Brittney Commander, from Code Red spoke to the Committee about the status of the upcoming upgrade. The Advisory Committee has informed Code Red that Jefferson County is not interested in the upgrade until the key functionality items are available. Brittney estimates this will be resolved later this year. She also mentioned that Jefferson County has 15% of our population registered for emergency notification. The current counts are as follows:
 - Phone Calls- 93,704
 - Emails - 48,326
 - Text Messages - 41,771
- The 9-1-1 Texting test results with the four major cell providers were successful and we are on track to go live on May 1, 2015. The accuracy for location is in great need of improvement as the numbers continues to decrease. The Committee agreed that these steps are a necessary part of the process. Vicki also mentioned that there is an issue with a group of CDMA Cricket phones that are not able to text 9-1-1. This technology will sunset in the third quarter of 2015. She is hoping they will be able to get this information to the owners of these phones.
- Prior to the March meeting the Committee saw a demonstration from Emergency Call Tracking Systems (ECATS). ECATS is a records management for tracking both small and large scale phone stats. The system is able to monitor 9-1-1 emergency calls as well as non-emergency call traffic.
- At the April meeting the Committee discussed the March 29th incident when calls had to be routed to because the northwest agencies that are on a combined system went down for approximately two hours. At this point they do not know the root cause of the problem. During the two hours their 9-1-1- calls were forwarded to other PSAPS to be handled.

EXPENDITURE REQUESTS

First Jeff presented the March, 2015 agency expenditure requests for amounts of \$10,000 or less. Next, Jeff presented the March, 2015 agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by unanimous vote, approved the March, 2015 expenditure items under \$10,000 in the amount of \$27,133.62 and the expenditure items over \$10,000 in the amount of \$127,795.00, with the total for March, 2015 expenditure requests being \$154,928.62.

Jeff then continued his presentation with the April, 2015 agency expenditure requests for amounts under \$10,000 and the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Ambrosio duly seconded by Director Krapf, and by unanimous vote, approved the April, 2015 expenditure items under \$10,000 in the amount of \$48,558.94 and the expenditure items over \$10,000 in the amount of \$198,913.50, with the total for April 2015 expenditure requests being \$247,472.44.

Expenditure Analysis: With the items approved today, the Authority has approved \$2,509,816.00 to be expended.

EXECUTIVE DIRECTOR REPORT

- The Authority Board received a note of thanks from Fairmont Fire Chief, Allen Fletcher for the station alerting system.
- Regarding the open Jefferson County Communication Center Authority (JEFFCOM) Executive Director position, there are interviews scheduled for next week. A “Meet and Greet” has been planned for one-on-one meetings for the final three of the six candidates. They are hoping to have someone in place by June 1, 2015

NEW BUSINESS

Attorney Ryan Tharp gave a brief regulatory update. The PUC had ordered staff to start a rule-making by the end of March regarding the various 9-1-1 issues including cleaning up records in the selective router database and formally adopting emergency rules on ALI (Automatic Location Identification) from last summer. The update also included issues regarding various other rules such as Next Generation 9-1-1. To date, the Commissioners have yet to issue a notice of the proposed rule-making.

ADJOURNMENT

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

NOTICE OF MEETING

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 21, 2015 AT 9:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes – April 16, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
 - a. Executive Session to discuss personnel matters.
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 21, 2015

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 Casey Tighe
 Director William Rush
 Director Mark Krapf
 Director Chris Ambrosio
 Attorney Ryan Tharp
 Debbie Quinn, Clerk

Phone Conference: Director William Rush

Also Present: Jeff Irvin, Executive Director
 Karin Marquez, Westminster PD
 Jodi Malpass, Lakewood PD
 Monty Heffner, Broomfield PD
 Larry Stodden, Wheat Ride PD
 Jen Sliemers, Arvada Fire
 Christy McCormick, Evergreen Fire/Rescue

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Krapf, and by unanimous vote approved the Minutes of April 16, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Treasurer's Report and 793,049.75 of AP claims for the month of April.

ADVISORY COMMITTEE REPORT

Karin Marquez, Westminster PD, presented the Advisory Committee Report. The following topics were covered:

- The Committee had the GeoComm meeting with executives that came in for an annual planning meeting. There is a 99.77% data match rate.
- NICE gave their monthly update to the committee. NICE advised there are six open service tickets they are working through. There are several ongoing projects with Broomfield, Arvada Police and Fire and the Lakewood project pending.

- Century Link discussed the status of open repair tickets and maintenance routine. Westminster had a problem with 193 voice mails going to a private business. They engaged Century Link, the company's providers and Venture Technology to investigate. They believe there is a possibility this was a "hacking" incident and are concerned that sensitive could be accessed. They are considering engaging a security company for a security audit. The Board opined that if the 3rd party provider was responsible then they should be the ones to pay to track down the problem.
- The ECATS911 Reporting Solution project is moving forward.
- Vicki reported on the Smart 911 upgrades and enhancements that are forthcoming.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Krapf, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$69,192.13.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$,462,492.62.

To date JCECA has expended 45% of budget funds and collected 27% of ETC fees. The ETC rate increased to \$0.70 per subscriber line effective February 1st but SDMS noted that a Century Link return was not showing the correct amounts being remitted for some of the Cities and Towns they report. Jeff has contacted Century Link and requested that they correct this situation.

EXECUTIVE DIRECTOR REPORT

- Colorado PUC Task Force- GeoComm gave a GIS NextGen presentation which prompted a good discussion for the future. JCECA is well positioned for NextGen given the Regional address point layer work that has been completed and maintained by GeoComm. The PUC released a notice of proposed rulemaking for overhauling all of the 911 rules, and in particular address a petition that deals with discrepancies in the selective router database filed by El Paso/Teller County and Eagle County and the rules for NextGen 911. They wanted to close the rulemaking discussion very quickly but a number of the parties filed a motion to extend the time frame to July or early August. Jeff requested expenditure in an amount not to exceed \$5,000 to enlist a subject matter expert, possibly Ray Paddock with Step Functions Strategies, LLC to help craft the comments for the rule making session. They hope to meet in conjunction with the other counties and share comments and expenses. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio and by unanimous vote, approved the expenditure request in an amount not to exceed \$5,000 for a subject matter expert to help with the proposed rulemaking comments.

EXECUTIVE SESSION

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio and by unanimous vote, approved going into executive session for personnel matters

pursuant to C.R.S. §24-6-402 (4)(f)(I).

Director Rush signed off the telephone conference.

The Board, Jeff Irvin and Ryan Tharp convened in a private room for the executive session.

After the executive session, the Board reconvened. They discussed the conditions for hiring an executive director after a search and interview process for the 8 public safety answering points for the JEFFCOM Regional Communications Center. They decided:

- Salary – \$105,000
- Commensurate 30 % of salary for benefits and 8% match for retirement for a total of approximately \$7800
- Leave time -12 hours per month and accrual up to 144 hours maximum and starting with a 40 hour bank
- Holiday Leave – 72 hours a year a specific days
- Severance Package – 3 months' salary
- Exempt Employee
- At Will Employee hired for the interim until the JEFFCOM Authority is established by the IGA.

Director Tighe made a motion, duly seconded by Director Krapf and by majority vote, approved a decision to tender an offer for the Executive Director position for a regional communication center in the terms outlined.

ADJOURNMENT

The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by majority vote, adjourned the meeting.

NOTICE OF MEETING

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS
AUTHORITY**

**JUNE 18, 2015 AT 9:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes –May 21, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JUNE 18, 2015

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 Casey Tighe
Director Mark Krapf
Director Chris Ambrosio
Attorney Dennis Tharp
Tracy Emerson, Clerk

Excused: Director William Rush

Also Present: Jeff Irvin, Executive Director
Jen Sliemers, Arvada Fire
Karyn Kretzel, West Metro Fire
Mike Murphy, West Metro Fire
Wes Horn, CenturyLink
Jodi Malpass, Lakewood PD
Vicki Pickett, Arvada PD
Monty Heffner, Broomfield PD
Larry Stodden, Wheat Ride PD
Mike Weege, Evergreen Fire

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote approved the Minutes of May 21, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Ambrosio, duly seconded by Director Tighe, and by majority vote, approved the Treasurer's Report and \$647,180.82 of AP claims for the month of May.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD, presented the Advisory Committee Report. The following topics were covered:

- GeoComm reported to the Committee that the emergency notification data match rate is at 99.78%.
- NICE provided an update regarding the outstanding tickets. The upgrade of

- Lakewood's system is scheduled for mid-August.
- Century Link reviewed the open tickets with the Committee. Overall, things are stabilizing.
- The Arvada/Westminster phone systems are reviewing a planned outage to switch some T-1 lines to MOE in order to improve transport and lower costs.
- Lakewood had a trunk issue so Century Link disconnected it which then resulted in phantom calls every three to five seconds. They experienced 4,732 phantom calls in a seven hour period. Century Link eventually needed to disconnect the trunk at the central office which solved the problem with the calls.
- The committee had a couple of ECaTS presentations from CenturyLink.
- Jim Lake of the City of Charleston Consolidated Communication Center will be visiting for a Q & A session to share his experiences with consolidation on June 29, 2015 at the West Metro Fire Training Center. The morning session will include a CEO presentation and the afternoon session will relate to operations and general comments. Mr. Lake is well thought of with regard to his knowledge of consolidation.
- ECN (CodeRED) announced to the Committee that they have purchased First- Call. All First-Call customers will be migrated over to the CodeRED system.
- CodeRED is adding translation capabilities. Once the citizen registers their primary language, it will automatically translate up to 51 languages. The Committee felt that a public relations campaign would be necessary.
- Lakewood PD had a swatting incident apparently from the same person who did it about a year ago. They were not able to trace the call, however the Dispatcher did a good job of asking the right questions.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$47,159.84.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Ambrosio, duly seconded by Director Krapf and by majority vote, approved the expenditure items over \$10,000 in the amount of \$295,089.30.

EXECUTIVE DIRECTOR REPORT

- Daryl Branson, who was originally selected by JEFFCOM to be the Executive Director, has elected to take a position with the Colorado Department of Regulatory Agencies. Judith Weshinsky-Price is still interested in the position and will be coming out on July 6th to complete the additional testing that is required in the recruitment process. Assuming she is successful with the testing, an offer will be extended to her.
- There was a lot of progress made on the IGA draft that has been the work product of several JEFFCOM CEO meetings. Finalizing of the IGA and formation of the JEFFCOM Authority is necessary for the JEFFCOM Executive Director to transfer from employment by JCECA to employment by JEFFCOM.

EXECUTIVE SESSION

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio and by majority vote, approved going into executive session for personnel matters pursuant to C.R.S. §24-6-402 (4)(f)(I).

The Authority Board then reconvened.

ADJOURNMENT

The Board upon motion of Director Tighe, duly seconded by Director Krapf, and by majority vote, adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JULY 16, 2015 AT 9:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes – June 18, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
 - a. Presentation of 2014 audit report by Swanhorst & Company
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JULY 16, 2015

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 Casey Tighe
 Director William Rush
 Director Mark Krapf
 Director Chris Ambrosio

 Attorney Dennis Tharp
 Debbie Quinn, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Monty Heffner, Broomfield PD
 Mike Murphy, West Metro Fire
 Wendy Swanhorst, Swanhorst & Co.

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote approved the Minutes of June 18, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by unanimous vote, approved the Treasurer's Report and \$253,417.18 of AP claims for the month of June.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD, presented the Advisory Committee Report. The following topics were covered:

- The Committee had the GeoComm quarterly status call. The match rate is incredibly high for both the MSAG and the EPN.
- NICE gave their monthly update to the committee. They have a new sales representative Cassel McWaters.
- Century Link gave their report and discussed the status of the Westminster/Arvada combined system problems. They are going to do another switch out of hardware

and check the network to make sure the information is coming across properly. Century Link will pay for most of the work with the agencies coming forward with an expenditure request for some of the labor. They will be shedding about half of the T-1 lines between Arvada PD and Westminster PD, switching them to Metro Optical Ethernet (MOE) which they hope will take care of some of the problems and lower recurring monthly costs.

- CodeRED announced an update to internal notifications. The agencies will no longer need to enter a return address. The return address line will be auto filled with the CodeRED address and will prevent replies from those receiving CodeRED messages from going to the wrong person in an emergency situation.
- The Advisory Committee discussed conducting an All-Call test later this year.
- The Committee is still waiting for some key features to be implemented in the “Next” version of CodeRED before upgrading.
- The Committee looked at a new product, EMedia which is a paid version of the TCS text to 911 application. It allows a person to transfer text to another jurisdiction and also features translation capabilities. Vicki said they are getting quotes and checking with agencies that are already using it and will discuss the product further.
- Several representatives attended the National NENA conference in Denver. Vicki stated that it was an excellent conference and several attendees went on the tour that Westminster hosted.
- Darryl Branson took a job with the PUC and so the Colorado 911 Resource Center is hiring a new executive director.
- Jeff reminded the Advisory Committee that it was time to begin work on next year budget proposals.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Rush, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$13,246.26.

Jeff then presented the agency expenditure request for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio and by unanimous vote, approved the expenditure item in the amount of \$23,373.54. Jeff mentioned that the 2014 Morrison PD wireless data request presented last month was withdrawn.

To date JCECA has expended 53% of budget funds and collected 43% of anticipated ETC fees. The collection fees will catch up later in the year because of the ETC rate increase to \$0.70.

EXECUTIVE DIRECTOR REPORT

- The JEFFCOM Committee was pleased to announce Ms. Judith Weshinsky-Price accepted the Executive Director position and is scheduled to start work on August 24th.
- The Consolidation Q& A meeting with Jim Lake has been rescheduled to August 10.
- Colorado PUC Task Force was held July 9th and hosted by Eagle County. Darryl Branson presented a supplemental surcharge white-paper that discusses formation

of a statewide ESInet, Training Standards, Data Collection and Outage Reporting. He is looking for input from all agencies about how to fund it, possibly creating a consortium to discuss a separate surcharge for ESInet. They did establish a subcommittee to further the discussion.

- Comments were filed for the proposed rulemaking for the PUC and they are now in the process of replying to questions about the comments.

NEW BUSINESS

Wendy Swanhorst presented the 2014 Audit performed by Swanhorst and Company. She stated that the audit was done a little later this year and that the process went very well. They did find a year-end problem that arises due to how the Quick Books system records voided checks. Large checks that were written to RTD were voided due to delays in finalization of IGA's. This caused a distortion of the trial balance that required correction. Divena Mortimeyer, Special District Management Services was able to compensate for the problem which has been a recurrent issue. Director Tighe congratulated Jeff on a clean audit and also stated he was excited about the hiring of the new JEFFCOM Executive Director. Jeff shared that her enthusiasm is invigorating and he is excited that the regionalization process is moving forward.

ADJOURNMENT

The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by majority vote, adjourned the meeting.

**NOTICE OF MEETING
FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS
AUTHORITY**

**AUGUST 20, 2015 AT 9:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 2
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes –July 16, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
9. Adjournment
- 10.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
AUGUST 20, 2015

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 Casey Tighe
Director Mark Krapf
Director Chris Ambrosio
Attorney Dennis Tharp
Tracy Emerson, Clerk

Excused: Director Lynn Johnson
Director William Rush

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Arvada PD
Monty Heffner, Broomfield PD
Mike Weege, Evergreen Fire
Curt Rogers, North Fork Fire
John Putt, Evergreen Fire

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the Minutes of July 16, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Ambrosio, duly seconded by Director Krapf, and by majority vote, approved the Treasurer's Report and \$254,390.02 of AP claims for the month of July.

ADVISORY COMMITTEE REPORT

Jeff Irvin began the Advisory Committee Report. The following topics were covered:

- GeoComm reported to the Committee that the emergency notification data match rate is at its' usual high validation percentage.
- The Committee spoke with ECN regarding the next platform for CodeRED. There should be no change in the workflow between ECN and GeoComm in regards to the validation.

Vicki Pickett, Arvada PD then continued the Advisory Committee Report regarding the CodeRED upgrade:

- Some people have already been to the training and more classes have been

scheduled for the next couple of weeks. Although there will be a learning curve mostly because of the new look, the overall response about the new features have been very positive. The plan is to go live on September 2, 2015 and conduct an “all-call” test on November 16, 2015.

- NICE provided their monthly update regarding outstanding tickets. They are planning on the Broomfield upgrade in September. Lakewood has been delayed due to some issues in getting equipment on site for their projects.
- Century Link introduced their new APS 911 Manager, Destry Lazenby who will be covering Arizona, New Mexico and Colorado. He has many good ideas for better preventative maintenance of the phone systems. New manager, Calvin Fenn was also introduced.
- The log-off process for the Arvada/Westminster is still an issue and they have given us a quote on changing back to the previous version switches.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$45,909.48.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Ambrosio, duly seconded by Director Krapf and by majority vote, approved the expenditure items over \$10,000 in the amount of \$473,234.59.

EXECUTIVE DIRECTOR REPORT

- Jeff began his report with the Evergreen Mountain Dispatch situation. Jeff asked the Board if they would consider allowing the dispatch fees to go over budget in 2015 in order to get caught up after the slow start in 2014. The Board decided to continue this discussion at a future meeting.
- Jeff discussed the first steps in the 2016 budgetary process. He is sending the budget templates to the agencies and felt that these discussions should be started at the October planning retreat. They decided to combine the retreat with the regular October board meeting for Thursday, October 15, 2015 beginning at 8:30am. **This is a tentative date, please watch for confirmation from Jeff.**
- Jeff mentioned the Colorado PUC 911 Advisory Taskforce Supplemental Surcharge Subcommittee meeting. There was discussion about developing a supplemental surcharge that would fund not only 9-1-1 core services and Emergency Services IP network (ESInet) but possibly adding in statewide training and outage reporting. The Subcommittee asked that attendees go back to their Authority Boards and inquire about the level of interest in supporting the idea as well as a structure for funding.
- The new JEFFCOM Executive Director, Judith Weshinskey-Price will be starting on August 24, 2015. Her email address is judith.price@jeffcom911.org. For the time being she will report to Director Krapf and will be located at his facility.
- The Board agreed to the suggestion from Dennis Sharp that a report from Judith be added to future Authority meeting agendas to provide a JEFFCOM Status Report.

ADJOURNMENT

Director Tighe adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**SEPTEMBER 17, 2015 AT 9:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes – August 20, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests'
7. JEFFCOM Status Update
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
SEPTEMBER 17, 2015

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 William Rush
Director Casey Tighe
Director Mark Krapf
Director Chris Ambrosio
Attorney Ryan Tharp
Debbie Quinn, Clerk

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JEFFCOM Executive Director
Jodi Malpass, Lakewood PD
Karin Marquez, Westminster PD
Karyn Kretzel, West Metro Fire
Jen Sliemers, Arvada Fire
Monty Heffner, Broomfield PD
Brian Zoril, Foothills Fire
John Putt, Evergreen Fire

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the Minutes of August 20, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by unanimous vote, approved the Treasurer's Report and \$349,171.50 of AP claims for the month of August.

ADVISORY COMMITTEE REPORT

Karin Marquez, Westminster PD presented the Advisory Committee Report. The following topics were covered:

- GeoComm reported to the Committee that the emergency notification data match rate is at 99.7% validation rate.
- NICE reported the status projects and maintenance work orders. Lakewood had an issue with some missing audio and they are still waiting for the upgrades for Lakewood and Broomfield.

- Century Link went over their service tickets. The four Northern sites, Westminster, Arvada Fire, Arvada Police and Evergreen had a hard drive failure which caused an outage. They needed alternate routes and sent calls to Lakewood and Broomfield. They are working with Airbus to track the source of the outage. A handful of calls were missed and they are following up on the problem so they can take corrective action.
- CTS Language Link conducted a vendor demonstration of their translation services which also has text to 911 translations. The Committee has been looking for a product that has better response time for translation services. They would like to do an onsite test demonstration to try the product.
- The Committee transitioned to the CodeRED Next platform and are very happy with the new options in the program.

JEFFCOM STATUS UPDATE

The new JEFFCOM Executive Director, Judith Weshinsky-Price came on board on August 24th. She is working on visiting all the agencies, catching up in past accomplishments and looking at the budget numbers for the agencies. She reported that they are close to an agreement on the IGA. They are still working on budget funding numbers using a new worksheet for each agency so they can have a clear picture for the overall budget process as it relates to JEFFCOM.. She is looking at an operations budget, working with the technical committee which is working on the CAD system and the HR committee which is setting out job descriptions, benefits and assessing skill levels. She is also creating a facilities committee, an agency identity committee to come up with a logo and a policy and procedures committee. The Board welcomed her and wished her success in this big venture. Jeff announced the target date for activation is January 1st 2017 which is a very ambitious goal. They are looking at the JCECA funding and the possibility of raising the ETC rate to help fund the consolidation process.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Rush, duly seconded by Director Krapf, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$40,069.03.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Rush and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$153,661.23.

EXECUTIVE DIRECTOR REPORT

- Jeff announced that the next JEFFCOM meeting will be October 1st. and that the retreat is set for October 15, 2015 beginning at 8:30 a.m. in the Evergreen Fire Training Room. He has generated a shared budget work sheet for the agencies to use. The retreat will start with the monthly meeting and then the budget discussion will take place.
- Jeff mentioned the Colorado PUC 911 Advisory Taskforce is discussing a Multiline Telephone Lines Systems (MTLS) best practices document to be generated by the

9-1-1 community. The Taskforce is beginning a series of workshops to continue the rulemaking process. They will include Call Processing, movement toward NextGen 9-1-1, Outages and Contingency Planning, and Creating New ETC rules. With one workshop per month he believes that it will be early 2016 before any new rules are adopted.

- Kimberly Culp, Laramie County invited Jeff to a subcommittee meeting on November 5th to discuss the supplemental surcharge issue. They are looking for a meeting room somewhere in the Metro Denver area.
- He also announced that 911 goes to Denver will be held on November 6th at the United Way Building and they will combine that with the Task Force meeting.
- Jeff reviewed the attached JCECA 2015 Expenditure Analysis document with the Board and explained that to-date 61% of the budgeted 2015 funds have been authorized for expenditure and that 62% of the anticipated ETC revenue for 2015 has been received.
- Jeff said that in order to prepare a submission for the PUC increase of the ETC, hard numbers with regard to the JEFFCOM consolidation will be needed by the end of the year.

NEW BUSINESS

Director Johnson announced his retirement at the end of the year. Attorney Tharp will look into the legality of him serving out his term on the Board which expires in March 2016. Jeff mentioned that Director Krapf's term will also expire at that same time.

ADJOURNMENT

Director Johnson adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**OCTOBER 15, 2015 AT 8:30 A.M.
MONTHLY BOARD MEETING
TO BE FOLLOWED BY
2016 BUDGET PLANNING SESSION
EVERGREEN FIRE TRAINING ROOM
1802 BERGEN PARKWAY,
EVERGREEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes – September 17, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JEFFCOM Status Update
8. Executive Director's Report
9. New Business
10. Executive Session
 - a. Executive Director Annual Review
11. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
OCTOBER 15, 2015

The Jefferson County Emergency Communications Authority Board met in regular session at the Evergreen Fire Rescue Training Room, 1802 Bergen Pkwy, Evergreen, Colorado.

Present: Director William Rush
Director Mark Krapf
Director Chris Ambrosio
Director Casey Tighe

Attorney Dennis Tharp

Excused: Director Lynn Johnson

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JEFFCOM Executive Director
Jodi Malpass, Lakewood PD
Karin Marquez, Westminster PD
Russ Bowers, Westminster PD
Monty Heffner, Broomfield PD
Brian Zoril, Foothills Fire
John Putt, Evergreen Fire
Ryan Tharp, Fairfield and Woods, P.C.
Steve Nelson, Jefferson County Sheriff's Office
Scott Hunter, Jefferson County Sheriff's Office
Shanyn Cascia, Golden Police Department
Brian Zoril, Foothills Fire Protection District
John Irvin, Foothills Fire Protection District
Mike Weege, Evergreen Fire Rescue
John Putt, Evergreen Fire Rescue
Emery Carson, Indian Hills Fire Rescue
Vicki Pickett, Arvada PD
Michael Murphy, West Metro Fire Rescue
Jen Sliemers, Arvada Fire Rescue

Director Krapf called the meeting to order at 0841MT.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Rush, duly seconded by Director Ambrosio, and by unanimous vote, approved the Minutes of September 17, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director

Ambrosio, duly seconded by Director Rush, and by unanimous vote, approved the Treasurer's Report and \$488,356.01 of AP claims for the month of September.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD presented the Advisory Committee Report. The following topics were covered:

- GeoComm - reported to the Committee that the emergency notification data match rate continues to be over 99%. The GeoLynx Server situational awareness project has been placed on hold until such time as the JEFFCOM technical committee can review and determine if it is something they wish to implement in their planning.
- NICE - reported the status projects and maintenance work orders. The Lakewood upgrade project is being re-evaluated to determine if upgrades at West Metro and Wheat Ridge also need to be initiated in conjunction with the project.
- Jefferson County Sheriff's Office - Scott Hunter, made a presentation regarding a request for funding for replacement radios,
- Airbus - conducted a presentation and demonstrated their new VESTA system upgrades. They are very interested in the planning for the system to be used in the JEFFCOM center and offered their assistance.
- ECaTS – the project has had delays but it appears to be moving forward now.
- Budget – reviewed and discussed information submitted by PSAP representatives in shared worksheet.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Rush, duly seconded by Director Ambrosio, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$24,406.58.

Jeff then presented the agency expenditure requests for amounts over \$10,000. There was a discussion regarding a request for \$129,000 for replacement radio funding for the Jefferson County Sheriff's Office. The request which involved use of remainder AOF funds budgeted for 2015 was not authorized. The Board upon motion of Director Ambrosio, duly seconded by Director Rush and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$189,582.44.

JEFFCOM STATUS UPDATE

Judith Weshinskey-Price, JEFFCOM Executive Director, reported:

- IGA - still in process, working on funding model.
- Organizational Chart – revised chart developed, number of employees need to staff center had been determined along with number of consoles needed.
- HR committee - received some additional guidance from the Chiefs re: what direction to take when looking at benefits and pay. Developing pay and benefit scales. Also developing job descriptions and a hiring process for management personnel for 2016.

- Tech Committee - reviewing CAD systems in order to develop recommendation for system for center. Also reviewing 9-1-1 phone system to be used in center in light of assertions by some of the PSAPs that their system is reaching end of life.
- Three additional committees will begin meeting in November: Facility, Identity and Personnel Policy.
- Budget – close to finalizing operating budget.

EXECUTIVE DIRECTOR REPORT

Jeff discussed budget penetration (see attached Expenditure Analysis worksheet) and advised the board that he is becoming concerned about emergency telephone charge revenue not keeping up with the projection. There was discussion regarding auditing of returns by carriers. Jeff, the SDMS accountants and consultant 911 Solutions are conferring to devise a strategy for auditing telephone service provider remittance.

Dennis Tharp and Jeff Irvin summarized and discussed issues discussed during the PUC 911 Workshops held 9/22 and 23 re: 15R-0318T 9-1-1 Amend Basic Emergency Service Rules.

Vicki Pickett discussed need for PUC oversight and lack of FCC enforcement action in response to PSAP complaints.

NEW BUSINESS

No new business. It was decided the Executive Session for the Executive Director Annual review would be postponed until next month when all board members can be present.

ADJOURNMENT

Director Krapf adjourned the meeting at 0933MT

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**NOVEMBER 19, 2015 AT 9:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. October 15, 2015 Board Meeting
 - b. October 15, 2015 2016 Budget Planning Session
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JEFFCOM Status Update
8. Executive Director's Report
9. New Business
10. Executive Session
 - a. Executive Director Annual Review
11. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
2016 BUDGET PLANNING SESSION
OCTOBER 15, 2015

The Jefferson County Emergency Communications Authority Board met after the regular session in order to discuss 2016 budget planning at the Evergreen Fire Rescue Training Room, 1802 Bergen Pkwy, Evergreen, Colorado.

Present: Director William Rush
Director Mark Krapf
Director Chris Ambrosio
Director Casey Tighe

Attorney Dennis Tharp

Excused: Director Lynn Johnson

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JEFFCOM Executive Director
Jodi Malpass, Lakewood PD
Karin Marquez, Westminster PD
Russ Bowers, Westminster PD
Monty Heffner, Broomfield PD
Brian Zoril, Foothills Fire
John Putt, Evergreen Fire
Ryan Tharp, Fairfield and Woods, P.C.
Steve Nelson, Jefferson County Sheriff's Office
Scott Hunter, Jefferson County Sheriff's Office
Shanyn Cascia, Golden Police Department
Brian Zoril, Foothills Fire Protection District
John Irvin, Foothills Fire Protection District
Mike Weege, Evergreen Fire Rescue
John Putt, Evergreen Fire Rescue
Emery Carson, Indian Hills Fire Rescue
Vicki Pickett, Arvada PD
Michael Murphy, West Metro Fire Rescue
Jen Sliemers, Arvada Fire Rescue

Director Krapf called the planning session to order at 0847MT.

TOPICS PRESENTED FOR DISCUSSION

The following topics were discussed during the planning session:

- 1) 2016 Budget
 - a. Uncertainties
 - i. Fiber Project Payments

1. Meeting next week for IGA Coordination
 - ii. JEFFCOM 1st Year Funding – IGA still in process
 1. Funding model
 2. \$1.9M anticipated need
 - a. CAD
 - b. Phone system
 - c. Logging system
- 2) Budget Projection 2017-2011
- i. Uncertainties
 1. JEFFCOM startup
 - a. Funding model
 2. ETC revenue sharing with BRO and WES
 3. Program Funding
 4. Special Project Funding
 - a. Fiber projects finishing up 2016-2017
 - b. Smart911

SUMMARY OF DISCUSSION

- 1) **Agency Operating Fund 2016** – Irvin presented a draft 2016 AOF Worksheet (copy attached) and discussed the allocations recommended by the Advisory Committee for 2016.
- 2) **Fiber Projects** – discussion of status of fiber projects and IGA process.
- 3) **2016 Budget Worksheet** (copy attached) – Irvin presented and discussed a draft of the 2016 budget worksheet tool he has in process.
 - a. **Revenue** – Irvin advised the board that emergency telephone charge (ETC) revenues are trending less than expected. There was a discussion as to whether or not it is possible to audit the process. It was recommended that we attempt to find a firm that perhaps performs this type of an auditing on a commission basis.
 - b. **Admin Costs** – Irvin mentioned that after the formation of JEFFCOM, assuming this results in less transactions for JCECA, we may see a reduction in administrative costs for JCECA.
 - c. **911 Phone Systems** – there was a discussion of the status of the Airbus systems and of the need for upgrade in the near future due to end of life status of operating systems. Hosted or geo-diverse systems will be considered. The JEFFCOM Technical Committee will be considering this issue.
 - d. **Special Projects** – majority of fiber optic projects will be completed in 2016. Expenditures may extend into 2017 depending upon execution of project IGAs. These costs will not recur and will create capital assets.
 - e. **JEFFCOM** – Jefferson County Consolidated Communications Center – Judith Price, JEFFCOM Executive Director, discussed funding needs for 2016 and anticipated operating budget upon start-up in 2017. There was a discussion regarding how agencies will share in funding JEFFCOM with

JCECA and how, if savings results from consolidation, that savings will be recognized such that it does not get swallowed up in the participating agencies such that it creates a new expense. There was further discussion regarding funding of future costs associated with JEFFCOM for capital infrastructure.

- f. **JCECA Future Funding Model** – discussion of how to fund agencies not participating in JEFFCOM (Broomfield and Westminster). Irvin commented that while we have accurate information regarding the number of subscriber lines for CenturyLink wireline and Comcast static VoIP, we do not have accurate count for wireless, non-static VoIP and “over the top” VoIP. Use of population served figures may be a better method of determining ETC allocation. A discussion of limitation of future program funding and funding “within the four walls” of the communication center was discussed.
- g. **Projection** – discussed the status of the five year projection and reviewed the areas of concern for which data is needed. Future program funding was discussed. Wireless data, Coplink and Radio Software Maintenance were identified as programs to be eliminated. Additionally it was agreed that Pictometry funding would be eliminated.
- h. **2016 PSAP Agency Budget Needs** – discussed a shared a draft worksheet titled JCECA 2016 Budget PSAP Agency Worksheet (copy attached) in which the PSAP agencies identified their funding needs for 2016. There was additional discussion regarding future funding of JEFFCOM and what JCECA’s contribution will be.

ADJOURNMENT

Director Krapf adjourned the meeting at 1346MT.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
NOVEMBER 19, 2015

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 William Rush
Director Casey Tighe
Director Mark Krapf
Director Chris Ambrosio
Attorney Ryan Tharp
Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JEFFCOM Executive Director
Saige Canzoneria, JEFFCOM Intern
Vicki Pickett, Arvada PD
Jodi Malpass, Lakewood PD
Karyn Kretzel, West Metro Fire
Jen Sliemers, Arvada Fire
Monty Heffner, Broomfield PD
John Putt, Evergreen Fire
Shanyn Cascia, Golden PD/FD
Larry Stodden, Wheat Ridge PD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by unanimous vote, approved the Minutes of the October 15, 2015 Board Meeting and the Minutes of the October 15, 2015 Budget Planning Session.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by unanimous vote, approved the Treasurer's Report and \$190,968.14 of AP claims for the month of October.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD presented the Advisory Committee Report. The following topics were covered:

- GeoComm reported to the Committee that the emergency notification data match rate is at 99.83% validation rate.

- Century Link presented an update on the repair tickets. The Committee is moving forward on the E-CaTS project has been installed and training is being scheduled in December.
- CodeRED – an all call test was completed on November 17, 2015. The system contacted 315,572 numbers with 29% of the calls being labeled as an operator intercept. Vicki expressed her concern with this percentage and is seeking additional information from Emergency Communications Network, the CodeRED vendor.
- Vicki also mentioned that a meeting of representatives from 9-1-1 Authorities across the State of Colorado took place on November 5, 2015. The main topic was discussion of a supplemental surcharge for funding of a statewide 9-1-1 emergency services network.
- Vicki participated in a panel at the 9-1-1 Goes to Denver event on November 6, 2015. The panel fielded questions and shared experiences regarding implementation of Text to 9-1-1 in the PSAP.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$74,906.77.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Rush and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$286,390.04.

JEFFCOM STATUS UPDATE

The JEFFCOM Executive Director, Judith Weshinskey-Price presented the JEFFCOM Status Update:

- As of the last meeting of the JEFFCOM executives, Judith feels they are getting closer to an agreement with regard to the operational costs funding formula for the center.
- At the next meeting they will discuss how to fund capital expenses and hopefully the Inter-Governmental Agreement (IGA) will be forthcoming.
- Judith is currently working on the following items for the Center:
 - Finalizing a proposed operational budget.
 - Developing personnel policies and management level job descriptions with Human Resources.
 - Creation of an organization chart and overall staffing to include 149 employees for the center.
 - Job Postings in 2016.
- Board Member Casey Tighe asked that Judith increase communication about the JEFFCOM transition with the Board of County Commissioners.

EXECUTIVE DIRECTOR REPORT

- Jeff gave a status report on the budget planning process and the ongoing meetings with Board Treasurer Mark Krapf and JEFFCOM Executive Director, Judith

Weshinskey-Price.

- The projected funding needed for JEFFCOM for the first year is \$2 million dollars. The JEFFCOM executives are endeavoring to get their IGA completed before moving forward on other actions. Board Member Casey Tighe requested that the County Commissioners are briefed on the IGA before it is signed.
- JCECA hosted the state-wide 9-1-1 Authorities meeting. The main topic was the formation of a council on governments to look at the possibility of funding a state-wide 9-1-1 network. A committee was established and they will be moving forward on this project.
- The Colorado PUC 9-1-1 Advisory Taskforce met on November 6, 2015. Elections for Task Force Officers will be held in January. Jeff is the current Chairperson and is term limited this year but will continue to remain an active participant. The 9-1-1 Goes to Denver event was held in conjunction with the Task Force meeting. The function was well attended with good panel discussions regarding the future of 9-1-1. Two state legislators, Representatives Angela Williams and Tracy Kraft-Tharp participated in a panel along with Brian Shepherd, Colorado Governor's Office of Information Technology (OIT) Broadband Program Manager

EXECUTIVE SESSION

The Board upon motion of Director Tighe, duly seconded by Director Rush, and by majority vote, approved going into Executive Session.

The Board went into Executive Session (per Colorado Revised Statutes §24-6-402 (4)(b) and (f)(l) for the annual review of the Executive Director and discussion of legal matters with counsel.

The Board reconvened after the Executive Session.

The Board upon motion of Director Tighe, duly seconded by Director Rush, and by majority vote, approved the 3% salary increase retroactive to October 1, 2015 and authorized a \$500 bonus for Executive Director, Jeff Irvin.

ADJOURNMENT

Director Johnson adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

DECEMBER 17, 2015 AT 9:00 A.M.

1. Call to Order
2. Public Comment
3. Approval of Minutes – November 19, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JEFFCOM Status Update
8. Executive Director's Report
9. Final Discussion and Consideration of Adoption of the 2016 Budget
10. New Business
11. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
DECEMBER 17, 2015

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 William Rush
Director Casey Tighe
Director Mark Krapf
Attorney Ryan Tharp
Debbie Quinn, Clerk

Excused: Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JeffCom Executive Director
Karin Marquez, Westminster PD
Karyn Kretzel, West Metro Fire
Jen Sliemers, Arvada Fire
Monty Heffner, Broomfield PD
Alan Fletcher, Fairmount Fire
Eric Simmons, Fairmount Fire
Erin Collard, Jefferson County
Shanyn Cascia, Golden PD/Fire
John Putt, Evergreen Fire
John Mackey, Edgewater Police Chief

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Rush, and by majority vote with Director Ambrosio excused, approved the Minutes of November 19, 2015.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Rush, duly seconded by Director Tighe, and by majority vote with Director Ambrosio excused, approved the Treasurer's Report and \$297,295.90 of AP claims for the month of November.

ADVISORY COMMITTEE REPORT

Karin Marquez, Westminster PD presented the Advisory Committee Report. The

following topics were covered:

- GeoComm reported to the Committee that the emergency notification data match rate is at 99.63% validation rate and are doing a great job.
- NICE reported on maintenance work orders. The Lakewood upgrade installation is scheduled in February and Broomfield projected sometime in the first quarter.
- Century Link had a service issue with Westminster, Arvada PD, Arvada Fire and Evergreen Fire. They are looking into a limited licensing message they received even though all positions were not being used. Arvada Fire also experienced logoff issues again. The Advisory Committee would like more discussion on the MOE (Metro Optical Ethernet) fix that Century Link is proposing because they are not sure that this is the solution to the logoff problems. They also want the hard drive failure issue taken care of first.

EXPENDITURE REQUESTS

Chief John Mackey, Edgewater Police presented a 2016 funding request for radio replacements. He wanted to apprise the Board of his request and get a consensus of opinion on the request. He will return in 2016 to present an official request.

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by majority vote with Director Ambrosio excused unanimous vote, approved the expenditure items under \$10,000 in the amount of \$54,201.56.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Tighe and by majority vote with Director Ambrosio excused unanimous vote, approved the expenditure items over \$10,000 in the amount of \$189,328.99.

- Jeff reviewed the JCECA 2015 Expenditure Analysis document with the Board and explained that to-date 74% of the budgeted 2015 funds have been authorized for expenditure and that 84% of the anticipated ETC revenue for 2015 has been received with the expectation of 92% of the revenue collected by the end of the year. Director Tighe stated the need for oversight of the ETC collected fees and the Board members concurred that there is too much money involved not to audit the fee collections and validate the numbers. Jeff said he would bring the issue to the PUC Task Force meeting and stated that other entities had expressed an interest in sharing the audit cost. Attorney Tharp stated they would gauge support and build a coalition to look into the issue.

EXECUTIVE DIRECTOR REPORT

- Jeff announced the Colorado PUC 911 Advisory Taskforce final workshop discussed the ETC ceiling and an easier path to raise the ETC from .70 to \$1.50. Attorney Tharp mentioned rulemaking for Wireless & VOIP carriers are not regulated. The 9-1-1 PUC regulation would need to be changed by legislation. System outage was also a topic of discussion.

JEFFCOM STATUS UPDATE

Judith Weshinsky-Price JeffCom Executive Director said the Chiefs IGA workshop is set for next week. The Technical Committee is looking at proposals from Tritech and Intergraph for the CAD system. The HR Committee is working on benefit offerings, the personnel policy book. A committee is working on a logo and mission statements. They are going to schedule training for PSAP personnel to help with change management and stress management. Her hope is to have the IGA approved by Spring and then make the decision on the CAD system once that is done.

BUDGET

Jeff went over the final budget numbers. A long discussion ensued over future budgetary needs for the next 5 years, the money needed to set up JeffCom and the possible future budget shortfall. The Board agreed to not appropriate funds for Pictometry and Coplink in the 2016 budget and to reduce Radio Software and Wireless Data appropriations by 50%. The Board upon motion of Director Rush, duly seconded by Director Tighe and by majority vote with Director Ambrosio excused, approved the 2016 budget of \$9,246,981.00 at the current funding level. The Board upon motion of Director Tighe, duly seconded by Director Krapf and by majority vote with Director Ambrosio excused, approved the 2016 appropriations. The Board thanked everyone for their hard work and Director Johnson asked Jeff to notify the agencies about the 50% reduction in Radio Software and Wireless Data Items.

ADJOURNMENT

Director Johnson adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JANUARY 21, 2016 AT 9:00 A.M. JEFFERSON COUNTY COURTS &
ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes – December 17, 2015
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JeffCom Status Update
8. Executive Director's Report
9. New Business
10. Adjournment