

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JUNE 23, 2022

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

Present: Director Mike Kulp
 Director Mike Clement
 Director Tracy Kraft-Tharp
 Director John Prejzner
 Director JD Jepkma (proxy for Director Kraft-Tharp)

Excused: Director Alan Fletcher
 Director Tracy Kraft-Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Kristy O’Hayre, Broomfield PD
 Jeff Streeter, Jeffcom
 Lara Mitchell, Westminster PD/FD

Director Kulp called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Clement, duly seconded by Director Jepkma and by unanimous vote, approved the Minutes of May 26, 2022.

TREASURER'S REPORT

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 05/31/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report noting that revenues continue to trend strong. They conservatively increased their projections again to cover the variance they are seeing. Through 05/31/22 we have total revenues of \$6,765,577. Expenses are still trending well within budget. Total expenses as of 05/21/22 were \$5,213,703. This leaves an ending fund balance as of 05/21/22 of \$7,371,164.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached). They are estimating the ending fund balance as of 12/31/22 will be \$8,723,803.

Ms. Kaminski advised that we continue to work with the auditors and have not yet received the 2021 audit draft. We expect that the final will be presented at the July meeting.

Mr. Irvin advised:

- 2022 Budget Amendment - assuming the final audit report is received prior to the July meeting, we will be able to come forward with recommendations regarding the distribution of excess funds to the ECC's via AOF.
- 2023 Budget Planning – items to be discussed:
 - J-FON equipment refresh.
 - Increase baseline AOF distributions to the ECC's.

JCECA's ETC surcharge is currently set at \$1.30. There was a discussion regarding capital planning. Mr. Tharp mentioned that each year now the PUC sets the maximum ETC surcharge that an Authority can set without PUC permission. It is currently \$1.81.

The July meeting will be a hybrid meeting.

There was a brief discussion as to how 9-8-8 will be implemented. Mr. Irvin will research and report back to the ECC's.

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for June 2022 (copy attached).

The Board upon motion of Director Jepakma, duly seconded by Director Clement, and by unanimous vote, approved the June 2022 expenditure requests in the amount of \$878,113.01.

ECC PARTNERS REPORT

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

- Broomfield ECC – Ms. McIntyre discussed a Lookout Alert sent last week that included a distribution list of internal Jefferson County and Westminster law enforcement personnel who received the alert inadvertently. They have reached out to RAVE and adjusted their training and instructions to prevent a future occurrence.
- Jeffcom ECC – Mr. Streeter advised they have five in their academy that are about a week and a half from floor training. They have six who will start in a July academy. They will be advertising in the next week for an Admin Call Take position that will be able to work from home. This opens an opportunity to alleviate a large volume of calls. They have been testing remote call taking kits and have them ready to deploy.
- Westminster ECC – Ms. Mitchell advised that their staffing seems to be stabilizing. The city leadership has been very responsive and has started to look into retention, salary adjustments, and leave increases so that has helped quite a bit. They are now authorized to send IPAWS messaging, with two supervisors certified through FEMA. She mentioned that they, too, are interested in looking into the remote kits for backup and perhaps dispatching from home. She said they would reach out to Jeffcom regarding the kits.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin advised:

LookoutAlert – last month we were at 142,716 opt-ins. We are now at 153,129 which is an increase of 10,413 since the last meeting and the all-call testing on 06/08/22. Approximately

18% of the population of the JCECA service area has opted-in at this point.

There was an issue during the all-call test with some T-Mobile customers receiving a spam notification from voice calls from the system. RAVE has reviewed this and is in the process of registering a static number with Neustar to prevent this in the future. They will recall the affected numbers and retest.

Mr. Irvin displayed the hand-out cards that have been printed for distribution to encourage opt-in (copy attached). The JCSO PIO's are distributing these. JCECA is covering the printing costs.

LEGAL COUNSEL REPORT

Mr. Tharp updated the board on these matters:

WEA – we worked with Adams, Arapahoe, Boulder and Larimer counties Authorities to file comments this FCC proceeding regarding Wireless Emergency Alerts. Jeffcom and Jeffco OEM volunteered to participate in third quarter 2022 testing of the WEA system. Many other agencies across the country have also volunteered to participate.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Director Kulp adjourned the meeting.