

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JANUARY 26, 2023

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

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

Excused: Director Mike Kulp

Also, Present: Jeff Irvin, JCECA Executive Director
 Maylee Baraza, Jefferson County Clerk to the Board
 Amanda Castle, Pinnacle Consulting Group, Inc.
 Kristy O’Hare, Broomfield PD
 Monty Heffner, Broomfield PD
 Jeff Streeter, Jeffcom
 Michael Brewer, Jeffcom
 Kevin Garcia, Jeffcom
 Kimberly Kulp, LETA

Director Fletcher called the meeting to order. It was mentioned that JCSO Undersheriff Scott Eddy was appointed at the Alternate for Director Kraft-Tharp by the Board of County Commissioners.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Fletcher, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the Minutes of December 22, 2022.

TREASURER'S REPORT

Amanda Castle, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 12/31/22 (copy attached). Ms. Castle reviewed the Statement of Revenues & Expenditures with Budgets on page two advising that the year ended strong with total revenues just over \$14.4M . This was slightly under projections, but they did see cost savings in expenses which came in at just over \$14.2M which brought revenues over expenditures of \$207,654 leaving and ending fund balance just at \$6M. She said that will then roll into the 2023 year to offset expenses. Ms. Castle then reviewed the detail on page three of the report mentioning that we saw cost savings in the Administration line items and in other areas such as Line Charges and Special Projects.

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

Ms. Castle then reviewed the Cash Encumbrance report (copy attached). She advised the report shows that cash for the year ended at just under \$5.5M.

Mr. Irvin presented the 2022 audit engagement letter from Hinkle & Company and received permission to execute the letter to start the audit process (copy attached).

Mr. Irvin then presented the 2023 base AOF distributions worksheet (copy attached).

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for January 2023 (copy attached).

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp, and by unanimous vote, approved the January 2023 expenditure requests in the amount of \$1,109,482.42.

ECC PARTNERS REPORT

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

- **Broomfield ECC** – Ms. O’Hayre reported they are ramping up on projects. Mr. Heffner is involved in the refresh and replacement of radio equipment in the backup center. They, along with the Westminster ECC, are preparing to install the automatic abandoned call back software system. She advised she is excited to report that they are looking to be fully staffed after interviews next week.
- **Jeffcom ECC** – Mr. Brewer advised that, just yesterday, they completed a supervisor process and will be promoting some ECS to supervisors in the coming weeks. They have had some good response to their non-emergency CS (Communication Specialist) posting. They are finding that once they get the CS applicants in it creates a pool of people interested in the ECS (Emergency Communication Specialist) position. They are excited about the progress of AWS cloud technology projects they have been working on as well as the RAVE Aware and App Armor products. Mr. Garcia conducted a demonstration of the App Armor implementation.
- **Westminster ECC** – no report.

EXECUTIVE DIRECTOR’S REPORT

Mr. Irvin advised:

- Lookout Alert – at the December meeting we reported 161,730 opt-in registrants, as of this morning we were at 162,508, an increase of 778 registrants.
- NENA 2023 Standards and Best Practices Conference – Mr. Irvin attended and found it helpful especially regarding the nationwide implementation of the 988 Suicide and Crisis Lifeline. There was a lot of constructive discussion with regard to how 911 and 988 will interoperate.

LEGAL COUNSEL REPORT

Mr. Tharp discussed the following matters:

- **FCC Location Based Routing NOPR** – we are scheduling a meeting with the ECC representatives to discuss what comments we will submit.
- **State Bills** – several are in process that Mr. Tharp and Mr. Irvin are monitoring. Currently, it does not appear that JCECA needs to take a stance either for or against any of these bills.
- **ECaTS Tariff** – Lumen has pulled back the tariff filing and participants in the CO PUC 911 Advisory Task Force have been continuing discussions with Lumen to further understand and refine the tariff offering. Our position hasn't fundamentally changed. We want the additional ECaTS modules to be added and we want to verify they aren't overcharging us.

NEW BUSINESS

Meeting Notices - Mr. Irvin confirmed that JCECA meeting notices will be continue to be posted to the public website (<https://jceca.org/>) and on the bulletin board outside the Commissioners Hearing Room at the Jefferson County Courts and Admin Building, 100 Jefferson County Parkway, Golden, CO.

ETC Rate - Mr. Irvin confirmed that the Emergency Telephone Charge will continue to be \$1.30 per subscriber line per month in 2023.

Officers - the board appointed the following officers for 2023:

Chairperson: Director Fletcher
 Vice Chairperson: Director Kulp
 Treasurer: Director Prejzner

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The Board upon motion of Director Fletcher, duly seconded by Director Clement, unanimously voted to adjourn the meeting.