

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 27, 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 Mike Kulp
Scott Eddy Alternate for Director Tracy-Kraft Tharp

Excused: Director Tracy Kraft-Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
Maylee Baraza, Jefferson County Clerk to the Board
Tracie Kaminski, Pinnacle Consulting Group, Inc.
Kristy O’Hayre, Broomfield PD
Jeff Streeter, Jeffcom
Mike Brewer, Jeffcom
Lara Mitchell, Westminster Police and Fire Communications

Director Fletcher called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Kulp, duly seconded by Director Clement and by unanimous vote, approved the Minutes of March 23, 2023.

TREASURER'S REPORT

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 03/31/23 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two advising that as of March 31st we recognized \$3,820,936 in revenue offsetting expenditures of \$4,427,954. We are seeing an increasing revenue trend for prepaid and PUC trust reimbursements, so the projections have been adjusted slightly to account for those increases. We are also seeing some cost savings in the administrative categories. This leaves us with an ending fund balance as of March 31st of just under \$5M.

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

Ms. Kaminski then reviewed the Case Encumbrance Report (copy attached). She mentioned that she and Mr. Irvin received and reviewed a draft of the 2022 audit and will be responding to the auditor with comments. As a result of the 2024 budget discussion held earlier this month with the ECCs she has received the salary numbers and will get an updated proforma out to the group once they have updated expense figures from Mr. Irvin.

EXPENDITURE REQUESTS

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

The Board upon motion of Director Fletcher, duly seconded by Director Kulp, and by unanimous vote, approved the March 2023 expenditure requests in the amount of \$1,263,530.81.

ECC PARTNERS REPORT

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

- **Broomfield ECC** – Ms. O’Hayre advised they are working on two software deployment projects: the Arctic Wolf Cyber Security and the automated abandoned callback (AAC) solution. She thanked the board for the reimbursement for National Public Safety Telecommunicator Week (NPSTW) expenses. They are focusing on summer scheduling and amping up recruiting and hiring.
- **Jeffcom ECC** – Mr. Streeter also thanked the board for reimbursement of NPSTW expenses and expressed appreciation for the support provided by JCECA. He advised that the Incident Dispatch Team (IDT) vehicle responded to the Hogback Fire on March 31st in support of West Metro Fire and many other agencies. It worked well and they had a lot of positive feedback. The IDT vehicle participated in an exercise with Broomfield and various other agencies on April 12. On April 15 the IDT vehicle participated in a large exercise with Genesee Fire and several mountain fire agencies. At the Jeffcom board meeting last week Mr. Streeter approached the board on over hires. They will soon be fully staffed. The academy that will start on May 15 will lead them into the over hire capacity. They are now working on a plan and philosophy to set the number of over hires.
- **Westminster ECC** – Ms. Mitchell also thanked the board for reimbursement of NPSTW expenses and expressed appreciation for the support provided by JCECA. They, too, are working on the Arctic Wolf and AAC deployments alongside Broomfield. She further advised:
 - They are fully staffed “on paper”
 - Currently one (dispatcher) down and have three that look very promising.
 - Will have several trainees for the next eight or so months.
 - They have also been authorized to over hire.

EXECUTIVE DIRECTOR’S REPORT

Mr. Irvin advised:

- **Lookout Alert** – last month we reported 163,419 registrants. This month we are at 166,639, an increase of 3,220 registrants. The increase likely was largely due to the efforts of Broomfield PD staff at a seniors’ luncheon they attended last month.

- **Director Fletcher Retirement** – Mr. Irvin mentioned Director Fletcher’s pending retirement from Fairmount FPD. Director Fletcher advised that 05/12 will be his last day. He is willing to serve out the remainder of his term that ends on 09/30/23. There were no objections.

LEGAL COUNSEL REPORT

Mr. Tharp advised:

CenturyLink – the tariff has been through the PUC process and has been approved. This means ECaTS will soon be in the process of rolling out their services to ECC’s statewide.

State Legislature: two bills are under consideration: Misuse of 9-1-1 bill and a bill that would establish a statewide 9-1-1 board under the PUC’s authority to use part of the statewide surcharge to fund statewide projects. Uncertain if either bill will be approved.

NEW BUSINESS

Mr. Irvin and Mr. Tharp discussed how retention of the services of a lobbyist would benefit JCECA. The board authorized them to seek proposals for consideration and to see if the Adams and Arapahoe 9-1-1 authorities would be willing to share in the costs.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The meeting was adjourned by Director Fletcher.