

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 25, 2023

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

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

Excused: Director Alan Fletcher
Director Mike Kulp

Also, Present: Jeff Irvin, JCECA Executive Director
Maylee Baraza, Jefferson County Clerk to the Board
Tracie Kaminski, Pinnacle Consulting Group, Inc.
Mike Garcia, Pinnacle Consulting Group, Inc.
Kristy O’Hayre, Broomfield PD
Jennifer McIntyre, Broomfield PD
Jeff Streeter, Jeffcom911
Mike Brewer, Jeffcom911
Gina Ramirez, Jeffcom911
Kinde Yetemegn, Jeffcom911
Jennifer Sandoval, Jeffcom911
Lara Mitchell, Westminster Police and Fire Communications
Nelson Martinez, City of Westminster

Director Clement called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Kraft-Tharp, duly seconded by Director Prejzner and by unanimous vote, approved the Minutes of April 27, 2023.

TREASURER’S REPORT

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 04/30/23 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two advising we have recognized just under \$4.9M in revenue through April 30th and have total expenditures of just over \$5.6M. She further advised that they have adjusted their projections as the prepaid and PUC trust revenues are coming in slightly over budget with the ETC revenue coming in just under budget. We are also seeing some cost savings. This leaves an ending fund balance of for April 30th at \$4,802,541. just under \$5M.

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

Ms. Kaminski then reviewed the Cash Encumbrance Report (copy attached). The report projects a fund balance at the end of 2023 at just over \$2.6M.

She mentioned the final MD&A (management discussion and analysis) was presented to the auditors and we expect a representative of Hinkle & Company will present the audit report at the meeting in July.

EXPENDITURE REQUESTS

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

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp, and by unanimous vote, approved the May 2023 expenditure requests in the amount of \$1,118,341.59.

Mr. Irvin presented a request received from the City of Westminster for matching funds to support the replacement of radio consoles. A portion will be needed in 2023 and the remainder in 2024 per the table in the request (copy attached). After comments by Mr. Martinez, City of Westminster Technical Services Coordinator, and discussion by the board, the board indicated they would support this special project request.

ECC PARTNERS REPORT

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

- **Broomfield ECC** – Ms. O’Hayre discussed how their ECC has been impacted by a ransomware attack directed at ADCOM (Adams County Communications Center). She further advised that they have a lot of trainees working through and they are still doing some hiring processes. They stood up their automatic abandoned callback solution and it is working well.
- **Jeffcom ECC** – Mr. Streeter advised that they are fully staffed right now. Next month they will be attending the Central Square Engage conference where they will receive national recognition for innovation. Additionally, APCO International will be putting out a press release announcing that they will receive a leadership award at their 2023 conference recognizing them nationally.
- **Westminster ECC** – Ms. Mitchell congratulated Mr. Streeter. She advised they have seven in training so they are “seeing the light at the end of the tunnel”.

EXECUTIVE DIRECTOR’S REPORT

Mr. Irvin advised that the JFON build is progressing with the “rip and replace” along Kipling Street due to be completed soon which will provide a larger 144 strand cable to provide greater bandwidth between the SRBC and Jeffcom911. He expects that the north loop created as part of the JeffcoNet collaboration with Jeffco Schools will be completed providing much greater diversity and the possibility of eliminating current leased line costs.

Mr. Irvin attended the Colorado NENA/APCO conference in Loveland this month and was able to meet and discuss issues with peers and vendors in the 9-1-1 community.

LEGAL COUNSEL REPORT

Mr. Tharp advised that the 9-1-1 related bills that had been put forth largely failed, were amended and then were pulled. It is likely that some will be run again next year. He advised that the FCC issued a further noticed of proposed rulemaking (NOPRM) for wireless emergency alerts (WEA). Mr. Tharp and Mr. Irvin will be attending a meeting tomorrow with other authorities that participated in filing comments last year in that proceeding to discuss filing additional comments.

NEW BUSINESS

Director Kraft-Tharp mentioned that she has received feedback from homeowner groups to whom she has distributed Lookout Alert information cards advising that they are very helpful, and they do make a difference.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The meeting was adjourned by Director Clement.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2022 and April 30, 2023.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in black ink that reads "Amanda Kae Caster". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.
May 12, 2023


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY			
BALANCE SHEET			
December 31, 2022 and April 30, 2023			
	Unaudited	Unaudited	
	Actual	Actual	
	12/31/2022	4/30/2023	
Assets			
Current Assets			
Cash, Checking	\$ 5,453,819	\$ 4,026,049	
Accounts Receivable	1,512,850	1,824,634	
Prepaid Expense	211,133	134,348	
Total Current Assets	\$ 7,177,802	\$ 5,985,031	
Long-Term Assets			
Construction in Progress	\$ 4,090,785	\$ 4,090,785	
Infrastructure	25,895	25,895	
Right of Ways	568,082	568,082	
West Corridor Fiber Optic	865,614	865,614	
Accumulated Depreciation	(401,718)	(401,718)	
Total Long-Term Assets	\$ 5,148,658	\$ 5,148,658	
Total Assets	\$ 12,326,460	\$ 11,133,689	
Liabilities			
Current Liabilities			
Accounts Payable	\$ 1,578,823	\$ 1,182,492	
Total Current Liabilities	\$ 1,578,823	\$ 1,182,492	
Total Liabilities	\$ 1,578,823	\$ 1,182,492	
Fund Equity			
Net Investment in Fixed Assets	\$ 5,148,658	\$ 5,148,658	
Fund Balance			
Nonspendable	211,133	134,348	
Unassigned	5,387,846	4,668,191	
Total Fund Equity	\$ 10,747,637	\$ 9,951,197	
Total Liabilities and Fund Equity	\$ 12,326,460	\$ 11,133,689	
	=	=	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2022	2023	2023	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	04/30/23	04/30/23	04/30/23
Revenues						
9-1-1 fee (ETC)	\$ 11,689,087	\$ 12,500,000	\$ 11,981,127	\$ 3,993,709	\$ 4,166,667	\$ (172,958)
9-1-1 fee (prepaid)	1,538,550	1,275,000	1,771,245	590,415	425,000	165,415
PUC Statewide 9-1-1 Trust Reimbursement	887,186	550,000	895,095	298,365	183,333	115,032
Interest Income	-	5,000	5,000	-	1,667	(1,667)
Miscellaneous Income	-	500	500	-	167	(167)
Total Revenues	\$ 14,114,823	\$ 14,330,500	\$ 14,652,967	\$ 4,882,489	\$ 4,776,833	\$ 105,656
Expenditures						
Administrative	\$ 247,101	\$ 293,181	\$ 294,308	\$ 107,358	\$ 96,642	\$ 10,716
Agency Operating Fund - BRO	1,089,309	1,198,241	1,198,241	405,311	405,311	-
Agency Operating Fund - WES	1,815,515	1,997,068	1,997,068	675,518	675,518	-
Agency Operating Fund - JEFFCOM	9,198,617	10,118,480	10,118,480	3,422,625	3,422,625	-
Disaster & Recovery Plan (DRP)	57,390	61,800	61,800	29,797	57,390	(27,593)
GIS System	185,220	185,400	185,400	46,480	185,220	(138,740)
Line Charges	742,802	654,998	654,998	293,190	218,336	74,854
Notification Systems (ENS)	291,424	204,505	204,505	49,075	86,835	(37,760)
Special Projects	693,535	2,245,185	1,946,513	649,573	591,171	58,402
Total Operating Expenditures	\$ 14,320,913	\$ 16,958,858	\$ 16,661,313	\$ 5,678,927	\$ 5,739,047	\$ (60,120)
Revenues over/(under) Expenditures	(206,090)	\$ (2,628,358)	\$ (2,008,346)	\$ (796,438)	\$ (962,213)	\$ 165,775
Beginning Fund Balance	5,805,069	6,033,625	5,598,979	5,598,979		
Ending Fund Balance	\$ 5,598,979	\$ 3,405,267	\$ 3,590,633	\$ 4,802,541		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	3,580,228	4,239,714	4,165,328	4,165,328		
Unrestricted	1,268,751	(1,584,447)	(1,324,695)	(112,787)		
Ending Fund Balance	\$ 5,598,979	\$ 3,405,267	\$ 3,590,633	\$ 4,802,541		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2022	2023	2023	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	4/30/2023	4/30/2023	4/30/2023
Administration						
Accounting	\$ 43,048	\$ 77,013	\$ 77,013	\$ 28,490	\$ 25,671	\$ (2,819)
Bank Charges	291	7,200	3,948	1,316	1,316	-
Executive Director (ED)						
401k & Benefits	26,646	25,775	25,775	8,364	8,592	228
Mileage Reimbursement	234	503	250	39	168	129
Payroll Tax	8,421	9,972	9,972	3,468	3,324	(144)
Wages & Salaries	125,908	124,767	124,767	44,045	41,588	(2,457)
Insurance	5,633	5,892	5,892	1,764	1,964	200
Legal	19,373	30,900	30,900	11,073	10,300	(773)
Meeting & Misc						
Admin Web/Listserve	761	470	470	-	157	157
Meeting & Misc - Other	8,099	4,244	9,000	7,172	1,415	(5,757)
Phone/Web Conferencing	147	424	424	-	141	141
Office Supplies & Postage	558	824	700	61	275	214
Payroll Expenses	7,982	4,985	4,985	1,566	1,662	96
Public Web	-	212	212	-	71	71
Total Administrative Expenses	\$ 247,101	\$ 293,181	\$ 294,308	\$ 107,358	\$ 96,642	\$ (10,716)
Agency Operating Fund (AOF)						
Broomfield	\$ 1,089,309	\$ 1,198,241	\$ 1,198,241	\$ 405,311	\$ 405,311	\$ -
Westminster	1,815,515	1,997,068	1,997,068	675,518	675,518	-
Jeffcom	9,198,617	10,118,480	10,118,480	3,422,625	3,422,625	-
Total Agency Operating Fund (AOF)	\$ 12,103,441	\$ 13,313,789	\$ 13,313,789	\$ 4,503,454	\$ 4,503,454	\$ -
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 57,390	\$ 61,800	\$ 61,800	\$ 29,797	\$ 57,390	\$ 27,593
Total Disaster & Recovery Plan (DRP)	\$ 57,390	\$ 61,800	\$ 61,800	\$ 29,797	\$ 57,390	\$ 27,593
GIS System						
GIS System Support	\$ 185,220	\$ 185,400	\$ 185,400	\$ 46,480	\$ 185,220	\$ 138,740
Total GIS System	\$ 185,220	\$ 185,400	\$ 185,400	\$ 46,480	\$ 185,220	\$ 138,740
Line Charges						
Call Box MRC	\$ 27,506	\$ 9,600	\$ 9,600	\$ 862	\$ 3,200	\$ 2,338
Jeffcom DS1	25,163	-	-	-	-	-
ESInet	685,477	640,398	640,398	292,328	213,469	(78,859)
Other	4,656	5,000	5,000	-	1,667	1,667
Total Line Charges	\$ 742,802	\$ 654,998	\$ 654,998	\$ 293,190	\$ 218,336	\$ (74,854)
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 12,729	\$ 18,000	\$ 18,000	\$ 6,775	\$ 6,000	\$ (775)
CodeRed (ECN)	274,242	182,900	182,900	42,300	79,633	37,333
VoIP Record Extract	4,453	3,605	3,605	-	1,202	1,202
Total Notification Systems (ENS)	\$ 291,424	\$ 204,505	\$ 204,505	\$ 49,075	\$ 86,835	\$ 37,760
Special Projects						
Call Box Project	\$ 157,024	\$ 6,695	\$ 6,695	\$ -	\$ 5,007	\$ 5,007
Fiber Optics						
J-FON	336,494	480,000	480,000	424,811	160,000	(264,811)
Last Mile Fiber Project	-	300,000	210,000	-	100,000	100,000
North Metro	-	686,654	480,658	-	228,885	228,885
Equipment Refresh Project	-	480,000	480,000	-	-	-
Smart911	89,161	91,836	89,160	29,720	30,612	892
Special Projects	110,856	200,000	200,000	195,042	66,667	(128,375)
Total Special Projects	\$ 693,535	\$ 2,245,185	\$ 1,946,513	\$ 649,573	\$ 591,171	\$ (58,402)
Total Expenditures	\$ 14,320,913	\$ 16,958,858	\$ 16,661,313	\$ 5,678,927	\$ 5,739,047	\$ 60,120

**Jefferson County Emergency Communications Authority
2023 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
Cash on Hand	\$ 5,447,004	\$ 4,711,184	\$ 4,685,845	\$ 4,192,235	\$ 4,026,049	\$ 3,729,766	\$ 3,566,647	\$ 3,403,529	\$ 3,248,136	\$ 3,083,163	\$ 2,920,044	\$ 2,764,651
Expected Inflows:												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 1,008,500	\$ 993,341	\$ 996,222	\$ 856,766	\$ 1,080,646	\$ 1,080,646	\$ 1,080,646	\$ 1,080,646	\$ 1,080,646	\$ 1,080,646	\$ 1,080,646	\$ 1,080,646
9-1-1- fee (prepaid)	115,891	123,802	90,402	150,289	99,327	99,327	99,327	99,327	99,327	99,327	99,327	99,327
PUC Statewide 911 Trust Reimbursement	57,574	62,469	57,907	61,098	38,869	38,869	38,869	38,869	38,869	38,869	38,869	38,869
Interest Income	-	-	-	-	625	625	625	625	625	625	625	625
Miscellaneous Income	-	-	-	-	63	63	63	63	63	63	63	63
Total Expected Inflows	\$ 6,628,969	\$ 1,179,612	\$ 1,144,531	\$ 1,068,153	\$ 1,219,530	\$ 1,219,530	\$ 1,219,530	\$ 1,219,530	\$ 1,219,530	\$ 1,219,530	\$ 1,219,530	\$ 1,219,530
Expected Outflows:												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 3,014	\$ 6,093	\$ 6,140	\$ 6,093	\$ 6,959	\$ 6,959	\$ 6,959	\$ 6,959	\$ 6,959	\$ 6,959	\$ 6,959	\$ 6,959
Bank Charges	1,316	-	-	-	735	735	735	735	735	735	735	735
Executive Director (ED)	14,005	14,184	13,944	13,944	13,117	13,117	13,117	13,117	13,117	13,117	13,117	13,117
Insurance	-	-	-	-	737	737	737	737	737	737	737	737
Legal	-	-	11,073	-	2,478	2,478	2,478	2,478	2,478	2,478	2,478	2,478
Admin Web/Listserve	-	-	-	-	59	59	59	59	59	59	59	59
Meeting & Misc	3,772	150	-	1,998	(210)	(210)	(210)	(210)	(210)	(210)	(210)	(210)
Phone/Web Conferencing	-	-	-	-	53	53	53	53	53	53	53	53
Office Supplies & postage	-	-	60	-	95	95	95	95	95	95	95	95
Public Web	-	-	-	-	27	27	27	27	27	27	27	27
Payroll Expense	322	448	318	318	447	447	447	447	447	447	447	447
Administrative Total	\$ 22,429	\$ 20,876	\$ 31,535	\$ 22,354	\$ 24,498	\$ 24,498	\$ 24,498	\$ 24,498	\$ 24,498	\$ 24,498	\$ 24,498	\$ 24,498
Agency Operating Fund (AOF)												
BRO non-recurring	\$ 105,751	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853	\$ 99,853
Jeffcom Wages & Salaries	893,005	843,207	843,207	843,207	843,207	843,207	843,207	843,207	843,207	843,207	843,207	843,207
WES non-recurring	176,251	166,422	166,422	166,422	166,422	166,422	166,422	166,422	166,422	166,422	166,422	166,422
Agency Operating Fund (AOF) Total	\$ 1,175,007	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482	\$ 1,109,482
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ -	\$ -	\$ -	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725
Disaster & Recovery Plan (DRP) Total	\$ -	\$ -	\$ -	\$ -	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725
GIS System												
GIS System Support	\$ 36,000	\$ -	\$ 10,260	\$ -	\$ 139,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ 36,000	\$ -	\$ 10,260	\$ -	\$ 139,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
Call Box MRC	\$ 4,394	\$ 4,394	\$ 66	\$ 663	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
ESInet	98,927	51,358	123,713	55,006	38,924	38,924	38,924	38,924	38,924	38,924	38,924	38,924
Jeffcom DS1	2,393	2,393	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	625	625	625	625	625	625	625	625
Line Charges Total	\$ 105,714	\$ 58,145	\$ 123,780	\$ 55,669	\$ 39,560	\$ 39,560	\$ 39,560	\$ 39,560	\$ 39,560	\$ 39,560	\$ 39,560	\$ 39,560
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ 1,124	\$ 1,672	\$ 3,000	\$ 1,526	\$ 1,526	\$ 1,526	\$ 1,526	\$ 1,526	\$ 1,526	\$ 1,526	\$ 1,526
CodeRed (ECN)	216,061	-	-	-	-	-	-	-	-	-	-	-
VoIP Record Extract	-	-	-	-	1,750	-	-	-	1,855	-	-	-
Notification Systems (ENS) Total	\$ 216,061	\$ 1,124	\$ 1,672	\$ 3,000	\$ 3,276	\$ 1,526	\$ 1,526	\$ 1,526	\$ 3,381	\$ 1,526	\$ 1,526	\$ 1,526
Special Projects												
Call Box Project	\$ -	\$ -	\$ -	\$ -	\$ 837	\$ 837	\$ 837	\$ 837	\$ 837	\$ 837	\$ 837	\$ 837
J-FON	158,142	15,324	361,411	43,835	7,826	7,826	7,826	7,826	7,826	7,826	7,826	7,826
Last Mile Fiber Project	12,390	-	-	-	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333
North Metro	-	-	-	-	85,832	85,832	85,832	85,832	85,832	85,832	85,832	85,832
Equipment Refresh Project	-	-	-	-	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Smart911	-	-	-	-	11,479	11,479	11,479	11,479	11,479	11,479	11,479	11,479
Other	192,042	-	-	-	550	550	550	550	550	550	550	550
Special Projects Total	\$ 362,574	\$ 15,324	\$ 361,411	\$ 43,835	\$ 199,857	\$ 199,857	\$ 199,857	\$ 199,857	\$ 199,857	\$ 199,857	\$ 199,857	\$ 199,857
Total Expected Outflows	\$ 1,917,785	\$ 1,204,951	\$ 1,638,141	\$ 1,234,339	\$ 1,515,813	\$ 1,382,648	\$ 1,382,648	\$ 1,374,923	\$ 1,384,503	\$ 1,382,648	\$ 1,374,923	\$ 1,374,923
Net Inflows/Outflows	\$ 4,711,184	\$ (25,339)	\$ (493,610)	\$ (166,186)	\$ (296,283)	\$ (163,118)	\$ (163,118)	\$ (155,393)	\$ (164,973)	\$ (163,118)	\$ (155,393)	\$ (155,393)
Estimated Cash Position	\$ 4,711,184	\$ 4,685,845	\$ 4,192,235	\$ 4,026,049	\$ 3,729,766	\$ 3,566,647	\$ 3,403,529	\$ 3,248,136	\$ 3,083,163	\$ 2,920,044	\$ 2,764,651	\$ 2,609,258

JCECA - 2023 May Expenditure Request Authorization 052323 0755					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2023-012		Multi	ECC distributions for Jun 2023	AOF	1,109,482.42
2023-013		SRBC	SRBC portion of 2022 electrical power costs	SRBC	8,859.17
				Total	1,118,341.59
Expenditures Approved by Executive Director (signature):					



WES Special Projects Funds Match Expenditure Request - Radio Consoles

Mitchell, Lara <LMITCHEL@cityofwestminster.us>

Mon, May 8, 2023 at 3:08 PM

To: Jeffrey Irvin <jirvin@jceca.org>

Cc: "Mitchell, Lara" <LMITCHEL@cityofwestminster.us>, "Gallegos, Sara" <sgallego@cityofwestminster.us>, "Martinez, Nelson" <nmartine@cityofwestminster.us>

Good afternoon Jeff,

Westminster 911 respectfully requests the board's consideration for the attached special projects expenditure request.

Our current Airbus DS P25 radio system was installed in 2013 and typically would last 15 years. Our replacement budget was forecast and funded based on this information.

However, Motorola (which purchased Airbus DS in 2018) has announced that our radio system will be discontinued and support will end on 12/31/2023. This forces us to upgrade to a full Motorola system 5 years earlier than anticipated.

We find ourselves at a significant financial disadvantage due to the accelerated timeline. We are requesting a 50% funds match for radio consoles only, which have been quoted at \$449,685. The payment schedule is as follows:

Percentage	Due	Total	Anticipated timeframe	JCECA Portion (if approved)
25%	Upon completion of contract design review	\$112,421	Q3 or Q4 2023	\$56,210
60%	Upon shipment of equipment from Staging	269,811	Q1 or Q2 2024	134,905
10%	Upon installation of equipment	44,968	Q2 2024	22,484
5%	Upon project completion	22,484	Q2 or Q3 2024	11,242
100%		449,684		224,841

Thank you,

Lara

Lara Mitchell

Public Safety Telecommunications Administrator

City of Westminster | Police Department

lmitchel@cityofwestminster.us | 303.658.4364

9110 Yates St., Westminster, CO 80031

City Hall Hours: Monday-Friday, 8 a.m.-5 p.m.

 **JCECA Expenditure Request Justification Checklist - Westminster Radio Console Funds Match.docx**
24K

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
JUNE 22, 2023, AT 9 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

There will not be a physical meeting. The virtual meeting can be attended via Google Meet at the link below or by calling in via telephone.

<https://meet.google.com/viq-cvys-edu>. Use of computer audio (headset/mic) works best or join by phone: 413-459-4200, PIN: 669 173 972# - press *6 to mute/unmute your phone.

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - a. May 25, 2023, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. 2022 Audit Report Presentation – Hinkle & Company
 - iv. Discussion of 2023 budget amendment and 2024 budget processes.
 - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
 - a. City and County of Broomfield (Broomfield PD PSAP).
 - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
 - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director’s Report
7. Legal Counsel Report
8. New Business
9. Adjournment.

For Information regarding the Jefferson County Emergency Communications Authority (JCECA) please visit the website <https://jceca.org/> or contact: Jeff Irvin, Executive Director, 303-539-9410, jirvin@jceca.org.