

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
FEBRUARY 26, 2026

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

Present: Director Kevin Biegert
Director Mark Goodell
Director Travis Hopwood
Director Andy Kerr
Attorney Ryan Tharp

Excused: Dean Villano, Westminster PD

Also, Present: Jeff Irvin, JCECA Executive Director
Tracie Kaminski, Pinnacle Consulting Group, Inc.
Shawn Bowie, Pinnacle Consulting Group, Inc.
Maylee Barraza, BCC Clerk’s Office
Jacinda English, Broomfield PD
Kevin Garcia, Jeffcom911
Kyle Mickelson, Jeffcom911
Jennifer Sandoval, Jeffcom911
Kinde Yetemegn, Jeffcom911
Sara Gallegos, Westy911
Madalena DeAndrea, Jeffco Public Schools
Brandon Rood, Jeffco Public Schools
Dave Montesi, Evergreen Fire Rescue
Mike Prange, Jefferson County Sheriff’s Office

Director Hopwood called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Biegert duly seconded by Director Hopwood, and by unanimous vote, approved the Minutes of the January 22, 2026 meeting.

TREASURER'S REPORT

Ms. Kaminski presented the financial statements for the authority through January 31st, 2026, showing total revenues of \$1,829,503 and total expenditures of \$1,935,383. The projections align with the adopted 2026 budget, showing an ending fund balance of just over \$10 million and a projected end-of-year fund balance of \$12,019,736.

The Board upon motion of Director Hopwood duly seconded by Director Goodell and by unanimous vote, approved the Treasurer’s Report for February 2026.

Ms. Kaminski then presented the cash encumbrance report (copy attached in financial report) noting that a motion was not required for its acceptance.

Following a clarification regarding the 2025 budget amendment, a request was made to amend the 2025 budget to \$19,789,365 to cover an overage and include a small contingency for straggling invoices. After a public hearing was opened and closed, the Board upon motion of Director Hopwood duly seconded by Director Biegert and by unanimous vote, approved amendment of the 2025 budget.

Mr. Irvin mentioned that the auditors had reached out and that information uploading for the 2025 audit had begun. Tracie Kaminski confirmed that their team would upload the work papers by the following day, and the audit by Hinkle & Company is scheduled to kick off on Monday.

EXPENDITURE REQUESTS

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

JCPS EVHS/EVMS BDA/DAS Project - Madalena DeAndrea and Brandon Rood from Jeffco Public Schools presented an expenditure request for a Distributed Antenna System (DAS) and Bidirectional Amplifier (BDA) to improve public safety radio communication within Evergreen High School and Evergreen Middle School. This project was initiated in response to communication failures on the state Digital Trunk Radio System (DTRS) during the Evergreen High School shooting on September 10th, 2025. The district is requesting \$267,648 in financial support for these installations.

A concern was raised by Director Biegert about the project's focus solely on 800 MHz, given that fire departments, like Evergreen Fire, primarily use VHF. Brandon Rood explained that the vendor determined that the VHF and 800 MHz frequencies were too close, potentially causing constant bleed-over if a dual-band BDA were installed, unless Evergreen Fire changed their VHF frequency.

Evergreen Fire Rescue Chief Weege confirmed that they have successfully implemented dual-band systems in the past, such as at King Soopers. Madalena DeAndrea welcomed the input from Evergreen Fire and the opportunity to partner with them to achieve dual-band capability for both fire and law enforcement.

Director Mark Goodell and Mr. Irvin recommended tabling the DAS/BDA request until the following month. This delay would allow Jeffco Public Schools to collaborate with Evergreen Fire and their radio engineers to explore a dual-band solution that would benefit all agencies.

EVFR Station Alerting Project – Mr. Montesi presented Evergreen Fire Rescue's request for \$485,838 for a station alerting project. This project would serve as a foundation and central hub for other Jeffcom agencies on the DTRS who may decide to implement station alerting in the future. Mr. Montesi explained that the station alerting system, using the Locution platform, would be station-specific, allowing for the toning of only the necessary station or part of the district, which is a significant health and safety component for personnel wellness. Chief Weege added that the system automates the dispatch process, freeing up the dispatcher to work on other tasks during the initial tone.

The Board upon motion of Director Biegert duly seconded by Director Hopwood and by unanimous vote, approved the expenditure requests for February in the amount of \$2,045,182.83.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English reported they have finalized the Carbyne project documents. She thanked Mr. Irvin and Mr. Tharp for all their help. They are now working through routing for signatures and will schedule a kick-off meeting. They are awaiting a new hire next month which will bring them to fully staffed.
- **Jeffcom ECC** – Mr. Mickelson provided updates on their operations, noting they are in the middle of a hiring process to address planned attrition and prepare for internal promotional processes. They acknowledged the retirement of Laurel Strandberg after 30 years of service, who had held roles including supervisor, scheduling manager, and training manager. Operations management attended NENA's 911 Goes to Washington event to discuss Senate Bill 725, seeking to reclassify 911 telecommunicators under protective services, and address NG911 funding at the federal level.

Jeffcom is in the middle of their CAD RFP process, anticipating its conclusion and the selection of a new CAD vendor by Q1 of 2027. The executive leadership team recently held a strategic retreat to outline priority items and set key objectives for the upcoming year.

- **Westminster ECC** – Ms. Gallegos reported successfully bringing on a new supervisor and noted that they have six people in training, with one more person in backgrounds, which will bring them to a fully staffed status. Appreciation was extended to the board for approving the dispatch week funds. Westy 911 also participated in a recent meeting regarding a collaboration project with RapidSOS, expressing thanks for the collaboration with other agencies.

EXECUTIVE DIRECTOR REPORT

- **LookoutAlert** – Mr. Garcia provided an update on the Lookout Alert opt-ins, reporting 90,618 users have signed up for a smart 911 safety profile as of the end of January. They are working with agencies along the front range to standardize alerting and warning terminology to ensure consistent messaging across jurisdictions, referencing a recent fast-moving fire event in Thornton as a learning experience for improving cross-jurisdictional alerting.

Crisis 24, the owner of Onsolve (CodeRED), provided a response reassuring the board that legacy code red opt-ins were apparently not jeopardized by cyber security breaches experienced last year. During the recent Thornton wildfire incident, Westminster reached out to Mr. Garcia and Ms. English for assistance in sending an IPAWS alert for Thornton on ADCOM's behalf. The agencies plan to meet cross-jurisdictionally to improve their ability to send alerts, especially regarding the limitations of the alerting capability due to FIPS codes restrictions.

LEGAL COUNSEL REPORT

Mr. Tharp confirmed that the Carbyne contracts have been finalized and are complete. There were no significant updates to report from the Public Utilities Commission (PUC).

EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW

Standardizing the Executive Director's Annual Evaluation: Discussion took place regarding standardizing the executive director's annual performance appraisal process, moving away from subjective comments toward a more solidified evaluation based specifically on the job description. ECC representatives stressed the importance of their inclusion in future evaluation processes, given their frequent day-to-day interactions with Mr. Irvin.

Next Steps for Evaluation Standardization: The goal is to eliminate the "clunkiness" of the current process, creating a formal framework for future boards that includes expectations for when the review will be delivered and how compensation changes will be addressed. Director Hopwood agreed to work on an initial draft product for the 2026 process that incorporates ECC input and defines the time frame and parameters for evaluation, which will be sent to the board via Bcc to manage open meetings rules.

Executive Director Compensation Review: The board discussed the lack of a standardized process for determining the executive director's salary changes. It was noted that historically the board has reviewed compensation based on what other Jefferson County governments have done.

Approval of Executive Director's Raise: The board discussed giving Mr. Irvin a 3% salary increase, based on CPI, retroactive to his October 1 anniversary date.

The Board upon motion of Director Goodell duly seconded by Director Hopwood and by unanimous vote, approved a 3% salary increase for Mr. Irvin effective retroactively to October 1, 2025.

NEW BUSINESS

Standardizing Expenditure Approval Framework: A need was identified to develop a standardized framework for approving expenditures, especially for large requests like the recent half-million-dollar approval. While a justification checklist exists, the group seeks a more tiered decision-making rubric that assesses how many JCECA stakeholders benefit. It was suggested that this topic be added as a new business item for discussion at next month's meeting.

ADJOURNMENT

Director Goodell adjourned the meeting.



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, 2025 and January 31, 2026.

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 "Tracee L. Kaminski". The signature is written in a cursive style with a large initial 'T'.

Pinnacle Consulting Group, Inc.
February 19, 2026

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JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
BALANCE SHEET						
December 31, 2025 and January 31, 2026						
			Unaudited	Unaudited		
			Actual	Actual		
			12/31/2025	1/31/2026		
Assets						
Current Assets						
Cash, Checking	\$	2,448,944	\$	2,116,960		
Cash, Savings		6,925,514		6,948,088		
Accounts Receivable		2,069,621		2,486,274		
Prepaid Expense		190,195		309,904		
Total Current Assets	\$	11,634,274	\$	11,861,226		
Long-Term Assets						
Construction in Progress	\$	5,164,297	\$	5,164,297		
Infrastructure		25,895		25,895		
Right of Ways		568,082		568,082		
West Corridor Fiber Optic		865,614		865,614		
Accumulated Depreciation		(480,345)		(480,345)		
Total Long-Term Assets	\$	6,143,543	\$	6,143,543		
Total Assets	\$	17,777,817	\$	18,004,769		
Liabilities						
Current Liabilities						
Accounts Payable	\$	1,086,786	\$	1,419,677		
Credit Card Liability		3,202		3,144		
Total Current Liabilities	\$	1,089,988	\$	1,422,821		
Total Liabilities	\$	1,089,988	\$	1,422,821		
Fund Equity						
Net Investment in Fixed Assets	\$	6,143,544	\$	6,143,543		
Fund Balance						
Nonspendable		190,195		309,904		
Unassigned		10,354,090		10,128,501		
Total Fund Equity	\$	16,687,829	\$	16,581,949		
Total Liabilities and Fund Equity	\$	17,777,817	\$	18,004,769		
		=		=		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2025	2026	2026	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	1/31/2026	1/31/2026	1/31/2026
Revenues						
9-1-1 fee (ETC)	\$ 20,063,926	\$ 20,621,244	\$ 20,621,244	\$ 1,540,127	\$ 1,405,389	\$ 134,738
9-1-1 fee (prepaid)	1,933,377	2,062,124	2,062,124	158,144	141,830	16,314
PUC Statewide 9-1-1 Trust Reimbursement	943,851	1,031,062	1,031,062	108,660	85,922	22,738
Interest Income	200,095	200,000	200,000	22,573	16,667	5,906
Miscellaneous Income	-	500	500	-	42	(42)
Total Revenues	\$ 23,141,249	\$ 23,914,930	\$ 23,914,930	\$ 1,829,503	\$ 1,649,849	\$ 179,654
Expenditures						
Administrative	\$ 342,436	\$ 403,281	\$ 403,281	\$ 41,094	\$ 33,190	\$ 7,904
Agency Operating Fund - BRO	1,504,292	1,667,353	1,667,353	138,946	138,946	-
Agency Operating Fund - WES	2,507,152	2,778,920	2,778,920	231,577	231,577	-
Agency Operating Fund - JEFFCOM	12,702,908	14,079,865	14,079,865	1,173,322	1,173,322	-
Disaster & Recovery Plan (DRP)	206,260	232,471	232,471	17,879	5,000	12,879
GIS System	187,735	184,433	184,433	1,138	-	1,138
Line Charges	955,937	878,864	878,864	74,148	73,239	909
Notification Systems (ENS)	353,626	367,795	367,795	20,684	19,325	1,360
Special Projects	1,029,019	1,846,498	1,846,498	236,595	137,815	98,780
Total Operating Expenditures	\$ 19,789,365	\$ 22,439,479	\$ 22,439,479	\$ 1,935,383	\$ 1,812,413	\$ 122,970
Revenues over/(under) Expenditures	\$ 3,351,884	\$ 1,475,451	\$ 1,475,451	\$ (105,880)	\$ (162,564)	\$ 56,684
Beginning Fund Balance	7,192,401	10,543,060	10,544,285	10,544,285		
Ending Fund Balance	\$ 10,544,285	\$ 12,018,511	\$ 12,019,736	\$ 10,438,405		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	4,947,341	5,609,870	5,609,870	5,609,870		
Unrestricted	4,846,944	5,658,641	5,659,866	4,078,535		
Ending Fund Balance	\$ 10,544,285	\$ 12,018,511	\$ 12,019,736	\$ 10,438,405		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2025	2026	2026	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	1/31/2026	1/31/2026	1/31/2026
Administration						
Accounting	\$ 75,990	\$ 95,000	\$ 95,000	\$ 7,791	\$ 7,917	\$ (126)
Bank Charges	424	5,000	5,000	-	-	-
Executive Director (ED)						
401k & Benefits	26,755	26,877	26,877	2,215	2,240	(24)
Mileage Reimbursement	-	300	300	-	25	(25)
Payroll Tax	11,516	11,671	11,671	1,024	973	52
Wages & Salaries	148,824	150,075	150,075	12,256	12,506	(250)
Insurance	8,210	20,439	20,439	435	1,703	(1,269)
Legal	53,282	77,222	77,222	17,292	6,435	10,857
Meeting & Misc						
Admin Web/Listserve	20	-	-	-	-	-
Meeting & Misc - Other	10,941	9,997	9,997	-	833	(833)
Phone/Web Conferencing	152	-	-	-	-	-
Office Supplies & Postage	796	1,085	1,085	(4)	90	(95)
Payroll Expenses	5,094	4,874	4,874	85	406	(322)
Public Web	432	741	741	-	62	(62)
Total Administrative Expenses	\$ 342,436	\$ 403,281	\$ 403,281	\$ 41,094	\$ 33,190	\$ 7,904
Agency Operating Fund (AOF)						
Broomfield	\$ 1,504,292	\$ 1,667,353	\$ 1,667,353	\$ 138,946	\$ 138,946	\$ -
Westminster	2,507,152	2,778,920	2,778,920	231,577	231,577	-
Jeffcom	12,702,908	14,079,865	14,079,865	1,173,322	1,173,322	-
Total Agency Operating Fund (AOF)	\$ 16,714,352	\$ 18,526,137	\$ 18,526,137	\$ 1,543,845	\$ 1,543,845	\$ -
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 206,260	\$ 232,471	\$ 232,471	\$ 17,879	\$ 5,000	\$ 12,879
Total Disaster & Recovery Plan (DRP)	\$ 206,260	\$ 232,471	\$ 232,471	\$ 17,879	\$ 5,000	\$ 12,879
GIS System						
GIS System Support	\$ 187,735	\$ 184,433	\$ 184,433	\$ 1,138	\$ -	\$ 1,138
Total GIS System	\$ 187,735	\$ 184,433	\$ 184,433	\$ 1,138	\$ -	\$ 1,138
Line Charges						
Call Box MRC	\$ 8,265	\$ 8,528	\$ 8,528	\$ 658	\$ 711	\$ (52)
ESInet	947,672	870,336	870,336	73,490	72,528	962
Other	-	-	-	-	-	-
Total Line Charges	\$ 955,937	\$ 878,864	\$ 878,864	\$ 74,148	\$ 73,239	\$ 909
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 9,492	\$ 10,783	\$ 10,783	\$ 788	\$ 899	\$ (110)
ENS	241,132	221,112	221,112	19,896	18,426	1,470
VoIP Record Extract	-	2,000	2,000	-	-	-
ENS Systems Support	103,002	133,900	133,900	-	-	-
Total Notification Systems (ENS)	\$ 353,626	\$ 367,795	\$ 367,795	\$ 20,684	\$ 19,325	\$ 1,360
Special Projects						
Call Box Project	\$ 5,689	\$ 8,717	\$ 8,717	\$ 474	\$ 1,000	\$ (526)
Fiber Special Projects	172,341	200,000	200,000	-	-	-
Last Mile Fiber Project	172,341	200,000	200,000	-	17,000	(17,000)
North Metro	-	-	-	-	-	-
Equipment Refresh Project	-	-	-	-	-	-
J-FON O&M	210,013	227,581	227,581	18,167	18,965	(798)
Jeffcom Radio Console Lease Assistance	-	251,532	251,532	-	20,961	-
Smart911	89,161	89,600	89,600	7,430	7,467	(37)
BRO/WES Phone System Replacement						
NRC costs yr 1	-	584,836	584,836	-	48,736	-
ARC costs 5 yr agreement	-	284,232	284,232	-	23,686	-
Special Projects Contingency	551,815	200,000	200,000	210,524	-	210,524
Total Special Projects	\$ 1,029,019	\$ 1,846,498	\$ 1,846,498	\$ 236,595	\$ 137,815	\$ 192,163
Total Expenditures	\$ 19,789,365	\$ 22,439,479	\$ 22,439,479	\$ 1,935,383	\$ 1,812,413	\$ 216,353

**Jefferson County Emergency Communications Authority
2026 Cash Projection Report**

	January Actual	February (Estimate)	March (Estimate)	Q1 (Estimate)	Q2 (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 9,374,458	\$ 9,065,048	\$ 9,152,673	\$ 9,152,673	\$ 9,415,540	\$ 9,678,399	\$ 9,941,249
<u>Expected Inflows:</u>							
2026 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 10,787,249	\$ 1,893,826	\$ 1,893,826	\$ 14,574,900	\$ 5,681,477	\$ 5,681,477	\$ 5,681,477
<u>Expected Outflows:</u>							
2026 Obligations (As projected, less paid)							
Administrative Total	\$ 39,854	\$ 33,039	\$ 33,039	\$ 105,932	\$ 99,116	\$ 99,116	\$ 99,116
Agency Operating Fund (AOF) Total	1,192,971	1,575,742	1,575,742	4,344,456	4,727,227	4,727,227	4,727,227
Disaster & Recovery Plan (DRP) Total	23,000	19,043	19,043	61,085	57,129	57,129	57,129
GIS System Total	13,625	15,528	15,528	44,681	46,584	46,584	46,584
Line Charges Total	84,181	72,244	72,245	228,670	216,741	216,750	216,759
Notification Systems (ENS) Total	60,740	29,732	29,732	120,205	89,197	89,197	89,197
Special Projects Total	307,830	60,873	60,873	429,575	182,618	182,618	182,618
Total Expected Outflows	\$ 1,722,201	\$ 1,806,201	\$ 1,806,202	\$ 5,334,604	\$ 5,418,612	\$ 5,418,621	\$ 5,418,630
Net Inflows/Outflows	\$ 9,065,048	\$ 87,625	\$ 87,624	\$ 9,240,296	\$ 262,865	\$ 262,856	\$ 262,847
Estimated Cash Position	\$ 9,065,048	\$ 9,152,673	\$ 9,240,296	\$ 9,240,296	\$ 9,503,161	\$ 9,766,017	\$ 10,028,864

JCECA - 2026 Feb Expenditure Request Authorization 022626 0933					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2026-011		EVFR	Station Alerting Project	SpProj	485,838.00
2026-012		433HBC	Restore WMFR 3535 training classroom after SRBC decommissioning	433HBC	8,000.00
2026-013		Multi	Reimb ECCs for National Public Safety Telecommunicator Week (NPSTW) costs	Admin:meetings & misc	7,500.00
2026-014		Multi	ECC distributions for Mar 2026	AOF	1,543,844.83
				Total	2,045,182.83
Expenditures Approved by Executive Director (signature):					

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
APRIL 23, 2026, 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:
 - i. February 26, 2026, Monthly Meeting (note: the board did not meet in March 2026).
4. Treasurer’s Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. 2025 audit status.
 - b. Expenditure Requests – Executive Director.
 - i. Presentation re: EVFR/JCPS DAS/BDA Project funding request.
 - ii. Discussion of WES Public Safety GIS Analyst request.
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
 - a. Lookout Alert stats.
 - b. Discussion regarding Director Biegert’s term completion.
 - c. Update re: Executive Director review process by Director Hopwood.
7. Legal Counsel Report
 - a. Lobbyist activity report.
 - b. PUC matters in process or pending.
 - c. Other legal matters.
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.