

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 28, 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
 Director Dean Villano
 Attorney Ryan Tharp

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
 Gina Ramirez, Jeffcom911
 Ethan Honaman, Jeffcom911
 Kevin Garcia, Jeffcom911
 Kinde Yetemegn, Jeffcom911
 Geena Gomez, Jeffcom911
 Sara Gallegos, Westy911
 Kyle Mickelson, Jeffcom911
 Courtney, Wolschlager, Jeffcom911
 Zeeshan Salmani, City of Lakewood
 Lauren Walsh, Hinkle & Company
 Steve Kabelis

Director Goodell 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 Goodell, and by unanimous vote, approved the Minutes of the April 23, 2026 meeting.

TREASURER'S REPORT

Ms. Kaminski presented the financial statements through April 30th, 2026, reporting total revenues of \$7,044,358 and total expenditures of \$6,920,426. Tracie Kaminski noted a shift in presentation format to a "current year view" for monthly financials while retaining historical data for budget discussions, The ending fund balance was \$12,000,201.

The Board upon motion of Director Hopwood duly seconded by Director Biegert and by unanimous vote, approved the Treasurer's Report for May 2026.

During the review of the cash encumbrance report, Director Biegert identified potential calculation issues in the projections. Tracie Kaminski acknowledged that the report contained an

incorrect formula regarding the remaining budget for the year and committed to updating the report and distributing a corrected version to the board.

Ms. Walsh, Hinkle and Company, presented the audit for the year ending December 31st, 2025, which resulted in a clean, unmodified opinion. The report highlighted slight increases in capital assets due to fiber expansion and noted minor variances between budgeted and actual revenues, specifically regarding emergency telephone charges, expenses and line charges.

The Board upon motion of Director Bergert duly seconded by Director Villano and by unanimous vote, accepted the 2025 Auditor Report.

EXPENDITURE REQUESTS

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

The Board upon motion of Director Hopwood duly seconded by Director Goodell and by unanimous vote, approved the expenditure requests for May in the amount of \$1,823,771.83.

- **Lakewood Replacement Radio Funding** - There was a discussion regarding a 2027 budget request that the City of Lakewood will be making. Mr. Salmani requested \$500,000 in funding for 2027 to assist with mobile radio replacements, citing the end-of-life status of equipment purchased in 2016 and significant tax revenue losses. The board deferred immediate action, noting that this request needs to be evaluated alongside other 2027 budgetary considerations, such as the 433 Hot Backup Center console requirements.
- **Development of Expenditure Evaluation Criteria** - The board discussed the need to formalize a criteria checklist for evaluating large expenditure requests. Directors Hopwood and Biegert suggested a three-tiered classification system, prioritizing regional infrastructure, such as the Jefferson County Fiber Optic Network (JFON), over individual agency projects. The board agreed to continue this discussion at the next meeting.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English reported that the Carbyne project is initiating a kickoff meeting and that the new police building remains on schedule to break ground in the coming months. The center is fully staffed and is currently training two dispatchers.
- **Jeffcom ECC** – Ms. Ramirez reported that the new interim executive director, Deanne Criswell is onboard and provided updates regarding staffing and preparations for the upcoming 4th of July weekend. Mr. Honaman updated the board on the ongoing executive director search, and the computer-aided dispatch request for proposal process.
 - **Carbyne Outage After-Action Review**: Mr. Honaman reported on a service outage that occurred on May 15th, lasting 2 hours and 36 minutes, which resulted in 44 calls rolling over to Denver. The root cause was identified as a missed command during manual maintenance by Carbyne. Jeffcom is updating standard operating procedures, and Carbyne is working to automate manual

processes to prevent recurrence. Mr. Honaman agreed to share the internal after-action report with other agencies upon request.

- **Westminster ECC** – Ms. Gallegos reported that the agency is preparing for the 4th of July and expressed appreciation to Kevin Garcia for providing Lookout Alert training. The agency also noted recent staffing changes, including one retirement and one completion of training.

EXECUTIVE DIRECTOR REPORT

Lookout Alert Statistics and Testing: Mr. Garcia reported that the Lookout Alert system has reached 96,500 opt-ins. A system-wide test is scheduled for June 3rd to purge outdated "Code Red" data and verify public connectivity. Additional training for emergency managers and dispatch centers is planned for July.

LEGAL COUNSEL REPORT

Network Improvement Plan Overview: Mr. Tharp and Mr. Irvin discussed three new technology projects proposed by Century Link for the statewide network, including software-defined networking (SDWAN), wireless connectivity, and low-earth satellite paths. Mr. Tharp explained that while there will be costs, they expect the program to be revenue-neutral through Public Utilities Commission trust fund distributions. The board will continue to monitor this process through weekly meetings to ensure processes are fair and appropriately managed.

NEW BUSINESS

There was no new business.

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 April 30, 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 "Traice L. Kaminski". The signature is written in a cursive style with a large, stylized 'T'.

Pinnacle Consulting Group, Inc.
May 20, 2026

Offices Located in Loveland and Denver

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JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY			
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS			
GENERAL FUND			
	(a)	(b)	(b-a)
	2026 Adopted Budget	Actual Through 4/30/2026	Variance Through 4/30/2026
Revenues			
9-1-1 fee (ETC)	\$ 20,621,244	\$ 6,311,196	\$ (14,310,048)
9-1-1 fee (prepaid)	2,062,124	672,674	(1,389,450)
PUC Statewide 9-1-1 Trust Reimbursement	1,031,062	355,388	(675,674)
Interest Income	200,000	65,095	(134,905)
Miscellaneous Income	500	4.16	(496)
Total Revenues	\$ 23,914,930	\$ 7,404,358	\$ (16,510,573)
Expenditures			
Administrative	\$ 403,281	\$ 109,787	\$ (293,494)
Agency Operating Fund - BRO	1,667,353	555,785	(1,111,568)
Agency Operating Fund - WES	2,778,920	926,254	(1,852,666)
Agency Operating Fund - JEFFCOM	14,079,865	4,693,289	(9,386,576)
Disaster & Recovery Plan (DRP)	232,471	54,442	(178,028)
GIS System	184,433	4,552	(179,881)
Line Charges	878,864	356,959	(521,905)
Notification Systems (ENS)	367,795	83,246	(284,549)
Special Projects	1,846,498	136,112	(1,710,386)
Total Operating Expenditures	\$ 22,439,479	\$ 6,920,426	\$ (15,519,053)
Revenues over/(under) Expenditures	\$ 1,475,451	\$ 483,932	\$ (991,519)
Beginning Fund Balance	10,543,060	11,516,269	
Ending Fund Balance	\$ 12,018,511	\$ 12,000,201	
Components of Ending Fund Balance			
Capital Reserve	\$ 750,000	\$ 750,000	
Operating Reserve (25% of Expenses)	5,609,870	5,609,870	
Unrestricted	5,658,641	5,640,331	
Ending Fund Balance	\$ 12,018,511	\$ 12,000,201	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY			
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL			
GENERAL FUND			
	(a)	(b)	(b-a)
	2026 Adopted Budget	Actual Through 4/30/2026	Variance Through 4/30/2026
Administration			
Accounting	\$ 95,000	\$ 26,149	\$ (68,851)
Bank Charges	5,000	-	(5,000)
Executive Director (ED)			
401k & Benefits	26,877	6,646	(20,231)
Mileage Reimbursement	300	-	(300)
Payroll Tax	11,671	2,908	(8,763)
Wages & Salaries	150,075	36,768	(113,307)
Insurance	20,439	1,739	(18,700)
Legal	77,222	28,664	(48,558)
Meeting & Misc			
Meeting & Misc - Other	9,997	1,675	(8,322)
Office Supplies & Postage	1,085	356	(729)
Payroll Expenses	4,874	4,823	(51)
Public Web	741	-	(741)
Total Administrative Expenses	\$ 403,281	\$ 109,729	\$ (293,552)
Agency Operating Fund (AOF)			
Broomfield	\$ 1,667,353	\$ 555,785	\$ (1,111,568)
Westminster	2,778,920	926,254	(1,852,666)
Jeffcom	14,079,865	4,693,289	(9,386,576)
Total Agency Operating Fund (AOF)	\$ 18,526,137	\$ 6,175,327	(12,350,810)
Disaster & Recovery Plan (DRP)			
SRBC Recurring	\$ 232,471	\$ 54,442	\$ (178,028)
Total Disaster & Recovery Plan (DRP)	\$ 232,471	\$ 54,442	\$ (178,028)
GIS System			
GIS System Support	\$ 184,433	\$ 4,552	\$ (179,881)
Total GIS System	\$ 184,433	\$ 4,552	\$ (179,881)
Line Charges			
Call Box MRC	\$ 8,528	\$ 2,693	\$ (5,835)
ESInet	870,336	354,266	(516,070)
Total Line Charges	\$ 878,864	\$ 356,959	\$ (521,905)
Notification Systems (ENS)			
ALI Database Extract (ADE)	\$ 10,783	\$ 1,573	\$ (9,210)
ENS	221,112	81,674	(139,438)
VoIP Record Extract	2,000	-	(2,000)
ENS Systems Support	133,900	-	(133,900)
Total Notification Systems (ENS)	\$ 367,795	\$ 83,246	\$ (284,549)
Special Projects			
Call Box Project	\$ 8,717	\$ 1,895	\$ (6,822)
Fiber Special Projects	200,000	6,338	(193,662)
Last Mile Fiber Project	200,000	6,338	(193,662)
J-FON O&M	227,581	98,159	(129,422)
Jeffcom Radio Console Lease Assistance	251,532	-	-
Smart911	89,600	29,720	(59,880)
BRO/WES Phone System Replacement			
NRC costs yr 1	584,836	-	-
ARC costs 5 yr agreement	284,232	-	-
Special Projects Contingency	200,000	(0)	(200,000)
Total Special Projects	\$ 1,846,498	\$ 136,112	\$ (589,786)
Total Expenditures	\$ 22,439,479	\$ 6,920,369	\$ (14,398,510)

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

	Q1 Actual	April Actual	May (Estimate)	June (Estimate)	Q2 (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 9,664,127	\$ 10,257,083	\$ 10,474,604	\$ 21,415,644	\$ 21,415,644	\$ 54,231,492	\$ 87,047,600
<u>Expected Inflows:</u>							
2026 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 15,379,840	\$ 2,023,106	\$ 12,771,299	\$ 12,768,638	\$ 27,563,043	\$ 38,306,834	\$ 38,306,801
<u>Expected Outflows:</u>							
2026 Obligations (As projected, less paid)							
Administrative Total	\$ 99,893	\$ 38,262	\$ 33,141	\$ 33,141	\$ 104,544	\$ 99,422	\$ 99,422
Agency Operating Fund (AOF) Total	4,870,371	1,543,845	1,561,389	1,561,389	4,666,622	4,684,166	4,684,166
Disaster & Recovery Plan (DRP) Total	46,978	12,585	21,614	21,614	55,812	64,841	64,841
GIS System Total	13,625	-	21,351	21,351	42,702	64,053	64,053
Line Charges Total	267,215	99,778	63,984	63,984	227,746	191,952	191,952
Notification Systems (ENS) Total	64,403	-	37,924	37,893	75,817	113,689	113,689
Special Projects Total	139,461	111,114	90,857	90,857	292,828	272,571	272,571
Total Expected Outflows	\$ 5,501,945	\$ 1,805,585	\$ 1,830,259	\$ 1,830,227	\$ 5,466,071	\$ 5,490,693	\$ 5,490,693
Net Inflows/Outflows	\$ 9,877,895	\$ 217,521	\$ 10,941,040	\$ 10,938,411	\$ 22,096,972	\$ 32,816,141	\$ 32,816,108
Estimated Cash Position	\$ 10,177,470	\$ 10,474,604	\$ 21,415,644	\$ 32,354,055	\$ 32,354,055	\$ 65,170,195	\$ 97,986,303

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

	Q1	April	May	June	Q2	Q3	Q4
	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
Cash on Hand	\$ 9,664,127	\$ 10,257,083	\$ 10,474,604	\$ 10,445,174	\$ 10,445,174	\$ 10,349,613	\$ 10,254,312
<u>Expected Inflows:</u>							
2026 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 6,005,382	\$ 2,023,106	\$ 1,800,829	\$ 1,798,168	\$ 5,622,103	\$ 5,395,424	\$ 5,395,391
<u>Expected Outflows:</u>							
2026 Obligations (As projected, less paid)							
Administrative Total	\$ 99,893	\$ 38,262	\$ 33,141	\$ 33,141	\$ 104,544	\$ 99,422	\$ 99,422
Agency Operating Fund (AOF) Total	4,491,185	1,543,845	1,561,389	1,561,389	4,666,622	4,684,166	4,684,166
Disaster & Recovery Plan (DRP) Total	46,978	12,585	21,614	21,614	55,812	64,841	64,841
GIS System Total	13,625	-	21,351	21,351	42,702	64,053	64,053
Line Charges Total	267,215	99,778	63,984	63,984	227,746	191,952	191,952
Notification Systems (ENS) Total	64,403	-	37,924	37,893	75,817	113,689	113,689
Special Projects Total	139,461	111,114	90,857	90,857	292,828	272,571	272,571
Total Expected Outflows	\$ 5,122,759	\$ 1,805,585	\$ 1,830,259	\$ 1,830,227	\$ 5,466,071	\$ 5,490,693	\$ 5,490,693
Net Inflows/Outflows	\$ 882,623	\$ 217,521	\$ (29,430)	\$ (32,059)	\$ 156,032	\$ (95,269)	\$ (95,301)
Estimated Cash Position	\$ 10,257,083	\$ 10,474,604	\$ 10,445,174	\$ 10,413,115	\$ 10,413,115	\$ 10,317,846	\$ 10,222,545

JCECA - 2026 May Expenditure Request Authorization 052626 0856					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2026-021		Multi	ECC distributions for Jun 2026	AOF	1,543,844.83
2026-022		433HBC	Console software upgrade costs 2026-2027	433HBC	27,927.00
2025-023		Jeffcom	JCECA participation in radio console lease for 440 Indiana St facility	SpProj	252,000.00
				Total	1,823,771.83
Expenditures Approved by Executive Director (signature):					

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
JUNE 25, 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. May 28, 2026, Monthly Meeting
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. Discussion of 2027 budget process.
 - iv. Discussion of JCECA Funding Model Draft.
 - 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
 - a. Lookout Alert stats.
 - b. System-Wide Test After Action Report – ENS Coordinator.
7. Legal Counsel Report
 - a. PUC matters in process or pending.
 - b. 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.