

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
AUGUST 27, 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.
 Mikhaila Zamora, BCC Clerk's Office
 Jacinda English, Broomfield PD
 Deanne Criswell, Jeffcom911
 Geena Gomez, Jeffcom911
 Gina Ramirez, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Kevin Garcia, Jeffcom911
 Kyle Mickelson, Jeffcom911
 Kinde Yetemegn, Jeffcom911
 Cherish Moon, Jeffcom911
 Courtney Wolschlager, Jeffcom911
 Carol Burciaga, Jeffcom911
 Sara Gallegos, Westy911
 Lee Ann Magoski, NENA Past President
 Jerry Delatorre, Jeffcom911
 Shane Palmer, Jeffcom911

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 July 23, 2026 meeting.

TREASURER'S REPORT

Mr. Bowie presented the financials through July 31, 2026 (copy attached). He reported revenues of \$14,078,761 against total expenditures of \$12,744,171, resulting in a surplus of \$1,334,589 and an ending fund balance of \$12,850,858. Mr. Bowie then presented the cash encumbrance report.

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

- **Proposed 2027 Budget and Emergency Telephone Charge Adjustments:** Ms. Kaminski and Mr. Irvin discussed the anticipated emergency telephone charge fee increase from \$2.17 to \$2.26 for 2027. Ms. Kaminski reviewed the total estimated revenues of \$24,329,400 against proposed expenditures of \$24,899,000, noting an anticipated 2027 ending fund balance of \$12,330,096 that supports a capital reserve of \$750,000 and an operating reserve of \$6.2 million. Mr. Irvin explained that after attending the Jeffcom board meeting last week where the potential member fee increases were discussed, he asked Ms. Kaminski and Mr. Bowie to evaluate accelerating payroll cost coverage for the emergency communications centers (ECCs) through increased agency operating fund (AOF) distributions. Ms. Kaminski presented options ranging from a 10% to a 30% increase in AOF distributions, with a 30% increase raising payroll coverage from 72% to 88% while retaining \$8.6 million in total fund balance.
- **Jeffcom Financial Sustainability and Computer-Aided Dispatch Costs:** Ms. Criswell explained that Jeffcom faces financial pressures due to a more than doubling of the computer-aided dispatch system (CAD) costs from Mark 43 and the transition overlap costs with Central Square. Deanne noted that without increasing user or member fees, Jeffcom cannot sustain moving money into the capital fund for long-term sustainability, though an immediate crisis in 2027 is not anticipated. Directors Biegert and Hopwood discussed how authority operating fund distributions would help free up internal budgets for Jeffcom, Broomfield, and Westminster, potentially offsetting member fee increases or funding radio and computer-aided dispatch costs.
- **Reserve Impact and Special Project Allocations:** Director Hopwood, Mr. Irvin, and Ms. Kaminski discussed the impact of utilizing reserves for a 30% authority operating fund increase versus a 20% increase. Mr. Irvin confirmed that the draft budget contains special projects, including a \$500,000 radio replacement request from Lakewood. Directors Biegert and Hopwood raised questions about how unanticipated midyear requests would be funded, and Mr. Irvin noted that the \$200,000 special project contingency and flexible last-mile fiber project funds would cover those items.
- **Budget Consensus and Training Class Consideration:** The Directors expressed consensus to support a 30% authority operating fund distribution increase tied to a \$2.26 emergency telephone charge (ETC) cap, acknowledging that smaller separate funding requests might not be approved in 2027. Ms. Kaminski stated they will finalize expenditure projections and incorporate the 30% increase for next month's meeting.

EXPENDITURE REQUESTS

Mr. Irvin presented the August expenditure requests (copy attached).

Mr. Irvin and Ms. Criswell discussed an expenditure request for wireless emergency alert (WEA) warning training and consulting to address messaging reliability and multi-agency coordination.

The Board upon motion of Director Biegert duly seconded by Director Hopwood and by unanimous vote, approved the expenditure requests for June in the amount of \$1,583,344.83.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English reported that Broomfield is actively working through implementation tasks for the Axon911 Carbyne project, noting an unexpected separate project and funding need for a text-to-911 component that she and Ms. Gallegos are evaluating. Ms. English highlighted upcoming radio infrastructure upgrades for Motorola consoles and transmitter sites, planning for a dispatch center in the new police building, preparing for a shift change, and managing staffing with only one vacancy and upcoming interviews. Ms. English also mentioned preparations for the upcoming Broomfield Days community event and that they will focus on increasing Lookout Alert signups.
- **Jeffcom ECC** – Ms. Criswell reported that Jeffcom issued an intent to award the computer-aided dispatch (CAD) contract to Mark 43, with final scope negotiations underway and board approval scheduled for September 17, 2026. Deanne noted that Central Square contracts will need a short extension due to implementation overlap. Regarding executive director recruitment, Deanne stated that three finalists remain, with an open house meet and greet scheduled for September 8, 2026, board interview panels on September 9, 2026, and a final selection on September 17, 2026, alongside her two-month contract extension to ensure a smooth transition.
- **Westminster ECC** – Ms. Gallegos reported that Westminster is actively working through meetings with Axon911 regarding the Carbyne system implementation and coordinating on text-to-911 operational issues. She expressed strong support for the proposed AOF distribution increases. She noted that they are preparing for an upcoming shift change and the final portion of the year.

EXECUTIVE DIRECTOR REPORT

- **Lookout Alert Statistics:** Mr. Garcia reported that Lookout Alert surpassed 100,000 opt-in users and announced a WEA training class hosted that afternoon at the Jefferson County Emergency Operation Center (EOC) to improve multiagency public warning consistency and geographic targeting. Mr. Garcia added that Lookout Alert handout cards to encourage registration are being reordered for agency distribution.
- **Jefferson County Public Safety Fiber Optic Network (JFON)** - Mr. Irvin reported that the ADCOM connection for the Broomfield PD radio backhaul is concluding, the Green Amphitheater and West Metro Station 16 project is initiating.
- **Other Projects** Mr. Irvin reported that he has been attending the Evergreen Fire Rescue Station Alerting project meetings and it is progressing on schedule. Chief Weege advised Mr. Irvin that the BDA/DAS project at Evergreen Middle and Senior High schools is progressing on schedule.

LEGAL COUNSEL REPORT

Mr. Tharp reported that proceedings regarding CenturyLink wrapped up with a settlement agreement and it is expected that there will be a tariff amendment filing before the end of the year. He also noted that the Public Utilities Commission (PUC) initiated proceedings to set

2027 emergency telephone charge (ETC) and other surcharge rates. Mr. Tharp and Mr. Irvin reviewed these matters and determined no intervention was needed

NEW BUSINESS

The board gave direction to Mr. Irvin to publish notice for 2027 budget hearing for the September board meeting.

Director Hopwood recommended initiating the annual evaluation process for Mr. Irvin. The board agreed. An executive session will be placed on the agenda for the September 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 July 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 fluid and cursive, with the first name "Tracee" being more prominent than the last name "Kaminski".

Pinnacle Consulting Group, Inc.
August 20, 2026

Offices Located in Loveland and Denver

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Serving our clients and community through excellent dependable service.

July 31, 2026

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JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(c-a)	(d)	(d-a)
	2026	2026	Actual	Variance	2027	Year to Year
	Adopted	Projected	Through	Through	Proposed	Budget
	Budget	Actual	7/31/2026	7/31/2026	Budget	Variance
Revenues						
9-1-1 fee (ETC)	\$ 20,621,244	\$ 20,621,244	\$ 12,037,722	\$ (8,583,522)	\$ 20,981,653	\$ 360,409
9-1-1 fee (prepaid)	2,062,124	2,062,124	1,226,694	(835,431)	2,098,165	36,041
PUC Statewide 9-1-1 Trust Reimbursement	1,031,062	1,031,062	657,230	(373,832)	1,049,083	18,020
Interest Income	200,000	269,333	157,111	(42,889)	200,000	-
Miscellaneous Income	500	500	4	(496)	500	-
Total Revenues	\$ 23,914,930	\$ 23,984,263	\$ 14,078,761	\$ (9,836,170)	\$ 24,329,400	\$ 414,470
Expenditures						
Administrative	\$ 403,281	\$ 407,540	\$ 253,466	\$ (149,815)	\$ 399,967	\$ (3,314)
Agency Operating Fund - BRO	1,667,353	1,667,353	959,991	(707,361)	1,834,088	166,735
Agency Operating Fund - WES	2,778,920	2,778,920	1,599,984	(1,178,936)	3,056,812	277,892
Agency Operating Fund - JEFFCOM	14,079,865	14,079,865	8,106,589	(5,973,276)	15,487,851	1,407,986
Disaster & Recovery Plan (DRP)	232,471	232,471	109,650	(122,821)	612,135	379,664
GIS System	184,433	184,433	48,441	(135,992)	349,687	165,254
Line Charges	878,864	878,864	643,119	(235,745)	904,830	25,966
Notification Systems (ENS)	367,795	367,795	165,941	(201,854)	474,831	107,036
Special Projects	1,846,498	2,001,966	856,991	(989,508)	1,779,619	(66,879)
Total Operating Expenditures	\$ 22,439,479	\$ 22,599,206	\$ 12,744,171	\$ (9,695,308)	\$ 24,899,820	\$ 2,460,341
Revenues over/(under) Expenditures	\$ 1,475,451	\$ 1,385,057	\$ 1,334,589	\$ (140,862)	\$ (570,420)	\$ (2,045,871)
Beginning Fund Balance	10,543,060	11,516,269	11,516,269		12,901,326	2,358,266
Ending Fund Balance	\$ 12,018,511	\$ 12,901,326	\$ 12,850,858		\$ 12,330,906	\$ 312,395
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000		\$ 750,000	\$ -
Operating Reserve (25% of Expenses)	5,609,870	5,649,802	5,609,870		6,224,955	615,085
Unrestricted	5,658,641	6,501,524	6,490,988		5,355,951	(302,690)
Ending Fund Balance	\$ 12,018,511	\$ 12,901,326	\$ 12,850,858		\$ 12,330,906	\$ 312,395

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY				2027 AOF Distribution		
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL				Percentage increase		1.10
GENERAL FUND						
	(a)	(b)	(c)	(c-a)	(d)	(d-a)
	2026 Adopted Budget	2026 Projected Actual	Actual Through 7/31/2026	Variance Through 7/31/2026	2027 Proposed Budget	Year to Year Budget Variance
Administration						
Accounting	\$ 95,000	\$ 95,000	\$ 63,705	\$ (31,295)	\$ 97,850	\$ 2,850
Bank Charges	5,000	5,000	-	(5,000)	5,000	-
Executive Director (ED)						
401k & Benefits	26,877	26,877	15,508	(11,369)	27,383	506
Mileage Reimbursement	300	300	-	(300)	200	(100)
Payroll Tax	11,671	11,671	6,674	(4,997)	11,809	138
Wages & Salaries	150,075	150,075	85,793	(64,282)	151,486	1,411
Insurance	20,439	20,439	18,796	(1,643)	9,700	(10,739)
Legal	77,222	77,222	49,025	(28,197)	79,539	2,317
Meeting & Misc						
Meeting & Misc - Other	9,997	9,997	8,723	(1,274)	10,000	3
Office Supplies & Postage	1,085	1,085	356	(729)	1,000	(85)
Payroll Expenses	4,874	4,874	1,236	(3,638)	1,000	(3,874)
Public Web	741	5,000	3,592	2,851	5,000	4,259
Total Administrative Expenses	\$ 403,281	\$ 407,540	\$ 253,409	\$ (149,872)	\$ 399,967	\$ (3,314)
Agency Operating Fund (AOF)						
Broomfield	\$ 1,667,353	\$ 1,667,353	\$ 959,991	\$ (707,361)	\$ 1,834,088	\$ 166,735
Westminster	2,778,920	2,778,920	1,599,984	(1,178,936)	3,056,812	277,892
Jeffcom	14,079,865	14,079,865	8,106,589	(5,973,276)	15,487,851	1,407,986
Total Agency Operating Fund (AOF)	\$ 18,526,137	\$ 18,526,137	\$ 10,666,564	(7,859,573)	\$ 20,378,751	\$ 1,852,614
Disaster & Recovery Plan (DRP)						
433HBC	\$ 232,471	\$ 232,471	\$ 109,650	\$ (122,821)	\$ 612,135	\$ 379,664
Total Disaster & Recovery Plan (DRP)	\$ 232,471	\$ 232,471	\$ 109,650	\$ (122,821)	\$ 612,135	\$ 379,664
GIS System						
GIS System Support	\$ 184,433	\$ 184,433	\$ 48,441	\$ (135,992)	\$ 349,687	\$ 165,254
Total GIS System	\$ 184,433	\$ 184,433	\$ 48,441	\$ (135,992)	\$ 349,687	\$ 165,254
Line Charges						
Call Box MRC	\$ 8,528	\$ 8,528	\$ 4,768	\$ (3,760)	\$ 8,384	\$ (144)
ESInet	870,336	870,336	638,350	(231,986)	896,446	26,110
Total Line Charges	\$ 878,864	\$ 878,864	\$ 643,119	\$ (235,745)	\$ 904,830	\$ 25,966
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 10,783	\$ 10,783	\$ 4,684	\$ (6,099)	\$ -	\$ (10,783)
ENS	221,112	221,112	161,257	(59,855)	368,741	147,629
VoIP Record Extract	2,000	2,000	-	(2,000)	-	(2,000)
ENS Systems Support	133,900	133,900	-	(133,900)	106,090	(27,810)
Total Notification Systems (ENS)	\$ 367,795	\$ 367,795	\$ 165,941	\$ (201,854)	\$ 474,831	\$ 107,036
Special Projects						
Call Box Project	\$ 8,717	\$ 8,717	\$ 3,791	\$ (4,926)	\$ 8,979	\$ 262
Fiber Special Projects	200,000	200,000	17,372	(182,628)	-	(200,000)
Last Mile Fiber Project	200,000	200,000	17,372	(182,628)	300,000	100,000
J-FON O&M	227,581	227,581	126,468	(101,113)	234,408	6,827
Jeffcom Radio Console Lease Assistance	251,532	252,000	252,000	468	252,000	468
Smart911	89,600	89,600	59,441	(30,159)	-	(89,600)
Fire Station Alerting	-	45,000	44,851	44,851	-	-
EVFR/JCPS DAS/BDA	-	60,000	57,299	57,299	-	-
BRO/WES Phone System Replacement						
NRC costs yr 1	584,836	584,836	56,803	(528,033)	-	(584,836)
ARC costs 5 yr agreement	284,232	284,232	-	(284,232)	284,232	-
City of Lakewood, Radio Replacement Grant					500,000	500,000
Special Projects Contingency	200,000	250,000	238,966	38,966	200,000	-
Total Special Projects	\$ 1,846,498	\$ 2,001,966	\$ 856,991	\$ (989,508)	\$ 1,779,619	\$ (66,879)
Total Expenditures	\$ 22,439,479	\$ 22,599,206	\$ 12,744,114	\$ (9,695,365)	\$ 24,899,820	\$ 2,460,341

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

	Q1 Actual	Q2 Actual	July Actual	August (Estimate)	September (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 9,664,127	\$ 11,189,712	\$ 11,118,248	\$ 11,410,525	\$ 11,323,304	\$ 11,323,304	\$ 11,061,644
<u>Expected Inflows:</u>							
2026 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 6,005,382	\$ 6,546,920	\$ 2,149,751	\$ 1,316,125	\$ 1,316,125	\$ 4,782,001	\$ 3,948,376
<u>Expected Outflows:</u>							
2026 Obligations (As projected, less paid)							
Administrative Total	\$ 99,893	\$ 139,507	\$ 24,982	\$ 26,975	\$ 26,975	\$ 78,932	\$ 80,925
Agency Operating Fund (AOF) Total	4,491,185	5,003,869	1,543,962	1,069,589	1,069,589	3,683,140	3,208,767
Disaster & Recovery Plan (DRP) Total	46,978	42,453	11,989	18,722	18,722	49,432	56,165
GIS System Total	13,625	26,225	14,250	18,619	18,619	51,488	55,857
Line Charges Total	267,215	357,248	101,254	21,878	21,878	145,011	65,635
Notification Systems (ENS) Total	64,403	1,560	19,896	40,277	40,277	100,449	120,830
Special Projects Total	139,461	114,893	141,141	207,286	207,286	555,713	621,859
Total Expected Outflows	\$ 5,122,759	\$ 5,685,755	\$ 1,857,474	\$ 1,403,346	\$ 1,403,346	\$ 4,664,165	\$ 4,210,037
Net Inflows/Outflows	\$ 882,623	\$ 861,165	\$ 292,277	\$ (87,220)	\$ (87,220)	\$ 117,836	\$ (261,661)
Estimated Cash Position	\$ 10,257,083	\$ 11,118,248	\$ 11,410,525	\$ 11,323,304	\$ 11,236,084	\$ 11,236,084	\$ 10,974,424

JCECA - 2026 Aug Expenditure Request Authorization 082626 0705					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2026-030		Multi	ECC distributions for Sep 2026	AOF	1,543,844.83
2026-031		Multi	Warn Room Alerting Training	ENS	39,500.00
				Total	1,583,344.83
Expenditures Approved by Executive Director (signature):					

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
SEPTEMBER 24, 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. August 27, 2026 Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. 2027 Budget Hearing
 - 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. Executive Session pursuant to §24-6-402(4)(f)(I), C.R.S., for personnel matters regarding the Executive Director 2026 annual performance review.
10. 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.