MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JUNE 25, 2026

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

Present:	Director Kevin Biegert Director Travis Hopwood Director Andy Kerr Attorney Ryan Tharp
Excused:	Director Mark Goodell Director Dean Villano
Also, Present:	Jeff Irvin, JCECA Executive Director Tracie Kaminski, Pinnacle Consulting Group, Inc. Shawn Bowie, Pinnacle Consulting Group, Inc. Lane Blomquist, BCC Clerk's Office Jacinda English, Broomfield PD Deanne Criswell, Jeffcom911 Gina Ramirez, Jeffcom911 Jennifer Sandoval, Jeffcom911 Ethan Honaman, Jeffcom911 Kevin Garcia, Jeffcom911 Kinde Yetemegn, Jeffcom911 Geena Gomez, Jeffcom911 Cherish Moon, Jeffcom911 Sara Gallegos, Westy911 Kyle Mickelson, Jeffcom911 Courtney, Wolschlager, Jeffcom911 Zeeshan Salmani, City of Lakewood

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 May 28, 2026 meeting.

TREASURER'S REPORT

Mr. Bowie presented the financials for the five-month period ending May 31st, reporting total revenues of $9,898,811 against total expenditures of $9,133,504, resulting in a positive balance of $765,307. The ending fund balance was reported as $12,281,576

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

Mr. Bowie then presented the cash projection report, noting an estimated ending cash balance of $11,189,712 for May. A previous formula error regarding the Q4 projected ending fund balance was corrected, resulting in an updated projection of $10,813,046.

- **2027 Budget Process**: Mr. Bowie announced that the 2027 budget process is beginning with the development of proforma financials, which are expected to be presented at the next board meeting. Mr. Irvin noted that the Public Utilities Commission (PUC) will set the cap for the Emergency Telephone Charge (ETC) in October, which will provide necessary data to refine these projections.
- **Regional Funding Model Draft**: Mr. Irvin presented a draft for a regional funding model, designed to establish a consistent framework for future boards regarding funding priorities and outside agency support. Travis Hopwood requested that the formula be tested retroactively against historical data to ensure the proposed percentages align with reality. The board set a goal to potentially adopt this model in October during the 2027 budget approval.
- **Emergency Funding and Grant Guidelines**: The board discussed how to handle specific agency requests, such as the radio replacement request from Lakewood, within the proposed funding model. Participants clarified that regional partnership grants have a maximum of $250,000, while emergency funding grants have a maximum of $500,000. The consensus reached was that the board should prioritize regional interoperability initiatives to maximize impact, thereby freeing up resources for agencies to manage their own internal equipment lifecycles. Mr. Irvin committed to further refining the grant portion of the model, specifically defining "emergency" criteria, based on board feedback.

EXPENDITURE REQUESTS

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

The Board upon motion of Director Hopwood duly seconded by Director Goodell and by unanimous vote, approved the expenditure requests for June in the amount of $1,909,400.59.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English reported that the agency is fully staffed for the Fourth of July holiday and noted successful progress on the last mile connection project.
- **Jeffcom ECC** – Ms. Criswell, the interim executive director, was introduced and reported that a search firm has been engaged to find a permanent executive director, with final interviews targeted for August. Eight new emergency communications specialists were sworn in, and the agency is actively hiring for supervisor roles and planning a September academy. Additionally, two CAD sandboxes are complete, with a board presentation scheduled for July. Mr. Honaman reported that the agency successfully moved off the manual cluster for the Carbyne system to an automated cluster, and they are now in a monitoring phase. A full failover test from the West environment to the East environment is planned after the July 4th holiday. Furthermore, a Carbyne research team visited to observe workflows, resulting in the identification of several bugs and optimization opportunities, including Rapid SOS data population, which the team is actively working to rectify.

- **Westminster ECC** – Ms. Gallegos reported that the agency is increasing staffing for the holiday and has four new employees scheduled to begin training on July 13th.

EXECUTIVE DIRECTOR REPORT

- **Lookout Alert Systemwide Test**: Mr. Garcia reported that the June 3rd systemwide test achieved a 96.35% success rate for SMS, which was the highest-performing notification method. The test successfully validated the WEA (Wireless Emergency Alert) method for the first time. Voice notifications proved to be the slowest method, taking seven hours to complete due to legacy records containing invalid numbers. Mr. Garcia intends to work with the vendor to purge this legacy data to improve efficiency.
- **Lookout Alert - Alerts and Caller ID Issues**: Ms. Criswell raised a concern regarding alerts failing to bypass "Do Not Disturb" phone settings, while Mr. Garcia noted that the agency's phone numbers are occasionally flagged as spam by carriers. The team is currently working through vetting processes with telephone vendors to prevent spam blocking and plans to launch an awareness campaign encouraging residents to save the alert numbers as favorites to ensure they bypass nighttime silencing.
- **Lookout Alert - Red Flag Alerts**: Commissioner Kerr questioned why certain Red Flag alerts were missed recently. Kevin Garcia explained that National Weather Service fire zones do not align perfectly with county boundaries, leading to some areas receiving alerts while others do not, based on the specific zones initiated by the National Weather Service.
- **Lookout Alert Improvements and Cost Savings**: Mr. Irvin announced that the authority will discontinue monthly ALI database extracts from Lumen and VoIP extracts from Comcast, resulting in annual savings of approximately $10,000, which will help offset the costs of the Mobile Reach service.

LEGAL COUNSEL REPORT

Mr. Tharp reported that the PUC matter regarding Century Link's network improvement plan is ongoing, with parties currently waiting for Century Link to provide cost justification information. Ryan Tharp expects the process to conclude with a settlement agreement, though the hearing date may be pushed back to provide sufficient time for finalization.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Director Hopwood adjourned the meeting.

PINNACLE
CONSULTING GROUP, INC.

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 May 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.

Tracie L. Kaminski

Pinnacle Consulting Group, Inc.
June 19, 2026

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JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
BALANCE SHEET
May 31, 2026

	Unaudited Actual 5/31/2026
Assets	
Current Assets	
Cash, Checking	$ 3,654,560
Cash, Savings	7,535,151
Accounts Receivable	2,503,635
Prepaid Expense	183,974
Total Current Assets	$ 13,877,320
Long-Term Assets	
Construction in Progress	$ 5,365,878
Infrastructure	25,895
Right of Ways	568,082
West Corridor Fiber Optic	865,614
Accumulated Depreciation	(523,626)
Total Long-Term Assets	$ 6,301,844
Total Assets	**$ 20,179,163**
Liabilities	
Current Liabilities	
Accounts Payable	$ 1,591,178
Credit Card Liability	4,565
Total Current Liabilities	$ 1,595,743
Total Liabilities	**$ 1,595,743**
Fund Equity	
Net Investment in Fixed Assets	$ 6,301,844
Fund Balance	
Nonspendable	183,974
Unassigned	12,097,602
Total Fund Equity	**$ 18,583,420**
Total Liabilities and Fund Equity	**$ 20,179,163**
	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY			
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS			
GENERAL FUND			
	(a)	(b)	(b-a)
	2026 Adopted Budget	**Actual Through 5/31/2026**	**Variance Through 5/31/2026**
Revenues			
9-1-1 fee (ETC)	$ 20,621,244	$ 8,460,437	$ (12,160,807)
9-1-1 fee (prepaid)	2,062,124	851,733	(1,210,392)
PUC Statewide 9-1-1 Trust Reimbursement	1,031,062	477,001	(554,061)
Interest Income	200,000	109,636	(90,364)
Miscellaneous Income	500	4	(496)
Total Revenues	**$ 23,914,930**	**$ 9,898,811**	**$ (14,016,120)**
Expenditures			
Administrative	$ 403,281	$ 199,829	$ (203,452)
Agency Operating Fund - BRO	1,667,353	756,645	(910,707)
Agency Operating Fund - WES	2,778,920	1,136,831	(1,642,089)
Agency Operating Fund - JEFFCOM	14,079,865	6,118,611	(7,961,254)
Disaster & Recovery Plan (DRP)	232,471	66,431	(166,039)
GIS System	184,433	19,940	(164,493)
Line Charges	878,864	522,555	(356,309)
Notification Systems (ENS)	367,795	124,599	(243,196)
Special Projects	1,846,498	188,062	(1,658,436)
Total Operating Expenditures	**$ 22,439,479**	**$ 9,133,504**	**$ (13,305,975)**
Revenues over/(under) Expenditures	**$ 1,475,451**	**$ 765,307**	**$ (710,144)**
Beginning Fund Balance	**10,543,060**	**11,516,269**	
Ending Fund Balance	**$ 12,018,511**	**$ 12,281,576**	
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	5,921,706	
Ending Fund Balance	**$ 12,018,511**	**$ 12,281,576**	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL
GENERAL FUND

	(a)	(b)	(b-a)
	2026 Adopted Budget	**Actual Through 5/31/2026**	**Variance Through 5/31/2026**
Administration			
Accounting	$ 95,000	$ 48,517	$ (46,483)
Bank Charges	5,000	-	(5,000)
Executive Director (ED)			
401k & Benefits	26,877	11,077	(15,800)
Mileage Reimbursement	300	-	(300)
Payroll Tax	11,671	4,791	(6,880)
Wages & Salaries	150,075	65,122	(84,953)
Insurance	20,439	10,511	(9,928)
Legal	77,222	49,025	(28,197)
Meeting & Misc			
Meeting & Misc - Other	9,997	8,373	(1,624)
Office Supplies & Postage	1,085	356	(729)
Payroll Expenses	4,874	2,000	(2,874)
Public Web	741	-	(741)
Total Administrative Expenses	$ 403,281	$ 199,772	$ (203,509)
Agency Operating Fund (AOF)			
Broomfield	$ 1,667,353	$ 756,645	$ (910,707)
Westminster	2,778,920	1,136,831	(1,642,089)
Jeffcom	14,079,865	6,118,611	(7,961,254)
Total Agency Operating Fund (AOF)	$ 18,526,137	$ 8,012,087	(10,514,050)
Disaster & Recovery Plan (DRP)			
SRBC Recurring	$ 232,471	$ 66,431	$ (166,039)
Total Disaster & Recovery Plan (DRP)	$ 232,471	$ 66,431	$ (166,039)
GIS System			
GIS System Support	$ 184,433	$ 19,940	$ (164,493)
Total GIS System	$ 184,433	$ 19,940	$ (164,493)
Line Charges			
Call Box MRC	$ 8,528	$ 3,382	$ (5,146)
ESInet	870,336	519,174	(351,162)
Total Line Charges	$ 878,864	$ 522,555	$ (356,309)
Notification Systems (ENS)			
ALI Database Extract (ADE)	$ 10,783	$ 3,133	$ (7,650)
ENS	221,112	121,466	(99,647)
VoIP Record Extract	2,000	-	(2,000)
ENS Systems Support	133,900	-	(133,900)
Total Notification Systems (ENS)	$ 367,795	$ 124,599	$ (243,196)
Special Projects			
Call Box Project	$ 8,717	$ 2,843	$ (5,874)
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	105,652	(121,929)
Jeffcom Radio Console Lease Assistance	251,532	-	(251,532)
Smart911	89,600	44,580	(45,020)
Fire Station Alerting	-	28,649	28,649
EVFR/JCPS DAS/BDA Project	-	-	-
BRO/WES Phone System Replacement			
NRC costs yr 1	584,836	-	(584,836)
ARC costs 5 yr agreement	284,232	-	(284,232)
Special Projects Contingency	200,000	-	(200,000)
Total Special Projects	$ 1,846,498	$ 188,062	$ (1,658,436)
Total Expenditures	**$ 22,439,479**	**$ 9,133,446**	**$ (13,306,032)**

Jefferson County Emergency Communications Authority
2026 Cash Projection Report

	Q1	April	May	June	Q2	Q3	Q4
	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)
Cash on Hand	**$ 9,664,127**	$ 10,257,083	$ 10,474,604	$ 11,189,712	**$ 11,189,712**	**$ 11,027,044**	**$ 10,866,546**
Expected Inflows:							
2026 Revenues (As projected, less paid)							
Total Expected Inflows	**$ 6,005,382**	**$ 2,023,106**	**$ 2,454,755**	**$ 1,918,812**	**$ 6,396,673**	**$ 5,756,437**	**$ 5,756,437**
Expected Outflows:							
2026 Obligations (As projected, less paid)							
Administrative Total	**$ 99,893**	$ 38,262	$ 27,135	$ 41,131	**$ 106,528**	**$ 123,393**	**$ 123,393**
Agency Operating Fund (AOF) Total	**4,491,185**	1,598,366	1,572,494	1,552,013	**4,722,873**	**4,656,040**	**4,656,040**
Disaster & Recovery Plan (DRP) Total	**46,978**	12,585	11,989	22,988	**47,563**	**64,841**	**64,841**
GIS System Total	**13,625**	-	13,113	22,528	**35,640**	**64,053**	**64,053**
Line Charges Total	**267,215**	99,778	103,952	58,274	**262,005**	**191,952**	**191,952**
Notification Systems (ENS) Total	**64,403**	-	781	43,230	**44,011**	**113,681**	**113,689**
Special Projects Total	**139,461**	56,593	10,183	234,323	**301,099**	**702,969**	**702,969**
Total Expected Outflows	**$ 5,122,759**	**$ 1,805,585**	**$ 1,739,647**	**$ 1,974,488**	**$ 5,519,720**	**$ 5,916,929**	**$ 5,916,936**
Net Inflows/Outflows	**$ 882,623**	**$ 217,521**	**$ 715,108**	**$ (55,675)**	**$ 876,954**	**$ (160,491)**	**$ (160,498)**
Estimated Cash Position	**$ 10,257,083**	**$ 10,474,604**	**$ 11,189,712**	**$ 11,134,036**	**$ 11,134,036**	**$ 10,973,545**	**$ 10,813,046**

JCECA - 2026 Jun Expenditure Request Authorization 062526 0949					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2026-024	05/25/26	JCECA	CRS Insurance Brokerage 2026 renewal 06/17/26 thru 06-17-27	Admin:insurace	8,586.00
2026-025	05/25/26	Multi	ECC distributions for Jul 2026	AOF	1,543,844.83
2026-026	05/25/26	BRO	BRO-ADCOM Lastmile Connection	SpProj:JFON Lastmile	41,853.44
2026-027	05/25/26	433HBC	433HBC L3Harris SDP 1.0 to 3.0 Upgrade Q1 2027 expense	DRP:433HBC	315,116.32
				Total	**1,909,400.59**
			Expenditures Approved by Executive Director (signature):		

NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
JULY 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. June 25, 2026, Monthly Meeting

4. Treasurer's Report:

    a. Financial Reports – Pinnacle Consulting Group, Inc.

        i. Financial Statements.
        ii. Cash Encumbrance Report.
        iii. Review of 2027 budget workbook.

    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. Director Goodell term expiration/extension request.
    b. Lookout Alert stats.
    c. Redundant ENS system discussion.

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.