

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
OCTOBER 23, 2025

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

Present: Director Biegert
 Director Goodell
 Director Hopwood
 Director Lester
 Director Kerr

 Attorney Ryan Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Zahra Murad, Clerk to the Board
 Jacinda English, Broomfield PD
 Jeff Streater, Jeffcom911
 Kevin Garcia, Jeffcom911
 Geena Gomez, Jeffcom911
 Ethan Honaman, Jeffcom911
 Kyle Mickelson, J(effcom911
 Gina Ramirez, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Kinde Yetemegn, Jeffcom911
 Scott Eddy, JCSO
 Sara Gallegos, Westy911

Director Goodell called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Lester duly seconded by Director Goodell, and by unanimous vote, approved the Minutes of September 25, 2025.

TREASURER'S REPORT

Ms. Kaminski presented the financial statements through September 30, 2025 (copy attached), reporting total revenues of \$21,384,570 and total expenditures of \$14,677,724, with an anticipated ending fund balance of \$13,899,249. Director Biegert requested clarification of the projected ending fund balance which Ms. Kaminsky confirmed to be \$10,543,060.

The Board upon motion of Director Hopwood duly seconded by Director Biegert and by unanimous vote, approved the Treasurer’s Report for October 2025.

Ms. Kaminski then presented the Cash Encumbrance Report (copy attached)

Mr. Irvin then introduced the topic of setting the 2026 ETC rate, noting the PUC authorized a cap of \$2.17, which Mr. Tharp clarified needed a board motion to be set, effective February 1st, 2026.

The Board upon motion of Director Hopwood duly seconded by Director Goodell and by unanimous vote, approved setting the 2026 ETC rate at \$2.17 effective February 1, 2026.

2026 BUDGET HEARING

Mr. Tharp confirmed the budget hearing was posted in the newspaper and asked for public comment, to which Mr. Irvin stated none were received. Director Goodell opened the discussion, and Ms. Kaminski confirmed no changes from the prior work session. Director Biegert inquired about the absence of the capital reserve on the budget document, which Tracie Kaminski acknowledged as an oversight it would be corrected. Mark Goodell moved to approve the 2026 budget contingent on this correction.

The Board upon motion of Director Goodell duly seconded by Director Hopwood and by unanimous vote, approved the 2026 budget subject to the correction which will be reflected in the September financials to be presented at the November board meeting.

Director Goodell adjourned the budget hearing and the board returned to the regular meeting.

Mr. Irvin discussed the need for a 2025 budget amendment due to multiple unanticipated special projects this year to include: JCPS R1 communication center upgrades, and costs for the 433 HBC which JCECA assumed responsibility for in 2025. It was agreed that a budget amendment hearing would be held during the November meeting and that the meeting will be held on 11/20/2025 at 1100MT so as not to conflict with the Thanksgiving holiday and the Jeffcom board meeting at 0900MT on 11/20/2026.

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for October 2025 (copy attached).

The Board upon motion of Director Goodell duly seconded by Director Hopwood and by unanimous vote, approved the expenditure requests for September in the amount of \$1,451,895.25.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English reported that they are at 17 out of 18 positions with a new hire starting next week They are reviewing an updated quote for the Carbyne APEX project. Two out of three supervisors completed their CMP certifications, and the third earned their EMP certification.
- **Jeffcom ECC** – Mr. Streeter announced the graduation of an academy class of 11, with hiring processes underway for an anticipated January academy.
- **Westminster ECC** – Ms. Gallegos reported they are down two positions but have a hiring process underway, with six candidates in background checks and an awarded third position for 2026, plus an over hire position.

EXECUTIVE DIRECTOR REPORT

- **LookoutAlert** – Mr. Irvin presented the Lookout Alert report (copy attached), noting an increase of 959 opt-ins, and advised that CodeRED data normalization had leveled out. Mr. Garcia highlighted that community events helped increase numbers and discussed the successful use of LookoutAlert for notifications during the Evergreen High School incident, including reunification details. Mr. Streeter mentioned Sheriff Marinelli's marketing push to use Explorers to increase registrations. Mr. Garcia affirmed plans to meet with the Sheriff to develop a game plan for the other agencies. Mr. Garcia also added that the Archdiocese contacted him to discuss getting their schools and staff on board to receive LookoutAlert for notifications.
- **Evergreen HS BDA** – Mr. Irvin was contacted by JCPS communications to discuss an audit they are performing in response to in-building coverage issues at Evergreen HS. JCECA as funded BDA (bi-directional amplifier) projects at other schools in the past.

LEGAL COUNSEL REPORT

Mr. Tharp reported on PUC activities, specifically CenturyLink's updated tariff filings, which appear to have addressed most 911 community concerns, expecting no objections to be filed.

NEW BUSINESS

No new business.

EXECUTIVE SESSION

No executive session.

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, 2024 and September 30, 2025. We have also prepared the accompanying 2026 proposed budgets of revenues, expenditures and funds available prepared on the modified accrual basis.

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, flowing style.

Pinnacle Consulting Group, Inc.
October 8, 2025

Offices Located in Loveland and Denver

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JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		
BALANCE SHEET		
December 31, 2024 and September 30, 2025		
	Audited Actual 12/31/2024	Unaudited Actual 9/30/2025
Assets		
Current Assets		
Cash, Checking	\$ 3,823,610	\$ 3,369,569
Cash, Savings	2,225,419	5,856,139
Accounts Receivable	2,069,621	5,774,035
Prepaid Expense	181,121	22,163
Total Current Assets	\$ 8,299,771	\$ 15,021,906
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	\$ 14,443,314	\$ 21,165,449
Liabilities		
Current Liabilities		
Accounts Payable	\$ 1,107,368	\$ 1,122,657
Total Current Liabilities	\$ 1,107,368	\$ 1,122,657
Total Liabilities	\$ 1,107,368	\$ 1,122,657
Fund Equity		
Net Investment in Fixed Assets	\$ 6,143,543	\$ 6,143,543
Fund Balance		
Nonspendable	181,121	22,163
Unassigned	7,011,282	13,877,086
Total Fund Equity	\$ 13,335,946	\$ 20,042,792
Total Liabilities and Fund Equity	\$ 14,443,314	\$ 21,165,449
	=	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	
	2024	2025	2025	Actual	Budget	Variance	2026	
	Audited	Adopted	Projected	Through	Through	Through	Proposed	2026
	Actual	Budget	Actual	9/30/2025	9/30/2025	9/30/2025	Budget	Comments
Revenues								
9-1-1 fee (ETC)	\$ 18,804,788	\$ 19,473,006	\$ 20,146,100	\$ 19,100,097	\$ 15,034,337	\$ 4,065,759	\$ 20,621,244	Estimating 80% collection of \$2.17 Fee
9-1-1 fee (prepaid)	1,798,924	1,947,301	1,847,301	1,441,075	1,385,480	55,595	2,062,124	Estimating 10% of ETC Revenue
PUC Statewide 9-1-1 Trust Reimbursement	750,030	778,920	878,920	712,678	798,830	(86,152)	1,031,062	Estimating 5% of ETC Revenue
Interest Income	79,214	50,000	173,857	130,720	54,167	76,553	200,000	Estimate
Miscellaneous Income	-	500	500	-	375	(375)	500	
Total Revenues	\$ 21,432,956	\$ 22,249,727	\$ 23,046,678	\$ 21,384,570	\$ 17,273,190	\$ 4,111,380	\$ 23,914,930	
Expenditures								
Administrative	\$ 334,006	\$ 351,230	\$ 366,551	\$ 265,578	\$ 269,363	\$ (3,785)	\$ 403,281	
Agency Operating Fund - BRO	1,362,999	1,515,775	1,515,775	1,136,831	1,136,831	-	1,667,353	
Agency Operating Fund - WES	2,271,665	2,526,291	2,526,291	1,894,718	1,894,718	-	2,778,920	
Agency Operating Fund - JEFFCOM	11,509,771	12,799,877	12,799,877	9,599,908	9,599,908	-	14,079,865	
Disaster & Recovery Plan (DRP)	34,394	158,400	217,884	163,822	113,390	50,432	232,471	
GIS System	175,000	192,000	192,000	11,701	11,000	701	184,433	
Line Charges	696,871	528,129	659,155	634,425	568,288	66,137	878,864	
Notification Systems (ENS)	249,127	389,674	389,674	227,526	196,756	30,770	367,795	
Special Projects	937,484	807,000	1,028,815	743,215	459,207	284,008	1,846,498	
Total Operating Expenditures	\$ 17,571,317	\$ 19,268,376	\$ 19,696,022	\$ 14,677,724	\$ 14,249,461	\$ 428,263	\$ 22,439,479	
Revenues over/(under) Expenditures	\$ 3,861,639	\$ 2,981,350	\$ 3,350,657	\$ 6,706,846	\$ 3,023,729	\$ 3,683,117	\$ 1,475,451	
Beginning Fund Balance	3,330,764	5,870,339	7,192,403	7,192,403			10,543,060	
Ending Fund Balance	\$ 7,192,403	\$ 8,851,689	\$ 10,543,060	\$ 13,899,249			\$ 12,018,511	
Components of Ending Fund Balance								
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000			\$ -	
Operating Reserve (25% of Expenses)	4,392,829	4,817,094	4,924,005	4,817,094			5,609,870	
Unrestricted	2,049,574	3,284,595	4,869,055	8,332,155			6,408,641	
Ending Fund Balance	\$ 7,192,403	\$ 8,851,689	\$ 10,543,060	\$ 13,899,249			\$ 12,018,511	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	
	2024	2025	2025	Actual	Budget	Variance	2026	
	Audited	Adopted	Projected	Through	Through	Through	Proposed	2026
	Actual	Budget	Actual	9/30/2025	9/30/2025	9/30/2025	Budget	Comments
Administration								
Accounting	\$ 88,772	\$ 94,365	\$ 94,365	\$ 54,154	\$ 72,874	\$ (18,720)	\$ 95,000	Audit \$8,000 (emailed Hinkle)
Bank Charges	4,764	8,167	8,167	424	3,364	(2,940)	5,000	Estimate based on 2024 actual
Executive Director (ED)								
401k & Benefits	25,890	25,885	25,885	20,109	19,414	695	26,877	Averaged 2025 actual for 2026 budget.
Mileage Reimbursement	-	500	500	-	375	(375)	300	Contingency amount per Jeff
Payroll Tax	10,846	10,905	10,905	8,691	8,179	512	11,671	Averaged 2025 actual for 2026 budget.
Wages & Salaries	140,070	140,070	140,070	112,056	104,561	7,495	150,075	Averaged 2025 actual for 2026 budget.
Insurance	6,112	5,473	5,473	5,326	4,105	1,221	20,439	Averaged 2025 actual for 2026 budget.
Legal	42,174	44,679	60,000	50,213	39,509	10,704	77,222	Averaged 2025 actual for 2026 budget.
Meeting & Misc								
Admin Web/Listserve	20	-	-	-	-	-	-	No longer using these SAS services.
Meeting & Misc - Other	9,621	14,369	14,369	9,753	11,869	(2,116)	9,997	Averaged 2025 actual for 2026 budget.
Phone/Web Conferencing	152	-	-	-	-	-	-	No longer incurring costs for these services.
Office Supplies & Postage	612	753	753	658	565	93	1,085	Averaged 2025 actual for 2026 budget.
Payroll Expenses	4,769	4,564	4,564	3,762	3,423	339	4,874	Averaged 2025 actual for 2026 budget.
Public Web	204	1,500	1,500	432	1,125	(693)	741	Increased maintenance costs for statutory accessibility requirements.
Total Administrative Expenses	\$ 334,006	\$ 351,230	\$ 366,551	\$ 265,578	\$ 269,363	\$ (3,785)	\$ 403,281	
Agency Operating Fund (AOF)								
Broomfield	\$ 1,362,999	\$ 1,515,775	\$ 1,515,775	\$ 1,136,831	\$ 1,136,831	\$ -	\$ 1,667,353	10% Increase for 2026
Westminster	2,271,665	2,526,291	2,526,291	1,894,718	1,894,718	-	2,778,920	10% Increase for 2026
Jeffcom	11,509,771	12,799,877	12,799,877	9,599,908	9,599,908	-	14,079,865	10% Increase for 2026
Total Agency Operating Fund (AOF)	\$ 15,144,435	\$ 16,841,943	\$ 16,841,943	\$ 12,631,457	\$ 12,631,457	\$ -	\$ 18,526,137	
Disaster & Recovery Plan (DRP)								
SRBC Recurring	\$ 34,394	\$ 158,400	\$ 217,884	\$ 163,822	\$ 113,390	\$ 50,432	\$ 232,471	See 433HBC schedule tab - fka SRBC Recurring
Total Disaster & Recovery Plan (DRP)	\$ 34,394	\$ 158,400	\$ 217,884	\$ 163,822	\$ 113,390	\$ 50,432	\$ 232,471	
GIS System								
GIS System Support	\$ 175,000	\$ 192,000	\$ 192,000	\$ 11,701	\$ 11,000	\$ 701	\$ 184,433	See GIS Support schedule tab
Total GIS System	\$ 175,000	\$ 192,000	\$ 192,000	\$ 11,701	\$ 11,000	\$ 701	\$ 184,433	
Line Charges								
Call Box MRC	\$ 12,300	\$ 7,270	\$ 7,270	\$ 6,290	\$ 4,653	\$ 1,638	\$ 8,528	Averaged 2025 actual for 2026 budget.
ESInet	683,471	518,974	650,000	628,134	562,222	65,913	870,336	Averaged 2025 actual for 2026 budget.
Other	1,100	1,885	1,885	-	1,414	(1,414)	-	Not used
Total Line Charges	\$ 696,871	\$ 528,129	\$ 659,155	\$ 634,425	\$ 568,288	\$ 66,137	\$ 878,864	
Notification Systems (ENS)								
ALI Database Extract (ADE)	\$ 5,635	\$ 11,216	\$ 11,216	\$ 6,290	\$ 8,412	\$ (2,122)	\$ 10,783	Averaged 2025 actual for 2026 budget.
ENS	243,492	244,458	244,458	221,236	188,344	32,892	221,112	See ENS schedule tab
VoIP Record Extract	-	4,000	4,000	-	-	-	2,000	Discrepancy found: Neustar 2025 debited to ENS rather than ADE subcategory
ENS Systems Support	-	130,000	130,000	-	-	-	133,900	Reimb Jeffcom for FTE to administer ENS systems + 3%
Total Notification Systems (ENS)	\$ 249,127	\$ 389,674	\$ 389,674	\$ 227,526	\$ 196,756	\$ 30,770	\$ 367,795	
Special Projects								
Call Box Project	\$ 140	\$ 7,000	\$ 7,000	\$ 5,215	\$ 6,007	\$ (792)	\$ 8,717	Averaged 2025 actual for 2026 budget.
Fiber Special Projects	149,845	300,000	300,000	166,733	162,000	4,733	200,000	
Last Mile Fiber Project	108,245	200,000	200,000	166,733	97,000	69,733	200,000	Continues funding of last mile projects to include fire station connections.
North Metro	-	100,000	100,000	-	-	-	-	Eliminate this line item.
Equipment Refresh Project	41,600	-	-	-	-	-	-	Eliminate this line item.
J-FON O&M	352,638	200,000	200,000	67,720	81,200	(13,480)	227,581	JFON 2026 Network Admin salary inc 3% + avg of costs to-date)
Jeffcom Radio Console Lease Assistance	-	-	-	-	-	-	251,532	Yr 2 of 7yr Jeffcom lease purchase agreement
Smart911	89,161	100,000	100,000	81,731	75,000	6,731	89,600	See ENS schedule tab
BRO/WES Phone System Replacement								See BRO-WES APEX schedule
NRC costs yr 1	-	-	-	-	-	-	584,836	Non recurring costs yr 1
ARC costs 5 yr agreement	-	-	-	-	-	-	284,232	Annual recurring cost yr 1 per 5 yr agreement
Special Projects Contingency	345,700	200,000	421,815	421,815	200,000	221,815	200,000	Allowance
Total Special Projects	\$ 937,484	\$ 807,000	\$ 1,028,815	\$ 743,215	\$ 459,207	\$ 284,008	\$ 1,846,498	
Total Expenditures	\$ 17,571,317	\$ 19,268,376	\$ 19,696,022	\$ 14,677,724	\$ 14,249,461	\$ 428,263	\$ 22,439,479	

**Jefferson County Emergency Communications Authority
2025 Cash Projection Report**

	Q1 Actual	Q2 Actual	July Actual	August Actual	September Actual	Q3 Actual	Q4 (Estimate)
Cash on Hand	\$ 5,588,415	\$ 7,912,458	\$ 7,971,141	\$ 8,909,836	\$ 8,711,166	\$ 8,711,166	\$ 9,095,491
<u>Expected Inflows:</u>							
2025 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 12,097,841	\$ 5,644,372	\$ 2,528,045	\$ 1,405,738	\$ 2,057,061	\$ 5,990,843	\$ 4,565,694
<u>Expected Outflows:</u>							
2025 Obligations (As projected, less paid)							
Administrative Total	\$ 85,095	\$ 106,489	\$ 28,895	\$ 31,831	\$ 27,334	\$ 88,060	\$ 71,587
Agency Operating Fund (AOF) Total	4,082,895	4,210,486	1,403,495	1,403,495	1,192,971	3,999,962	4,548,600
Disaster & Recovery Plan (DRP) Total	35,967	91,888	11,989	11,989	11,989	35,967	(5,422)
GIS System Total	12,414	-	-	-	-	-	179,586
Line Charges Total	209,977	259,454	134,806	35,937	85,888	256,631	(197,932)
Notification Systems (ENS) Total	64,787	3,789	-	1,657	-	1,657	319,441
Special Projects Total	125,054	482,778	10,165	119,499	224,319	353,983	(154,815)
Total Expected Outflows	\$ 4,616,189	\$ 5,154,882	\$ 1,589,351	\$ 1,604,407	\$ 1,542,501	\$ 4,736,259	\$ 4,764,661
Net Inflows/Outflows	\$ 7,481,652	\$ 489,489	\$ 938,695	\$ (198,670)	\$ 514,560	\$ 1,254,585	\$ (198,967)
Estimated Cash Position	\$ 7,481,652	\$ 7,971,141	\$ 8,909,836	\$ 8,711,166	\$ 9,225,726	\$ 9,225,726	\$ 9,028,566

JCECA - 2025 Oct Expenditure Request Authorization 100325 1624					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2025-025		Multi	ECC distributions for Nov 2025	AOF	1,403,495.25
2025-026		Multi	Mobile Reach SAS 1yr, RAVE_INV-70458_100125_JCECA_48,400.00.pdf	ENS	48,400.00
				Total	1,451,895.25
Expenditures Approved by Executive Director (signature):					

Lookout Alert Stats		
Date	Opt-In Recipients	+ / -
01/25/2024	178,141	
02/22/2024	181,519	3,378
03/28/2024	182,620	1,101
04/25/2024	183,320	700
05/23/2024	185,120	1,800
06/27/2024	187,481	2,361
07/25/2024	188,624	1,143
08/22/2024	202,619	13,995
09/26/2024	205,743	3,124
10/24/2024	206,188	445
11/21/2024	206,591	403
01/23/2025	208,063	1,472
02/27/2025	209,679	1,616
03/27/2025	210,152	473
04/24/2025	210,789	637
05/22/2025	211,579	790
06/26/2025	212,320	741
07/24/2025	213,260	940
08/28/2025	214,539	1,279
09/25/2025	210,629	-3,910
10/23/2025	211,588	959

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
NOVEMBER 20, 2025, AT 11 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. October 23, 2025, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. 2025 Budget Amendment 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 2025 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.