

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 24, 2025

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 Dave Lester
 Undersheriff Scott Eddy - alternate for Director Kerr

Excused: Director Kerr

 Attorney Ryan Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
 Maylee Barazza, Jefferson County Clerk to the Board Office
 Mikhaila Zamora, Jefferson County Clerk to the Board Office
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Jacinda English, Broomfield PD
 Jeff Streeter, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Gina Ramirez, Jeffcom911
 Jennifer Gustin, Jeffcom911
 Kevin Garcia, Jeffcom911
 Geena Gomez, Jeffcom911
 Candace Harris, Jeffcom911
 Ethan Honaman, Jeffcom911
 Kinde Yetemgn, Jeffcom911
 Sara Gallegos, Westy911
 Cathey Raley, Arapahoe County SO

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 Biegert, and by unanimous vote, approved the Minutes of March 27, 2025.

TREASURER'S REPORT

Ms. Kaminski presented the unaudited financial statements prepared by PCGI through March 31, 2025 (copy attached). She advised that JCECA recognized revenue of \$5,459,845. In line with projected revenue, we saw the first month of the increased ETC fee. The projections were within about a \$75K variance so they were left unchanged to match the original budget. They did update the interest income projection as we have just over \$3.2M in a ColoTrust account averaging 4.4% interest at the end of March. We are showing just over \$30K interest earned

through March and anticipate over \$120K in earnings for the year. This supports expenditure through March 31st of \$4,670,867. This is within \$50K of the adopted budget and where they would expect expenditures to be. The fund balance at the end of March was \$7.5M. The updated projection of the fund balance at the end of the year is \$9.8M to support the reserves.

Director Biegert inquired regarding a large variance shown last month in the administrative expenditure. Ms. Kaminski advised this was the result of two miscoding's of AOF distributions that were subsequently corrected. *(Mr. Irvin later determined that the mis-coding was a result of a problem with setup of recurring distributions in Bill.com. This has now been corrected).*

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

Ms. Kaminsky then presented the cash encumbrance report (copy attached).

Ms. Kaminsky then advised Mr. Irvin, and her team have submitted all the work papers requested by the auditor. They have been fielding questions this week from the auditor and expect to see a draft in the next two to three weeks in alignment with meeting the July 31st submittal deadline for the state.

EXPENDITURE REQUESTS

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

The Board upon motion of Director Biegert duly seconded by Director Hopwood and by unanimous vote, approved the April 2025 expenditure requests in the amount of \$1,425,404.01.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English advised they had a great time celebrating National Public Safety Telecommunicator Week (NPSTW) and thanked the board for their support in helping make that celebration special for their group. Last week they had the opportunity to attend the grand opening of the Jeffco Schools emergency dispatch center. It was great to see the results of that project. Following that they were able to tour the Jeffcom center and see the beautiful work they have done there. On the operations side they are in the middle of a hiring process and welcomed a new team member this last week. They are in the beginning stages of looking into replacing their 911 call handling system.
- **Jeffcom ECC** – Mr. Streeter echoed what Ms. English said re: NPSTW thanking the board for their contribution and support. They held their 2024 awards ceremony in the middle of the week and it was well attended. They had three laterals start on Tuesday. One from Salt Lake, one from Flagstaff AZ and one from Clear Creek. They have an academy starting up in May of eight and that's going to put them fully staffed and overstrength.
- **Westminster ECC** – Ms. Gallegos also echoed what Ms. English and Mr. Streeter said re: NPSTW thanking the board for the support. Their staffing numbers are good, and hiring is going well. No other updates

EXECUTIVE DIRECTOR'S REPORT

Lookout Alert – Mr. Irvin advised this month there has been an increase of 637 opt-ins. The City or Lakewood continues with efforts to encourage opt-ins in preparation for the decommissioning of the warning siren system at the end of 2025. Mr. Garcia continues to work diligently to promote opt-in and has implemented a telephone help line to assist those who need help registering in the system.

ETC Remittance – Mr. Irvin conducted an internal audit of the major telecom service providers to determine how well they transitioned to the 2024 ETC increase and found that all but one appeared to have done so successfully. One TSP had discrepancies in their returns and Mr. Irvin has given them notice of the needed corrections. Additionally, the PUC is conducting an audit of the TSP.

Legal Counsel Transition - Mr. Irvin advised the board that Mr. Tharp has advised that he will be moving to Frost Brown Todd, LLP. Mr. Irvin gave the board a summary of the relationship JCECA has had with Mr. Tharp and gave his recommendation that he continue to represent JCECA. Mr. Tharp then explained the transition process and the need to execute a transfer letter rescinding the services of his current firm, Fairfield and Woods, PC, and engaging the new firm.

The Board upon motion of Director Hopwood duly seconded by Director Biegert and by unanimous vote, authorized Mr. Irvin to review and execute the transfer and engagement letters.

JFON GFD Station 24 Connection Project – Mr. Irvin advised the board that the City of Golden is interested in owning the JFON build that will serve GFD Station 24 and, in-turn, agreeing to execute an Irrevocable Right of Use (IRU) agreement to provide for access for the JFON agencies. After discussion it was agreed that Mr. Irvin would convene the JFON committee to discuss these matters and report back if there are any concerns with these matters.

LEGAL COUNSEL REPORT

Mr. Tharp reported:

- **PUC Matters**
 - **CenturyLink** – we are waiting to hear if the PUC will be opening a rule making process regarding the tariff. We will prepare comments in support.
- **State Legislature** – Mr. Irvin advised that the abuse of 911 bill (SB25-060 Repeated Phone Calls Obstruction of Government Operations) passed and is on the way to the governor's office for signature.

NEW BUSINESS

No new business.

ADJOURNMENT

Upon motion of Director Biegert duly seconded by Director Hopwood and by unanimous vote, 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 March 31, 2025.

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.

Pinnacle Consulting Group, Inc.
April 15, 2025

Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537
(970)669-3611 (303)333-4380
www.PCGI.com

Serving our clients and community through excellent dependable service.

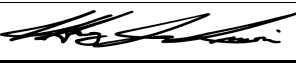
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
BALANCE SHEET						
December 31, 2024 and March 31, 2025						
			Unaudited	Unaudited		
			Actual	Actual		
			12/31/2024	3/31/2025		
Assets						
Current Assets						
Cash, Checking	\$	3,823,610	\$	4,225,809		
Cash, Savings		2,225,419		3,255,845		
Accounts Receivable		1,659,260		1,070,220		
Prepaid Expense		181,121		242,385		
Total Current Assets	\$	7,889,410	\$	8,794,259		
Long-Term Assets						
Construction in Progress	\$	4,835,724	\$	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	\$	5,814,970	\$	6,143,543		
Total Assets	\$	13,704,380	\$	14,937,802		
Liabilities						
Current Liabilities						
Accounts Payable	\$	1,107,368	\$	1,223,238		
Total Current Liabilities	\$	1,107,368	\$	1,223,238		
Total Liabilities	\$	1,107,368	\$	1,223,238		
Fund Equity						
Net Investment in Fixed Assets	\$	5,814,970	\$	6,143,543		
Fund Balance						
Nonspendable		181,121		242,385		
Unassigned		6,600,921		7,328,636		
Total Fund Equity	\$	12,597,012	\$	13,714,564		
Total Liabilities and Fund Equity	\$	13,704,380	\$	14,937,802		
		=		=		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	03/31/25	03/31/25	03/31/25
Revenues						
9-1-1 fee (ETC)	\$ 18,394,428	\$ 19,473,006	\$ 19,473,006	\$ 4,800,428	\$ 4,157,001	\$ 643,427
9-1-1 fee (prepaid)	1,798,924	1,947,301	1,947,301	444,882	460,024	(15,142)
PUC Statewide 9-1-1 Trust Reimbursement	750,030	778,920	778,920	184,110	199,730	(15,620)
Interest Income	79,214	50,000	121,701	30,425	12,500	17,925
Miscellaneous Income	-	500	500	-	125	(125)
Total Revenues	\$ 21,022,596	\$ 22,249,727	\$ 22,321,428	\$ 5,459,845	\$ 4,829,380	\$ 630,465
Expenditures						
Administrative	\$ 333,856	\$ 351,230	\$ 351,230	\$ 86,527	\$ 81,248	\$ 5,279
Agency Operating Fund - BRO	1,362,999	1,515,775	1,515,775	378,944	378,944	-
Agency Operating Fund - WES	2,271,665	2,526,291	2,526,291	631,573	631,573	-
Agency Operating Fund - JEFFCOM	11,509,771	12,799,877	12,799,877	3,199,969	3,199,969	-
Disaster & Recovery Plan (DRP)	34,394	158,400	158,400	78,419	57,390	21,029
GIS System	175,000	192,000	192,000	3,425	2,000	1,425
Line Charges	696,871	528,129	528,129	167,741	132,032	35,709
Notification Systems (ENS)	249,127	389,674	389,674	64,974	69,919	(4,945)
Special Projects	1,266,057	807,000	807,000	59,296	60,174	(878)
Total Operating Expenditures	\$ 17,899,740	\$ 19,268,376	\$ 19,268,376	\$ 4,670,867	\$ 4,613,248	\$ 57,619
Revenues over/(under) Expenditures	3,122,856	\$ 2,981,350	\$ 3,053,052	\$ 788,979	\$ 216,132	\$ 572,847
Beginning Fund Balance	3,659,186	5,870,339	6,782,042	6,782,042		
Ending Fund Balance	\$ 6,782,042	\$ 8,851,689	\$ 9,835,094	\$ 7,571,021		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	4,474,935	4,817,094	4,817,094	4,817,094		
Unrestricted	1,557,107	3,284,595	4,268,000	2,003,927		
Ending Fund Balance	\$ 6,782,042	\$ 8,851,689	\$ 9,835,094	\$ 7,571,021		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	03/31/25	03/31/25	03/31/25
Administration						
Accounting	\$ 88,772	\$ 94,365	\$ 94,365	\$ 17,914	\$ 18,591	\$ (677)
Bank Charges	4,764	8,167	8,167	-	481	(481)
Executive Director (ED)						
401k & Benefits	25,890	25,885	25,885	6,471	6,471	-
Mileage Reimbursement	-	500	500	-	125	(125)
Payroll Tax	10,846	10,905	10,905	2,774	2,726	47
Wages & Salaries	140,070	140,070	140,070	35,018	35,019	(2)
Insurance	6,112	5,473	5,473	1,505	1,368	136
Legal	42,174	44,679	44,679	17,733	11,170	6,563
Meeting & Misc						
Admin Web/Listserve	20	-	-	-	-	-
Meeting & Misc - Other	9,470	14,369	14,369	3,557	3,592	(35)
Phone/Web Conferencing	152	-	-	-	-	-
Office Supplies & Postage	613	753	753	407	188	219
Payroll Expenses	4,769	4,564	4,564	1,149	1,141	8
Public Web	204	1,500	1,500	-	375	(375)
Total Administrative Expenses	\$ 333,856	\$ 351,230	\$ 351,230	\$ 86,527	\$ 81,248	\$ 5,279
Agency Operating Fund (AOF)						
Broomfield	\$ 1,362,999	\$ 1,515,775	\$ 1,515,775	\$ 378,944	\$ 378,944	\$ -
Westminster	2,271,665	2,526,291	2,526,291	631,573	631,573	-
Jeffcom	11,509,771	12,799,877	12,799,877	3,199,969	3,199,969	-
Total Agency Operating Fund (AOF)	\$ 15,144,435	\$ 16,841,943	\$ 16,841,943	\$ 4,210,486	\$ 4,210,486	\$ -
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 34,394	\$ 158,400	\$ 158,400	\$ 78,419	\$ 57,390	\$ 21,029
Total Disaster & Recovery Plan (DRP)	\$ 34,394	\$ 158,400	\$ 158,400	\$ 78,419	\$ 57,390	\$ 21,029
GIS System						
GIS System Support	\$ 175,000	\$ 192,000	\$ 192,000	\$ 3,425	\$ 2,000	\$ 1,425
Total GIS System	\$ 175,000	\$ 192,000	\$ 192,000	\$ 3,425	\$ 2,000	\$ 1,425
Line Charges						
Call Box MRC	\$ 12,300	\$ 7,270	\$ 7,270	\$ 2,049	\$ 1,818	\$ 232
ESInet	683,471	518,974	518,974	165,692	129,744	35,948
Other	1,100	1,885	1,885	-	471	(471)
Total Line Charges	\$ 696,871	\$ 528,129	\$ 528,129	\$ 167,741	\$ 132,032	\$ 35,709
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 5,635	\$ 11,216	\$ 11,216	\$ 2,968	\$ 3,804	\$ (836)
ENS	243,492	244,458	244,458	62,006	66,115	(4,109)
VoIP Record Extract	-	4,000	4,000	-	-	-
ENS Systems Support	-	130,000	130,000	-	-	-
Total Notification Systems (ENS)	\$ 249,127	\$ 389,674	\$ 389,674	\$ 64,974	\$ 69,919	\$ (4,945)
Special Projects						
Call Box Project	\$ 140	\$ 7,000	\$ 7,000	\$ 1,387	\$ 1,507	\$ (120)
Fiber Special Projects	219,902	300,000	300,000	17,382	17,000	382
Last Mile Fiber Project	178,302	200,000	200,000	17,382	17,000	382
North Metro	-	100,000	100,000	-	-	-
Equipment Refresh Project	41,600	-	-	-	-	-
J-FON O&M	611,154	200,000	200,000	18,237	16,667	1,570
Smart911	89,161	100,000	100,000	22,290	25,000	(2,710)
Special Projects Contingency	345,700	200,000	200,000	-	-	-
Total Special Projects	\$ 1,266,057	\$ 807,000	\$ 807,000	\$ 59,296	\$ 60,174	\$ (878)
Total Expenditures	\$ 17,899,740	\$ 19,268,376	\$ 19,268,376	\$ 4,670,867	\$ 4,613,248	\$ 57,619

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

	January Actual	February Actual	March Actual	Q1 Actual	Q2 (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 6,049,023	\$ 6,630,949	\$ 5,588,415	\$ 5,588,415	\$ 7,351,742	\$ 7,156,879	\$ 6,962,015
<u>Expected Inflows:</u>							
2025 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 8,267,015	\$ 428,284	\$ 3,402,541	\$ 12,097,841	\$ 5,400,303	\$ 5,400,303	\$ 5,400,303
<u>Expected Outflows:</u>							
2025 Obligations (As projected, less paid)							
Administrative Total	\$ 25,669	\$ 147,404	\$ 164,651	\$ 337,724	\$ 4,502	\$ 4,502	\$ 4,502
Agency Operating Fund (AOF) Total	1,275,905	1,066,656	1,066,656	3,409,218	5,188,679	5,188,679	5,188,679
Disaster & Recovery Plan (DRP) Total	11,989	11,989	11,989	35,967	40,811	40,811	40,811
GIS System Total	12,414	-	-	12,414	59,862	59,862	59,862
Line Charges Total	149,295	23,785	36,897	209,977	106,051	106,051	106,051
Notification Systems (ENS) Total	61,624	1,077	2,087	64,787	108,296	108,296	108,296
Special Projects Total	99,170	219,908	227,024	546,103	86,966	86,966	86,966
Total Expected Outflows	\$ 1,636,066	\$ 1,470,819	\$ 1,509,304	\$ 4,616,189	\$ 5,581,563	\$ 5,581,563	\$ 5,567,959
Net Inflows/Outflows	\$ 6,630,949	\$ (1,042,535)	\$ 1,893,237	\$ 7,481,652	\$ (181,260)	\$ (181,260)	\$ (167,656)
Estimated Cash Position	\$ 6,630,949	\$ 5,588,415	\$ 7,481,652	\$ 7,481,652	\$ 7,286,788	\$ 7,091,924	\$ 6,910,664

JCECA - 2025 Apr Expenditure Request Authorization 042225 1325					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2025-014		Multi	ECC distributions for May 2025	AOF	1,403,495.25
2025-015		JCECA	Renew B&C PA Lobbyist agreement for 2025	Legal	10,666.66
2025-016		WES	Reimb final Motorola Solutions radio consoles upgrade milestone #4	SpProj	11,242.10
				Total	1,425,404.01
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

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
MAY 22, 2025, 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. April 24, 2025, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. 2024 Audit Presentation – Timothy Ahopelto, Hinkle & Company, PC
 - 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.
7. Legal Counsel Report
 - a. Lobbyist activity report.
 - b. PUC matters in process or pending.
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.