

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JANUARY 19, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Bill Rush
 Director Casey Tighe
 Director Bob Olme
 Director Ken Olsen
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Excused: Director Chris Ambrosio

Also Present: Vicki Pickett, Arvada Police Department
 Karyn Kretzel - JEFFCOM
 Monty Heffner - Broomfield PD
 Chris Garramone - Wheat Ridge PD
 Chris Malmgren - Pleasant View FD
 Jen Sliemers - Arvada FD
 Sarah Smith - CO OIT
 Kim Coleman-Madsen - CO OIT
 Brian Shepherd - CO OIT
 Ed Mills - CO OIT
 Jeff Skrivan – Lease Finance Funding, LLC

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Olsen, and by majority vote with Director Ambrosio excused, approved the Minutes of December 15, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olme, duly seconded by Director Olsen, and by majority vote with Director Ambrosio excused, approved the Treasurer's Report and \$833,944.70 of AP claims for the month of December.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD presented the Advisory Committee Report. The following topics were covered:

- The GEOCOMM representative provided an annual update. The database, in general, is good and up to date.
- There was a CenturyLink update. The Arvada and Westminster phone system has been completed. The update was successful.
- The Emergency Notification Database is still at a 99% match rate. Vicki is collecting an updated list to continue the system update and accuracy.
- Last month, CodeRED and the ValiData process was discussed. The All Call test occurred in November. There was a high quantity of numbers coming back with operator intercepts or as unreachable. The ValiData process slows down the calling rate to attempt to reach numbers that were not reached the first time. There were 114,115 records that received operator intercepts; the ValiData process removed 74,000 records.
- There was a discussion regarding use of the IPAWS system. Agencies are encouraged to get employees through the certification and training process in order to use the system if needed. JCSO Emergency Management is in the process of certifying and training personnel in use of the system.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Olme, and by majority vote with Director Ambrosio excused, approved the expenditure items under \$10,000 in the amount of \$91,411.64.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Olsen and by majority vote with Director Ambrosio excused, approved the expenditure items over \$10,000 in the amount of \$350,251 for a combined total of expenditure requests in the amount of \$441,662.64.

EXECUTIVE DIRECTOR REPORT

- Jeff did not discuss 2017 budget penetration given that January is the first month of the fiscal year.
- Ryan Tharp gave an update on the JCECA IGA modification process. The modification was sent to the signatory agencies and so far, 5 agencies responded. The modification timeline was explained per director Olme's request. Ryan explained that the modification, assuming enough approvals are received, will be effective the middle of March and the PUC emergency telephone charge ("ETC") increase application will be filed immediately thereafter.
- The vacant PUC commissioner positions have been filled.
- The Colorado PUC 911 Advisory Task Force is waiting for a report to be published by the Legislative 911 Oversight, Outage Reporting and Reliability Interim Subcommittee.
- The Task Force did meet last week where there was an election. Due to term limitations, Jeff is no longer chair of the task force but does hold a voting position

on the task force.

- The BKD final report came back. Jeff proposed postponing a discussion until next month so board members have an opportunity to review.
- Jeff mentioned his office moved to Suite 224.

NEW BUSINESS

Brian Shepard, Broadband Program Manager from the State of Colorado Governor's Office of Information Technology provided a FIRSTNET update and presentation to the board.

ADJOURNMENT

The meeting was adjourned.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
FEBRUARY 16, 2016 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. January 19, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. JEFFCOM Report – Karyn Kretzel, Fire Ops Manager
7. Expenditure Requests
8. Executive Director's Report
 - a. Status of JCECA IGA Modification Process
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
FEBRUARY 16, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Chris Ambrosio
Director Ken Olsen
Director Bob Olme
Attorney Ryan Tharp
Debbie Quinn, Clerk

Excused: Director William Rush
Director Casey Tighe

Also Present: Jeff Irvin, Executive Director
Karyn Kretzel, JEFFCOM Fire Ops Manager
Vicki Pickett, Arvada PD
Erin Collard, Jefferson County Budget Analyst
Karin Marquez, Westminster PD/Fire
Jacinda Bauman, Westminster PD/Fire
Chris Garramone, Wheat Ridge PD
Monty Heffner, Broomfield PD

Director Ambrosio called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Olsen and by majority vote, approved the Minutes of January 19, 2017.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olsen, duly seconded by Director Olme and by majority vote, approved the Treasurer's Report and \$245,446.42 of AP claims for the month of January.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada Police presented the Advisory Committee Report. The following topics were covered:

- Crystal, Rave Mobile Safety gave an on-site presentation for some new Smart 911 features including facility plan functions for schools, panic button applications, lockdown function and the ability to initiate Text to 911.
- NICE briefed the Committee on open tickets.
- CenturyLink updated their tickets and stated that the hardware status upgrade for

- Arvada was successful.
- GeoComm reported a 99.8% match rate on the opt in records.
 - CodeRED is reporting their new enrollments every month and have registered 338,106 citizens via the Citizen Notification Enrollment (CNE) portal.
 - The Committee had a discussion on the ECaTS database and are working out some of the problems they have encountered.

JEFFCOM EXECUTIVE REPORT

Karen Kretzel, Fire Ops Manager reported that the HR Manager is working on a benefit plan, on the hiring and training of an Accountant, an Ops Manager, Training Manager and JEFFCOM supervisors who will be selected from the existing staff. The 3rd floor space is cleared out and the remodel project should be completed by July. They are hoping to roll out the CAD Project by October 23. They are also working on the logging, radio, GIS and phone systems. The GIS policies should be reviewed by the end of March. The Police and Fire Operational meetings are occurring now.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olme, duly seconded by Director Olsen and by majority vote, approved the expenditure items under \$10,000 in the amount of \$62,421.58.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board briefly discussed the letter with RTD for the Gold Line Betterment Fiber. They agreed to approve the expenditures as long as the letters were signed and accepted by RTD. The funds will not be disbursed until the three letters are signed. The Board upon motion of Director Olme, duly seconded by Director Ambrosio and by majority vote, approved the expenditure items over \$10,000 in the amount of \$212,459.31 for a combined total of expenditure requests in the amount of \$260,048.02.

Jeff reviewed the JCECA 2017 Expenditure Analysis document with the Board. JCECA has received 10% of the anticipated ETC collections for 2017. Expenditures authorized for 2017 have resulted in budget penetration of 18% for the year to-date.

EXECUTIVE DIRECTOR REPORT

- The JCECA IGA modification process is moving forward and there are enough signatures for approval. As soon as the deadline, February 17th has passed, the PUC application will be submitted. The IGA modification will be effective on March 19th and the application should be in process by that time.
- The Board postponed discussion of the BKD report to the next meeting so that Jeff could verify some information on the report.

ADJOURNMENT

The Board upon motion of Director Olme, duly seconded by Director Olsen and by majority vote, adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
MARCH 23, 2017 AT 10:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. February 16, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. JEFFCOM Report – Karyn Kretzel, Fire Ops Manager
7. Expenditure Requests
8. Executive Director's Report
 - a. IGA Modification of Third Amendment
 - b. PUC ETC Increase Application
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MARCH 23, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Ken Olsen
 Director Bob Olme
 Director Casey Tighe
 Director William Rush (by Conference Phone)
 Attorney Ryan Tharp
 Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
 Mike Daly, Jefferson County Sheriff's Office
 Vicki Pickett, Arvada PD
 Karin Marquez, Westminster PD/Fire
 Judith Weshinskey-Price, JEFFCOM
 Chris Garramone, Wheat Ridge PD
 Monty Heffner, Broomfield PD
 Debbie Testroet, Golden Fire
 John Bales, Golden Fire
 Jason Duffett, Genesee Fire
 Dennis Tharp, Attorney
 Colleen Eyman, Arvada PD

Director Olme called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Tighe and by majority vote, approved the Minutes of February 16, 2017.

Director Chris Ambrosio arrived at 10:09 a.m.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Ambrosio, duly seconded by Director Olsen and by unanimous vote, approved the Treasurer's Report and \$840,876.64 of AP claims for the month of February 2017.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada Police presented the Advisory Committee Report. The following topics were covered:

- The Geocom update included a discussion of MSAG corrections and the discussion with JEFFCOM of their GIS needs in light of the current regional map work.
- The validation of the Emergency Notification System records continues to have a strong match rate of 98.82%.
- ECaTs representatives joined the meeting via WebEx . Some of the Advisory Committee representatives reported concerns regarding the accuracy of reports generated by the system. The ECaTs representatives listened to the concerns. Century Link is now getting involved to assist with a solution.
- Century Link has fixed the Arvada/Westminster phone system.
- CodeRED provided an update on IPAWS interface software.
- The annual 9-1-1 Awards Dinner will be held on April 8, 2017.

JEFFCOM EXECUTIVE REPORT

Judith Weshinsky-Price, JEFFCOM Executive Director discussed the following topics:

- They are in the process of hiring Accounting positions, Technical support and a Training Manager.
- JEFFCOM has chosen Vicki Pickett and Jodi Malpass as Operation Manager's.
- Remodeling plan has been submitted for code review and is now being forwarded to City of Lakewood.
- They continue to move forward with details and contracts with the many different technical solution providers needed for the facility.
- The Employee Handbook and Financial Policies will be before the JEFFCOM Board in April for approval.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Ambrosio, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$30,375.16.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$927,477.94 for a combined total of expenditure requests in the amount of \$957,853.10.

EXECUTIVE DIRECTOR REPORT

- The annual audit underway. Jeff is busy with the field auditors.
- The PUC filing has been completed.
- Regarding the US36BRT project, participants have committed to having the letter, specifying what JCECA will receive for the final project payment, ready for final signatures next week.
- We are awaiting RTD's response to the draft letter regarding the GoldLine project, specifying what JCECA will receive for the final payment.

JCECA RESOLUTION, 2017-03, MODIFICATION TO THE THIRD JCECA IGA

Attorney Ryan Tharp presented an overview of the approved modifications and resolution. There was a discussion regarding the resolution and a request by Director Tighe that some of the language and the associated exhibit be modified.

The Board upon motion of Director Tighe, duly seconded by Director Olsen and by unanimous vote, **approved** the JCECA Resolution 2017-03, Modification to the Third JCECA IGA. A copy of the Resolution is attached.

ADJOURNMENT

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio and by unanimous vote, **adjourned** the meeting.

JCECA RESOLUTION | 2017-03
MODIFICATION TO THE THIRD JCECA IGA

RECITALS

A. The Jefferson County Emergency Communications Authority (“JCECA”) was created by intergovernmental agreement by and among various local government entities in Jefferson and Broomfield Counties to collect the emergency telephone charge (the “ETC”) and provide funding for 9-1-1 service in Jefferson and Broomfield Counties. The current intergovernmental agreement was adopted on January 1, 1998, at the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an “E911” “Emergency Telephone Service” (the “Third IGA”). There are twenty four (24) parties to the Third IGA.

B. C.R.S. § 29-11-102 authorizes 9-1-1 governing bodies such as JCECA to impose the ETC. Pursuant to that statute, 9-1-1 governing bodies are permitted to increase the ETC up to \$0.70 in their own discretion, whereas increases above \$0.70 require approval of the Colorado Public Utilities Commission (the “PUC”). However, the Third IGA limited JCECA’s authority to increase the ETC above \$0.70, meaning that JCECA could not increase the ETC above \$0.70 without an amendment to the Third IGA.

C. On December 15, 2016, JCECA adopted a resolution supporting a modification to the Third IGA. The proposed modification would permit JCECA to increase the ETC in accordance with law (i.e., JCECA would have to obtain the approval of the PUC before increasing the ETC in accordance with C.R.S. § 29-11-102).

D. The Third IGA provides for a mechanism for amendments to the Third IGA. Article XIII of the Third IGA states as follows:

This Agreement may be amended by a written agreement executed and approved by not less than seventy-five percent (75%) of the Participating Entities who convey a position on the proposed amendment thereto within sixty (60) days after all of the Participating Entities have been given written notification of the same. The Agreement will not be amended as provided for herein unless at least fifty percent (50%) of the Participating Entities convey a position on the proposed amendment. Amendments to the Agreement, if approved, will be effective ninety (90) days after the notice of the proposed amendment was made. Notice shall be effective upon mailing.

E. The proposed modification to the Third IGA was mailed to the Parties on December 19, 2016. Sixty days after that date was February 17, 2017.

F. As of February 17, 2017, eighteen (18) of the twenty four (24) parties to the Third IGA conveyed a position on the proposed modification. Thus, at least fifty percent (50%) of the parties to the Third IGA conveyed a position on the proposed modification.

G. Of the eighteen (18) parties that conveyed a position on the proposed modification, sixteen (16) parties approved the proposed modification. Thus, more than seventy-five percent (75%) of the parties to the Third IGA who conveyed a position on the proposed modification approved the proposed modification.

H. The sixteen (16) parties that approved the proposed modification are: (1) the Arvada Fire Protection District; (2) the City and County of Broomfield; (3) the Coal Creek Canyon Fire Protection District; (4) the City of Edgewater; (5) the Elk Creek Fire Protection District; (6) the Evergreen Fire Protection District; (7) the Genesee Fire Protection District; (8) the City of Golden; (9) the Inter-Canyon Fire Protection District; (10) the Town of Lakeside; (11) the Town of Mountain View; (12) the North Metro Fire Protection District; (13) the Pleasant View Metropolitan District; (14) the West Metro Fire Protection District; (15) the City of Westminster; and (16) the City of Wheat Ridge.

I. Attached as Exhibit A is a chart showing a summary of each party's action concerning the modification.

RESOLUTIONS

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of JCECA that:

1. The proposed modification to the Third IGA is hereby recognized as being approved and adopted by the parties to the Third IGA as an amendment to the Third IGA; and

2. A copy of the proposed modification, including executed signature pages by the parties to the Third IGA that approved the proposed modification, is attached hereto as Exhibit B.

ADOPTED by a vote of 5 for and 0 against on March 23, 2017.

I certify that the above resolution was adopted as set forth above.



Jeff Irvin
Executive Director of JCECA

Exhibit A
IGA Chart

JCECA IGA Modification Status (March 23, 2017)

	Party	Responded Before Deadline	Approved Before Deadline	Not Approved Before Deadline	Approved After Deadline	Not Approved After Deadline
1	Arvada FPD	1	1	-	-	-
2	Arvada, City of	-	-	-	-	1
3	Broomfield, City & County of	1	1	-	-	-
4	Coal Creek Canyon FPD	1	1	-	-	-
5	Edgewater, City of	1	1	-	-	-
6	Elk Creek FPD	1	1	-	-	-
7	Evergreen FPD	1	1	-	-	-
8	Fairmount FPD	1	-	1	-	-
9	Foothills FPD	-	-	-	-	1
10	Genesee FPD	1	1	-	-	-
11	Golden, City of	1	1	-	-	-
12	Indian Hills FPD	-	-	-	1	-
13	Inter-Canyon FPD	1	1	-	-	-
14	Jefferson County	1	-	1	-	-
15	Lakewood, City of	-	-	-	-	-
16	Lakeside, Town of	1	1	-	-	-
17	Littleton FPD	-	-	-	-	1
18	Morrison, Town of	-	-	-	1	-
19	Mountain View, Town of	1	1	-	-	-
20	North Metro FPD	1	1	-	-	-
21	Pleasant View MD	1	1	-	-	-
22	West Metro FPD	1	1	-	-	-
23	Westminster, City of	1	1	-	-	-
24	Wheat Ridge, City of	1	1	-	-	-
	TOTALS	18	16	2	2	3

Deadline to Respond:	Feb. 17, 2017	
% of Parties who Responded Before the Deadline:	75%	(18 of 24)
% of Parties who Responded Before the Deadline and Approved the Modification:	89%	(16 of 18)

Exhibit B
Modified IGA

**MODIFICATION TO THE
THIRD AMENDMENT TO THE
INTERGOVERNMENTAL AGREEMENT
CONCERNING THE IMPLEMENTATION OF AN
“E911” “EMERGENCY TELEPHONE SERVICE”**

This Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an “E911” “Emergency Telephone Service” (this “Modification”) is dated as of the Effective Date set forth herein and is made by and among the following entities:

Arvada Fire Protection District	City and County of Broomfield
City of Arvada	City of Edgewater
City of Golden	City of Lakewood
City of Westminster	City of Wheat Ridge
Coal Creek Canyon Fire Protection District	County of Jefferson
Elk Creek Fire Protection District	Evergreen Fire Protection District
Foothills Fire Protection District	Genesee Fire Protection District
Indian Hills Fire Protection District	Inter-Canyon Fire Protection District
Littleton Fire Protection District	North Metro Fire Protection District
Pleasant View Metropolitan District	Town of Lakeside
Town of Morrison	Town of Mountain View
West Metro Fire Protection District	Fairmount Fire Protection District

The foregoing entities may be referred to herein as the “Parties” or a “Party”.

RECITALS

1. The Parties or their predecessors entered into the first Intergovernmental Agreement Concerning the Implementation of an “E911” “Emergency Telephone Service” (the “Original Agreement”) on October 8, 1983. The Parties or their predecessors amended and restated the Original Agreement with the Third Amendment Concerning the Implementation of an “E911” “Emergency Telephone Service” (the “Updated Agreement”) dated January 1, 1998.

2. The Original Agreement created and the Updated Agreement continued an “Emergency Telephone Service Authority” to impose and collect the emergency telephone charge, as defined in C.R.S. § 29-11-101(1.7) (the “ETC”). The Emergency Telephone Service Authority subsequently changed its name to the Jefferson County Emergency Communications Authority (“JCECA”).

3. The Updated Agreement limits the rate of the ETC to \$0.70. C.R.S. §§ 29-11-102(2)(a) and (b) allows a 911 governing body such as JCECA to impose an ETC rate of up to

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an “E911” “Emergency Telephone Service”

\$0.70 without PUC approval and above \$0.70 with PUC approval. This Modification authorizes JCECA to request PUC approval to increase the ETC above \$0.70.

4. Article XIII of the Updated Agreement sets forth a process for amending the Updated Agreement and is reproduced below. This Modification is intended to comply with this process.

This Agreement may be amended by a written agreement executed and approved by not less than seventy-five percent (75%) of the Participating Entities who convey a position on the proposed amendment thereto within sixty (60) days after all of the Participating Entities have been given written notification of the same. The Agreement will not be amended as provided for herein unless at least fifty percent (50%) of the Participating Entities convey a position on the proposed amendment. Amendments to the Agreement, if approved, will be effective ninety (90) days after the notice of the proposed amendment was made. Notice shall be effective upon mailing.

AGREEMENT

NOW, THEREFORE, in consideration for the recitals, the mutual promises herein, and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, the Parties agree as follows:

Article I. Modification of Updated Agreement

The Updated Agreement is hereby amended to authorize JCECA to set the ETC rate as provided by law.

Article II. Effective Date

This Modification was mailed to the Parties hereto on December 19, 2016; therefore, in accordance with Article XIII of the Updated Agreement, this Modification will be effective on March 19, 2017 (the “Effective Date”), provided that the requirements of Article XIII are satisfied.

[signature pages follow]

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

The Parties are executing this Modification to signify their acceptance of all the terms and conditions stated above, to effective as of the Effective Date, regardless of the date of actual signature.

ARVADA FIRE PROTECTION DISTRICT

By: Timothy D. Allport

Name: Timothy D. Allport

Title: Secretary

Date: 1-3-2017

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

CITY AND COUNTY OF BROOMFIELD

By: *[Signature]*

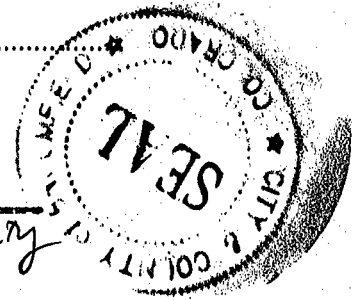
Name: Randal E. Athrens

Title: Mayor

Date: February 14, 2017

ATTEST:

[Signature]
CITY & COUNTY CLERK, Deputy



APPROVED AS TO FORM

[Signature]
Deputy City & County Attorney

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

CITY OF EDGEWATER, COLORADO



Kris Teegardin, Mayor

ATTEST:



Pam Anderson, City Clerk

February 16, 2017

DATE

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

CITY OF GOLDEN

By: Marjorie N. Sloan
Name: Marjorie N. Sloan
Title: Mayor
Date: January 26, 2017



Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

CITY OF WESTMINSTER

By: 

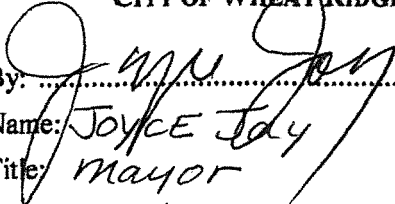
Name: HERB ANDERSON

Title: MAYOR

Date: 2-14-17

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

CITY OF WHEAT RIDGE

By: 

Name: JOYCE JAY

Title: MAYOR

Date: 2/13/17

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

**COAL CREEK CANYON
FIRE PROTECTION DISTRICT**

By: *Christopher Reel*
Name: *CHRISTOPHER REEL*
Title: *PRESIDENT CCCFD BOARD*
Date: *1-9-17*

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

**ELK CREEK
FIRE PROTECTION DISTRICT**

By: 

Name: *Alec Schwartz*

Title: *Director*

Date: *2/9/17*

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

EVERGREEN FIRE PROTECTION DISTRICT

By: J. A. S.

Name: JOHN ANDERSON II

Title: Director

Date: 1/10/17

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

GENESEE FIRE PROTECTION DISTRICT

By: 

Name: ALAN AVERY

Title: PRESIDENT GEPD

Date: 2/15/17

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

INDIAN HILLS FIRE PROTECTION DISTRICT

By: *Charles S. Kellar*

Name: *Charles S. Kellar*
..... *Incident*

Date: *22 Feb 2017*

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

**INTER-CANYON
FIRE PROTECTION DISTRICT**

By: Leslie Cairns.....

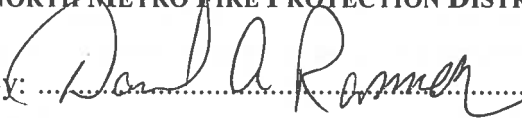
Name:

Title: President

Date: 2-8-17.....

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

NORTH METRO FIRE PROTECTION DISTRICT

By: 

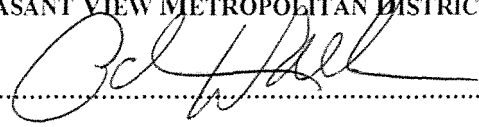
Name:

Title:

Date: 1/24/17

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

PLEASANT VIEW METROPOLITAN DISTRICT

By: 

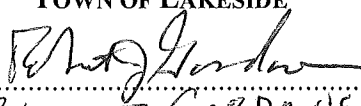
Name: Adrian Waller

Title: President of the Board

Date: 1/17/2017

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

TOWN OF LAKESIDE

By: 
Name: Robert J. GORDANIER
Title: MAYOR
Date: 1-9-17

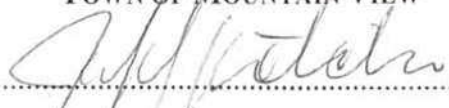
Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

TOWN OF MORRISON

By: Ante B. Caesar
Name: Brewster Caesar
Title: Mayor Pro Tem
Date: 3/7/2017

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

TOWN OF MOUNTAIN VIEW

By: 

Name:

Title:

Date: February 13, 2017

Modification to the Third Amendment to the Intergovernmental Agreement Concerning the Implementation of an "E911" "Emergency Telephone Service"

WEST METRO FIRE PROTECTION DISTRICT

By: Pamela M. July

Name:

Title: President

Date: January 17, 2017

Signature Certificate

 Document Reference: 43GBTII6T25Z8A659Y6679

RightSignature
Easy Online Document Signing



Jeff Irvine
Party ID: 9N9GHPJT4JDDWMKTZHNA78
IP Address: 24.8.46.7

VERIFIED EMAIL: jirvin@jceca.org

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

f05d611fe3fdd2342f26933912d81f3f0629d9ec



Timestamp

2017-03-30 06:07:17 -0700

2017-03-30 06:07:17 -0700

2017-03-30 06:01:01 -0700

2017-03-29 13:47:18 -0700

Audit

All parties have signed document. Signed copies sent to: Jeff Irvine and Ryan Tharp.

Document signed by Jeff Irvine (jirvin@jceca.org) with drawn signature. - 24.8.46.7

Document viewed by Jeff Irvine (jirvin@jceca.org). - 24.8.46.7

Document created by Ryan Tharp (rtharp@fwlaw.com). - 38.88.52.170



This signature page provides a record of the online activity executing this contract.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
APRIL 20, 2017 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. March 23, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. JEFFCOM Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 20, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Ken Olsen
 Director Bob Olme
 Director Casey Tighe
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Excused: Director William Rush
 Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
 Jodi Malpass, JEFFCOM
 Karin Marquez, Westminster PD/Fire
 Monty Heffner, Broomfield PD
 Jen Sliemers, Arvada FPD
 Roy Mann, CenturyLink
 Chris Malmgren, Pleasant View FPD
 Brian Kelley, Venture Technologies
 Erin Collard, Jefferson County Office of Budget & Risk Mgmt

Director Olme called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Tighe and by majority vote, approved the Minutes of March 23, 2017.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. Jeff asked the Board to consider moving a CD of \$1,162,871.38 into the DDA account for anticipated cash flow needs for the remainder of the year. The Board gave consented to this request. The Board upon motion of Director Olsen, duly seconded by Director Tighe and by majority vote, approved the Treasurer's Report and \$230,890.79 of AP claims for the month of March 2017.

ADVISORY COMMITTEE REPORT

Karen Marquez, Westminster Police and Fire Departments, presented the Advisory Committee Report. The following topics were covered:

GEOCOMM

The monthly compilations have been updated; there are still GIS uploads for agencies that submit new data. There were also many road and endpoint edits this month.

- There were 101 MSAG (Message Street Address Guide) and ALI (Automatic Location Identification) record updates this month.
- The geocoding match rate for the emergency notification system (ECN-CodeRED) decreased slightly, it is at 98.98% due to an increased number of errors made by citizens entering information into the Citizen Notification Enrollment (CNE) portal. It is anticipated that there will be an increase in the number of opt-in (CNE) enrollment records due to the beginning of the wildfire season.

CenturyLink

- Beta testing with Westminster with regard to the recent MOE (Metro Optical Ethernet) upgrade found that their system is still running well.
- Reviewed work tickets issued and outage notifications. Maintenance for the Aurora MIS system is running out.
- There was a discussion regarding discontinuing use of Aurora now that the ECATS system is in place.

CodeRED (ECN)

- The new registration count for the month for CodeRED was 1,286. There are now a total of 343,498 wireline and static VoIP records in the data base. There are a little over 122,000 total CNE records.
- JCSO Emergency Management has requested ECN be permitted to turn on a two-way notification feature in the system. The Advisory Committee requested further review of this and other features prior to activation.
- ECN discussed their mobile app that is now available for launching notifications. Some agencies are using the app and finding that in some cases it is easier to use than the desktop browser interface.

JEFFCOM REPORT

Jodi Malpass, JEFFCOM Law Enforcement Dispatch Operations Manager, discussed the following topics:

- The total of expenditure request to JCECA for JEFFCOM for the month are \$137,597.00. Legal expenses are high due to time spent reviewing contracts.
- The Executive Director and IT Manager employment contracts were ended by the JEFFCOM Board who then held a meeting to discuss personnel matters for the future.
- Vickie Pickett, Call Taking Operations Manager and Jodie Malpass, Law Enforcement Dispatch Operations Manager started those positions on March

26th, 2017.

- There are still several job postings open and the Training Manager position is critical to fill.
- The remodel plans are at the City of Lakewood to be reviewed. The tentative completion date for the remodel is September.
- The CAD project is progressing. TriTech was on site and JEFFCOM is meeting their requirements. There is a scheduled Demonstration of Licensing Functionality (DOLF) testing for the week of May 22nd, 2017.
- Completion of an SMS worksheet with all agency information is progressing.
- The network is driving the timeline and once in place with hardware, the timeline should be pinpointed.
- The JEFFCOM website is up and operational (JEFFCOM911.org)
- The Law and Fire Operations Group continues to meet to build policies and procedures.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Tighe and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$68,652.48.

Jeff then presented the agency expenditure requests for amounts over \$10,000. Karen Marquez spoke about the process in budgeting for and completing the Broomfield and Westminster phone system partnership. There were 4 different companies who offered quotes and Venture Technologies was chosen as the partner to upgrade the systems. Karen also went over the additional costs for infrastructure upgrades needed in order to complete the project. Brian Kelley from Venture Technologies spoke about the research that has gone into the project and the fixed price engagement that is included in the contract for the new system. Karen also spoke to the Board about the process Broomfield and Westminster went through in order to approve the partnership. She informed them that the purchasing departments of both cities were included in all steps of the partnership. The Board upon motion of Director Tighe, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$1,409,458.80 for a combined total of expenditure requests in the amount of \$1,478,111.28.

EXECUTIVE DIRECTOR REPORT

- The Colorado PUC 911 Advisory Task Force Rules Committee continues to meet regularly and are making progress working through the spread sheet containing suggested rule modifications.
- The first meeting of the Next Generation 911 Subcommittee established by the CO Homeland Security and All-hazards Senior Advisory Committee (HSAC) was held on 04/26/17. Jeff Irvin attended via conference bridge.
- Jeff will assist in providing support for the JEFFCOM staffing transition.

**JCECA RESOLUTION, 2017-03, MODIFICATION TO THE THIRD JCECA IGA –
INTERVENTION BY THE BOARD OF COUNTY COMMISSIONERS**

Attorney Ryan Tharp presented the following information:

- The intervention by the Board of County Commissioners was filed April 19, 2017.
- The Public Utilities Commission is not required to set a hearing in the matter because the Board of County Commissioners (BCC) was the only entity to file an intervention but there is a good chance that a hearing will be set.
- The Board of County Commissioners is asking that the emergency telephone charge (ETC) increase be limited to \$0.95 rather than the \$1.20 requested by JCECA. In the intervention filing the BCC offered to fund JCECA budget shortfalls resulting from a lower amount of increase for 2017.
- The JCECA Board will need to come up with an appropriate response to the intervention. The standing to participate in a law suit or adjudicative proceeding requires a pecuniary interest in the proceedings.
- A special meeting by phone was set for April 27th, 2017 to further discuss the matter and receive the input of the directors that were not present at the meeting.

NEW BUSINESS

- Director Olme spoke about security around 911 systems and the potential for their takedown by citizen's cell phones as an incident occurred in neighboring states recently.

ADJOURNMENT

The Board upon motion of Director Tighe, duly seconded by Director Olsen and by majority vote, adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
MAY 18, 2017 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. April 20, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. JEFFCOM Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
SPECIAL TELEPHONIC MEETING
APRIL 27, 2017

The Jefferson County Emergency Communications Authority Board met in via the JCECA Conference Bridge in telephonic session. Notice of this meeting was posted and the bridge was open to the public.

Present via conference bridge:

Director Chris Ambrosio
Director Ken Olsen
Director Bob Olme
Director William Rush
Attorney Ryan Tharp

Also present via conference bridge:

Jeff Irvin, Executive Director
Dan Gard, JCISO
Vicki Pickett, JEFFCOM
Alan Fletcher, Fairmount FPD
Erin Collard, Jefferson County Office of Budget & Risk Mgmt
Monty Heffner, Broomfield PD
Karin Marquez, Westminster PD/FD
Karin Griffis, Arvada FPD
Rebecca Fuller, West Metro FPD

Director Ambrosio called the meeting to order at 1332 MT

Discussion of Response to the Intervention by the Jefferson County Board of Commissioners (“BCC”) in the Colorado Public Utilities Commission (“PUC”) Proceeding 17A-0179T Application of the Jefferson County Emergency Communications Authority (“JCECA”) to Increase the Emergency Telephone Charge (“ETC”).

Attorney Tharp summarized the action taken by the BCC. He further explained the process should the matter be assigned to an administrative law judge (“ALJ”).

Attorney Tharp indicated the first question is whether JCECA should oppose the BCC motion to intervene. A discussion regarding what would comprise JCECA’s argument to oppose.

Attorney Tharp explained that the PUC Staff had intervened by right which will cause the matter to go before an ALJ.

Director Olsen made a Motion to Oppose the BCC Intervention. Director Rush seconded the motion and by unanimous vote of those Directors present via

the conference bridge the motion carried.

Attorney Tharp indicated he would transmit a draft of the response to the Directors for review prior to filing.

Attorney Tharp advised that, should the proceeding develop into litigation, it will be appropriate for the legal matters to be discussed in Executive Session.

The meeting was adjourned at 1352 MT.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 18, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Ken Olsen
Director William Rush
Director Casey Tighe
Attorney Ryan Tharp
Katelyn Kellogg, Clerk

Excused: Director Bob Olme
Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Jeffcom
Karin Marquez, Westminster FD/PD
Monty Heffner, Broomfield PD
Chris Malmgren, Pleasant View Fire
Chris Garramone, Wheat Ridge PD
Erin Collard, Jefferson County Budget

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Olsen and by majority vote, approved the Minutes of April 20, 2017.

Commissioner Tighe suggested tabling the approval of the minutes of the April 27, 2017 Special Telephonic Meeting until a quorum of Directors who attend the meeting are present. The Board agreed.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Olsen and by majority vote, approved the Treasurer's Report and \$1,121,229.20 of AP claims for the month of April 2017.

ADVISORY COMMITTEE REPORT

Vickie Pickett, Jeffcom Call Taking Operations Manager, presented the Advisory Committee Report. The following topics were covered:

- GeoComm – reported that the accuracy for the Emergency Notification System

validation was reported to be 99.81%. Jeffcom is communicating with GeoComm about the future maintenance of the GIS data.

- NICE – gave their monthly update that included a few outstanding tickets but nothing else to report.
- ECN (CodeRED) – a representative joined the meeting via WebEx and discussed the two-way messaging function available in CodeRED NEXT. This function includes the ability for a citizen to answer questions sent in an emergency notification message via a link included in the message. Jefferson County Emergency Management will begin using this feature. None of the PSAPs intend to use this feature at this time.
 - ECN reported 343,693 total records (telephone numbers) in the database for the Jefferson County and Broomfield system. There were no notification events in the month of April.
 - Jeff is discussing with Jim Erickson, Sales rep for ECN, making a presentation before the Advisory Committee meeting at the July meeting. The presentation will review current system capabilities and planned future enhancements.
- ECaTS – a representative from ECaTS was not present for the meeting. Jeff voiced concerns to CenturyLink (ECaTS partner) that it was promised two months ago that a representative would visit each of the PSAPs to assess ongoing performance issues with the system. Jeff advised the CenturyLink representative that JCECA would be withholding payment of monthly recurring service charges until such time as the field visits take place and performance issues are rectified.

JEFFCOM EXECUTIVE REPORT

Vickie Pickett, Jeffcom Call Taking Operations Manager, discussed the following topics:

- The three operations managers are beginning to fill some of the vacant staffing duties.
- The training manager position has been posted and closed. There were eight internal applicants. The hiring process will be held on May 30th, 2017.
- There will be a Technical Systems position filled as well as a Technology Manager position.
- The Jeffcom remodel began Monday. The Jeffcom surge area will also be a training area for new dispatchers. West Metro will locate to that area during the remodel. The first phase will be completed by the end of June. Director Tighe requested a tour when appropriate. The expected completion date is September.
- There will be a Jeffcom board meeting to discuss hiring an interim Executive Director this week and eventually a permanent Executive Director will be hired and they will work together for 3 or 4 months to smooth the transition.
- Brian Wilkerson, Revolution Advisors, has been the project Operations and HR manager since the Executive Director stepped down. He has a staff person that's going to be developing the over-all program management piece. They are hoping to get the timeline solidified before they make it public.
- The network, the consultant is on board and they are working on a project overview. The network is going to support the mobile data computers for the

field units, making sure the interfaces are in place for the CAD systems for records management, the radio portion, and the connectivity and redundancy of connectivity.

- The mountain agencies are moving over to dispatch services provided by Evergreen FPD to streamline the transition into the Jeffcom model. The Board members and Jeff brought up concerns that the smaller agencies and those located in mountain locations had about the transition to Jeffcom. Jeff explained that dialogues regarding the different needs of the rural and mountain emergencies agencies are occurring. Board members Rush and Tighe encouraged Jeffcom to utilize healthy communication with the rural agencies in order to allay their fears.
- There is an additional discussion about the backup center and making sure that the workstations, equipment and connections are adequate. There needs to be a redundant connection that does not run through the West Metro center.
- The TriTech demonstrations of license functionality (DOLF) is going to be a four day process. They will demonstrate the skeleton, frame work of CAD system and a walk through of the different features.
- There were multiple meetings with the NICE Logging System Vendor, Centurylink and radio vendors Harris and Motorola to make sure everything is accounted for and integrated.
- Jeffcom is communicating with GeoComm and South Metro Fire on a GIS solution for the future; possibly having a staff member maintain the systems while figuring out costs and the best way to go about the project.
- There are continuing meetings with law operations groups and fire operations groups to begin development operational policies.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Tighe and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$40,412.96.

Jeff then presented the agency expenditure requests for amounts over \$10,000. Karen Marquez, Westminster PD, gave a presentation regarding the Blake & Company proposal presented for approval in the May expenditure requests. The project will analyze the 911 fees that are paid by jurisdictional boundary into JCECA in addition to reviewing and recommending methods for allocation of collected revenue to the supported PSAPs. Board member Rush suggested that this type of analysis should be done regularly. The Board upon motion of Director Tighe, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$2,425,989.56 for a combined total of expenditure requests in the amount of \$2,466,402.52.

EXECUTIVE DIRECTOR REPORT

- Jeff reviewed the expenditure analysis report dated 05/18/17 (copy attached).
- Director Rush asked if the budget will exceed projections and Jeff explained that the

overall fund balance will likely be drawn down but, as of the date of the board meeting, the budget is not expected to be exceeded. Jeff explained that the emergency telephone charge (ETC) rate increase application before the Public Utilities Commission will be a factor in determining whether or not an amended budget will need to be filed for 2017. Director Tighe asked if there was a timeline for the PUC decision. Ryan Tharp explained that the Motion to Intervene filed by Jefferson County, if accepted, will be a factor in the timeline.

NEW BUSINESS

There was no new business.

ADJOURNMENT

The Board upon motion of Director Tighe, duly seconded by Director Olsen and by majority vote, adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
JUNE 15, 2017 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. April 27, 2017 Special Telephonic Meeting
 - b. May 18, 2017 Regular Meeting
4. Treasurer's Report
 - a. Presentation of 2016 Audit, Swanhorst & Co
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
 - a. Status of the emergency telephone charge (ETC) increase application before the Colorado Public Utilities Commission.
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JUNE 15, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Ken Olsen
 Director Chris Ambrosio
 Director Bob Olme
 Director William Rush
 Director Casey Tighe
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Erin Collard, Jefferson County Budget
 Jen Sliemers, Arvada FPD
 Wendy Swanhorst, Swanhorst & CO

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Ambrosio, duly seconded by Director Olme and by majority vote, approved the Special Telephonic Meeting Minutes of April 27, 2017. Director Tighe abstained.

The Board upon motion of Director Ambrosio, duly seconded by Director Olme and by unanimous vote, approved the Minutes of May 18, 2017.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Ambrosio, duly seconded by Director Olsen and by majority vote, approved the Treasurer's Report and \$1,244,890.73 of AP claims for the month of May 2017.

Wendy Swanhorst, Swanhorst & Company LLC presented the 2016 audited financial statements for JCECA.

ADVISORY COMMITTEE REPORT

Vickie Pickett, Jeffcom Call Taking Operations Manager, presented the Advisory Committee Report. The following topics were covered:

- ECaTS – representatives were onsite to meet with PSAPs that were

experiencing issues with reporting. Arvada PD was around 500 calls off per month and the representatives worked on pulling stats from phone systems to isolate the discrepancies. The new stats found misidentifications and other issues that have since begun to be resolved. Currently, there are between 5 and 10 call discrepancies instead of 500.

- NICE – beta testing is occurring through Westminster; there are some issues which are currently being worked on.
- GeoComm- reported that the accuracy for the Emergency Notification System validation was reported to be 99.8%.
- ECN (CodeRED) - representatives are coming on site next month to do a presentation to show enhancements to the system.
- There is a movement involving some agencies who are attempting to initialize a CAD to CAD interface involving the surrounding jurisdictions; this is so the CADs will have the ability to look at resources on a larger scale and have better information data investigations. A consultant worked on the project and has made some recommendations. There are several agencies waiting to do the pilot piece of this after federal funding is obtained. Fall of 2018 is the tentative timeline for this project.
- A Colorado Training Standards Committee is putting together curriculum for a basic telecommunication training course. The first academy will be a 40-hour course in September, potentially at Arvada's facility.

JEFFCOM EXECUTIVE REPORT

Vickie Pickett, Jeffcom Call Taking Operations Manager, discussed the following topics:

- The new Executive Director, Jeff Streeter, has been named and took the position two weeks ago.
- Beth Joyce from Golden has been selected as the Training Manager.
- There were interviews for an IT technician.
- Jeffcom is working with vendors Motorola and Harris to ensure the connectivity is in place. Evergreen is going through a major system upgrade this summer which will help facilitate that process.
- Jodi Malpass is working on law operations, the NICE recording project and CJIS that will need to be in place for handling that data.
- Karen Kretzel is running the CAD project, the Fire Operations and the personnel policies. She has begun building the operational guidelines by refining the policies every agency uses. Director Olsen pointed out that this will be a great opportunity to come up with some best practices utilizing each agency.
- Jeffcom is still working extensively with consultant Revolution Advisors, LLC staff for Project Management and some of the technology pieces in the upgrade.
- There were 3 phases planned for the transition to the new facility. The construction is moving along, ahead of schedule and under budget. Revolution Advisors, LLC consultants are working on a broad project plan, they're going to drop the network hardware in July. Director Tighe asked for a more formal presentation on the project timeline and milestones. The complexity of CAD will be the largest issue in the timeline.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olme and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$20,890.89.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$478,825.62 for a combined total of expenditure requests in the amount of \$499,716.51.

EXECUTIVE DIRECTOR REPORT

- Kyle Ennenga, Executive Assistant to the Board of County Commissioners, will now be accepting Renewal Applications for Boards and Commissions. Director Rush and Director Ambrosio's terms will expire in September. These positions will be posted publicly.
- The status of the emergency telephone charge (ETC) increase application before the Colorado Public Utilities Commission was presented by Ryan Tharp. There is a procedural schedule and the hearing is scheduled for early August. Ryan is hopeful there will be a settlement agreement before a hearing is necessary. The PUC staff is requesting documentation to substantiate items in the current budget. There will continue to be meetings with the PUC. If there is no settlement, a final decision will be in September or October.

NEW BUSINESS

Ryan presented information about the Colorado PUC 911 Advisory Task force who finished their Rule Making Committee process. They're working to update the 911 rules that the PUC has. The Task Force filed a petition with the PUC to open a formal rule making. The PUC granted that petition and is going to consider some new rules to allow for next generation 911. The goal was to write the rules to be technology neutral so if an entity wants to move to NexGen technology, the rules will apply to them. The Board will be reviewing the rules and will provide their input. Jeff interjected that there has been a solid consensus among the task force participants from both government and industry. Jeff and Director Tighe pointed out that investment in fiber is still a good investment and will continue to be part of the conversation

ADJOURNMENT

The Board upon motion of Director Olme and by unanimous vote, adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
JULY 20, 2017 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. June 15, 2017 Regular Meeting
4. Treasurer's Report
 - a. Presentation by Jason Jackson, Senior Partner, Blake & Company
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
 - a. Review status of 2017 budget.
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JULY 20, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director William Rush
 Director Ken Olsen
 Director Casey Tighe
 Director Bob Olme
 Attorney Ryan Tharp
 Debbie Quinn, Clerk

Present via Telephone: Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Kelly Newman, Arvada PD
 Colleen Eyman, Arvada PD
 Jen Sliemers, Arvada Fire
 Erin Collard, Jefferson County Budget Analyst
 Karin Marquez, Westminster PD/Fire
 Tim Carlson, Westminster PD/Fire
 Mike Cressman, Westminster PD/Fire
 Russ Bowers, Westminster PD/Fire
 Monty Heffner, Broomfield PD
 Gary Creager, Broomfield PD
 Chris Malmgren, Pleasant View Fire
 Shonda Norris, SDMSI
 Jason Jackson, Blake & Company

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Olsen and by unanimous vote, approved the Minutes of June 15, 2017.

TREASURER'S REPORT

Jeff Irvin did not present the Treasurer's Report. Due to personnel changes the financial statements were not received from SDMSI in time for the meeting. He will

give a two-month report in August.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom presented the Advisory Committee Report. The following topics were covered:

- Onsolve (CodeRED vendor) gave an on-site presentation prior to the Advisory Committee Meeting to discuss new features and the rebranding of their firm formerly known as Emergency Communications Network (ECN).
- Rapid SOS also presented via WebEx a new phone application which offers Smart 911 capability. They executed a no cost addendum to the contract which enhances location accuracy for mobile calling.
- GeoComm representatives gave their quarterly report and Stacen Gross discussed the contract renegotiation that is in process and steps they are taking to convert data for greater NexGen compatibility.

JEFFCOM EXECUTIVE REPORT

Vicki Pickett, Jeffcom reported that construction is ahead of schedule. On the network front the vendor is selected and the hardware is on site. For personnel, they are posting supervisor positions and have posted the CAD Administrator position. They are working on building the SOP's (standard operating procedures). The CAD system is in process and the phone system is also moving along. Jeffcom is meeting with West Metro to discuss a contract with their IT department for support. They are working on Service Level Agreements for outside vendors and user agencies in defining performance measures. They have met with GeoComm to see about GIS services for Jeffcom. They will do a presentation on the project at the JCECA Budget Planning Session in September.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Olme and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$55,578.93.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Tighe and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$1,694,226.68 with a combined total of expenditure requests in the amount of \$1,749,805.61.

Jeff reviewed the JCECA 2017 Expenditure Analysis document with the Board. JCECA has expended 71% of the original budget and 77% of the adjusted figure. The Budget is still in the black and assumes collection at \$0.70 for the remainder of 2017.

EXECUTIVE DIRECTOR REPORT

- The Board set the date for the budget retreat on September 28th in the Evergreen Fire Rescue Training Classrooms if available.
- The 2016 audit was filed with the Office of the State Auditor.
- Director Rush is leaving the Board and nominations for new Board members must be sent to Kyle Ennenga, County Manager's Office.
- ETC application with the PUC: They are negotiating with staff and have agreed to a request by staff for some reporting every six months 3 years if the increase is granted. A hearing before an Administrative Law Judge is scheduled for August 10th. PUC staff has requested that a later date be set due to conflicts. Assuming an increase is approved, JCECA will provide notice to the Telephone Service Providers (TSP's) via certified mail. Once the notices are sent there will be a sixty-day period before the TSP's will begin remitting at the increased rate. JFON cost recovery mechanism may be needed.
- TracFone filed an application to provide Lifeline services available to low income people. Several agencies requested intervention at the request of the PUC in the application process to ensure they would pay the correct 911 fees for the service.
- There is a petition by the 911 Task Force for rulemaking for 911 rules to update for NextGen. The PUC accepted the petition.

NEW BUSINESS

Jason Jackson with Blake and Company presented their funding analysis report. There are 9 companies found to have emergency telephone charge remittance discrepancies. Some other issues identified were growth in the non-traditional VOIP usage, population growth, business phone usage, more teeth needed in state statute for enforcement for collections. The Board discussed the results of the report and agreed that they need to resolve discrepancies on the revenue side and figure out a measure of equity for Westminster and Broomfield. After a long discussion, they agreed to confront the equity issue and try to come to agreement on it at the budget planning session in September. The Board also agreed to pursue the vendors with remittance discrepancies by letter initially. They are hopeful that 911 PUC task force members will join in a statewide effort to direct the state to create rules for collection. The Board thanked Jason for his report.

ADJOURNMENT

The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
AUGUST 17, 2017 AT 10:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. July 20, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
AUGUST 17, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director William Rush
 Director Ken Olsen
 Director Casey Tighe
 Director Bob Olme
 Director Chris Ambrosio
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Jeff Streeter, Jeffcom
 Jen Sliemers, Arvada Fire
 Karin Marquez, Westminster PD/Fire
 Chris Malmgren, Pleasant View Fire

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Olme and by unanimous vote, approved the Minutes of July 20, 2017.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report as \$652,306.06 of AP claims for the month of June 2017 and \$659,997.22 of AP claims for the month of July 2017.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom presented the Advisory Committee Report. The following topics were covered:

- NICE – loss of recorded radio traffic affecting Lakewood, West Metro and Wheat Ridge stemmed from a NetClock date setting issue. The NetClock will be upgraded to correct the problem.
- GEOCOMM - 99.78% a match rate for the data in the emergency notification system (CodeRED).

- OnSolve – (formerly ECN) vendor of the CodeRed product reported there are 400,011 phone numbers in the Jefferson/Broomfield database, 322 new numbers were added this month.

JEFFCOM REPORT

Jeff Streeter, Interim Executive Director for the Jefferson County Communications Center Authority (Jeffcom) presented the monthly report. The following topics were discussed:

- A lot of work has gone into fixing the Jeffcom budget format to streamline the budgeting process. Jeffcom has contracted services out to Community Resource Services (CRS) which will assist with budgeting as well.
- Construction on the new Jeffcom center is moving forward and will be turned over to Jeffcom no later than the 2nd week of September. The necessary agreements with the lease and IT departments have been completed. The IT network is up and running about a week behind schedule.
- The TriTech CAD system should be working currently. CenturyLink has a deadline of November 1st for the phones system and expenditures for the radio systems were just approved.
- The Jeffcom HR Manager resigned so an advertisement for a new HR manager will be posted shortly.
- Other positions have been filled including the CAD Administrator position.
- A Quality Assurance position will be filled along with 18 supervisor positions.
- Over 200 applications have been processed for Emergency Communication Specialists (ECS). Jeffcom's plan is to identify a pool of applicants from the eight consolidating PSAP's that will be trained to be Jeffcom employees.
- The JCECA Board and the Board of County Commissioners will be doing a tour of the new Jeffcom center likely some time in November.
- Director Tighe brought up questions about communication between Jeffcom, Elected Officials and the public. Jeff Streeter pointed out that a plan has been drafted and the first stages of opening the lines of communication are under way including tours for the public and elected officials, interactions with the public and electronic communication with employees.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$65,043.50.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Ambrosio, duly seconded by Director Olme and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$656,331.17 with a combined total of expenditure requests in the amount of \$721,374.67.

EXECUTIVE DIRECTOR REPORT

- A question was raised regarding funding of radio replacements. Ryan Tharp explained that use of 911 surcharge funds for radio replacement is authorized in statute.
- JCECA executed a stipulated agreement with the PUC regarding the setting of the Emergency Telephone Charge (ETC). A hearing before an Administrative Law Judge (ALJ) has been set for August 28, 2017. Jeff will attend the hearing as a witness for JCECA. It is hoped that a decision will be made by the end of the same week. There is little concern that the ALJ will disagree with the stipulated agreement. By the time the ALJ issues a decision and the PUC adopts, it is anticipated the increased ETC revenue will not be realized until the beginning of 2018.
- Jeff attended the APCO 2017 conference in Denver. Jeff discussed remarks by the key note speaker regarding cyber security and the threat of cyber-attacks to PSAP's.
- Jeff attended a meeting with Century Link and several representatives from around the state to talk about the tariff they recently filed. Subject to approval by the PUC, JCECA might get permission to be an NG911 BETA site with CenturyLink.
- Vickie Pickett reported that Rapid SOS has been working with 911 to get better location information on wireless devices. They have partnered with Rave Mobile Safety, vendor for the Smart 911 product. This technology has been tested with Arvada PD to demonstrate how much better their accuracy is using the Rapid SOS interface.
- Jeff has reserved the Evergreen Training Classrooms for the budget meeting and planning session on September 28, 2017 beginning at 9am.

NEW BUSINESS

Director Olme brought up the issue that some vendors have not always paid all their fees which was brought to light in the report given by Blake & Company. Jeff explained he has been in contact with a company recommended to provide contingent collection services. Director Olme expressed he would like to have discussion with the Board on formalizing a motion to allow Jeff to begin serious discussions about collecting these fees. It was discussed that other counties are interested in joining in the collection process as well. Ryan explained a motion is not necessary until a contract is made and the Board gave consensus that Jeff will enter into negotiations with the recommended firm, Jeff brought up that there were several nominations for the positions that are opening on the Board. Director Rush is not seeking a second term. Kyle Ennenga, Executive Assistant to the Board of County Commissioners, is handling the replacement process. Ballots have been sent out to representatives of cities, towns and special districts that are signatory to the JCECA IGA. There will be one vote per agency and the County Commissioners make the final appointments. Most of the appointments will happen in the month of September but the appointment will be effective immediately.

ADJOURNMENT

Director Rush adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
SEPTEMBER 28, 2017 AT 9 A.M.
EVERGREEN FIRE RESCUE
1802 BERGEN PKWY, CLASSROOMS A & B
EVERGREEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. August 17, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jefferson County Communications Center Authority (Jeffcom) Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. 2018 Budget Planning Session
11. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
SEPTEMBER 28, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at Evergreen Fire Rescue, 1802 Bergen Pkwy, Evergreen, Colorado.

Present: Director William Rush
 Director Bob Olme
 Director Ken Olsen
 County Commissioner Casey Tighe (arrived at 0920MT)
 Attorney Ryan Tharp

Excused: Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
 Jon Greer, Arvada FPD
 Monty Heffner, Broomfield PD
 Chris Garramone, Wheat Ridge PD
 Jeff Streeter, Jeffcom
 Karyn Kretzel, Jeffcom
 Jodi Malpass, Jeffcom
 Alan Fletcher, Fairmount FPD
 Vicki Pickett, Jeffcom
 Bess Joyce, Jeffcom
 Marcos Pacheco, Community Resource Services of CO (CRS)
 Angie Kelly, CRS
 Daniel Brennan, Wheat Ridge PD
 Russ Bowers, Westminster PD-FD
 Mike Cressman, City of Westminster
 Rebecca Fuller, West Metro FPD
 Jen Sliemers, Arvada FPD
 Gary Creager, Broomfield PD
 Mike Daly, Jefferson County Sheriff's Office (JCSO)
 Billy Kraft, Evergreen FPD
 Emery Carson, Indian Hills FPD
 Fred Kellam, City of Westminster
 Kim Barron, City of Westminster

Director Rush called the meeting to order at 0904MT.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Olsen, and by majority vote, approved the Minutes of August 17.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olsen, duly seconded by Director Olme, and by unanimous vote, approved the Treasurer's Report and \$662,481.66 of AP claims for the month of August.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada Police presented the Advisory Committee Report. The following topics were covered:

- GeoComm reported the emergency notification data match rate is 99.78%.
- Airbus has been purchased by Motorola.
- CIDT assisted with coverage at Arvada Fire to provide coverage to allow dispatchers to attend a firefighter funeral.

JEFFERSON COUNTY COMMUNICATIONS CENTER AUTHORITY (JEFFCOM) REPORT

Jeff Streeter, Jeffcom Executive director reported:

- Remodeling has been completed. Offices are in, main floor has been built, next week consoles will be received and will stand up 42 consoles on the main floor with a workstation. This will take place very quickly over the next two weeks.
- CEBT will be the benefits broker offering United Healthcare or Kaiser for medical benefit. ICMA-RC will be retirement provider.
- In anticipation of standing up are in a continual process of hiring dispatchers. Letters will be going out the first week of October to the eight participating agencies with an invitation for their staff to come over and join Jeffcom beginning January 1 except for Lakewood. Will have three weeks to respond. The response will indicate the number of existing staff that will come over to Jeffcom.
- The schedule has been based on 118 dispatchers with an additional 18 supervisors so at total of 136.
- Training manager Bess Joyce has several training programs under way.
- A job offer is out for an Executive Admin.
- The center will be operational January 1, 2018. The first cut-over date is February 12 for JCSO, Golden PD and West Metro FPD. The next is March 20 for Arvada PD and FD and Wheat Ridge PD. Finally, April 1 for Evergreen FPD and Lakewood PD.
- Jon Greer clarified that all of those who will be coming over from the agencies will become Jeffcom employees January 1.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Olme, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$75,421.48.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$1,615,952.81. for a combined total of expenditure requests in the amount of \$1,691,374.29.

Jeff then presented the Expenditure Analysis summary (copy attached) indicating that 75%% of the budget has been authorized for expenditure to-date and that revenue collections to-date are at 66% which is very close to the anticipated 67%.

EXECUTIVE DIRECTOR REPORT

Jeff Irvin, JCECA Executive Director reported:

- On Tuesday 9/26/17 the PUC Administrative Law Judge issued a Recommended Decision to accept the stipulated agreement without modification setting the emergency telephone charge at \$1.15. Ryan Tharp explained that if there are no exceptions filed in twenty days the Recommended Decision becomes the decision of the Commission.
- The NG911 Subcommittee has issued their final report. Director Olme attended the meeting yesterday. There will be a board of 23 positions. The majority of participants will be from public safety with some industry participants. The committee will now send the report to the Governor with an ask for an NG911 statewide study.
- Ryan Tharp discussed the filing by CenturyLink of an NG911 Tariff. JCECA has intervened and will participate in the review process.
- There was discussion regarding a 911 grant program for which the FCC is requesting comment.
- Ryan further advised that there was a hearing before a PUC ALJ regarding adoption of NG911 rules.
- Ryan discussed JCECA intervention in the TracFone Lifeline proceeding. The hearing has been pushed out to December.
- Jeff related a discussion by the Colorado PUC 911 Advisory Task Force with regard to Department of Revenue collection of prepaid 911 surcharge.
- Jeff discussed he and Ryan's review and concerns regarding a proposal submitted by Expert Discovery contingent fee auditing of ETC remittance. Will come back at the next meeting with a recommendation as to whether or not to proceed.

NEW BUSINESS

- Jon Greer, Jeffcom Board President and Jeff Streeter presented a request for an increase of the \$5,939,913 budgeted for Jeffcom transition costs in 2017 by \$615,000 to \$6,554,913. Directors Olsen and Rush expressed concerns as to whether or not JCECA has sufficient funds available to support this increase. Jeff Irvin advised the he will demonstrate during the budget planning session that this these funds will be available due to some 2017 projects pushing out to 2018. Director Tighe expressed concerns that the County has not been approached for

supplemental capital investment funding for Jeffcom for 2018.

- Director Rush was presented a service plaque thanking him for his many years of service to JCECA. His term is ending and this is the last meeting he will attend as a board member. Director Ambrosio term is also ending and a service plaque has been prepared for him as well.

The board meeting adjourned at 0955MT.

2018 BUDGET PLANNING SESSION

The board reconvened for the budget planning session at 1016MT.

Jeff discussed the purpose of the planning session and then facilitated the discussion. The following topics were discussed:

1) Line by line review of 2018 draft budget worksheet (copy attached)

- a. Review of year-to-date figures for 2017 as of end of August. Items in green indicate not only actual expense but also funds sequestered (expenditure requests approved) that will likely be spent by the end of the year.
 - i. Anticipated ETC collection for remainder of 2017 at \$0.70 per subscriber line per month.
 - ii. Agency Operating Fund AOF – expected to be under budgeted amount.
 - iii. South Regional Backup Center (SRBC) costs will be higher than anticipated due to improvements taking place in 2017 that were anticipated in 2018. Needed for Jeffcom 911 phone and CAD systems backup.
 - iv. Lines – transport cost anticipated to decrease in 2018 with expansion of use of J-FON network and elimination of leased circuits.
 - v. GIS costs anticipated to be lower in 2018 per GeoComm 5 yr proposal.
 - vi. Jefferson County Public Safety Fiber Optic Network (J-FON)
 1. Reviewed status of the build and discussed the following:
 2. Anticipated uses.
 3. Cost recovery for non-911 uses.
 4. Savings resulting from elimination of leased lines.
 5. Network security advantages.
 - vii. 911 Call Boxes
 - viii. Jeffcom Transition Costs
 - ix. Smart911
 - x. Training
 - xi. Translation Services

3) Jeffcom – request for increased funding in 2017

- a. Discussed the anticipated 2017 expenses and anticipated remaining unrestricted fund balance considering the Jeffcom request for \$615,000 in additional funding for 2017.

4) Funding models going forward

- a. Discussed various scenarios including \$648,000 AOF amounts each for the Broomfield and Westminster PSAP's.
- b. A discussion took place regarding parity in funding and funding mechanism.
 - i. Payroll funding model.
 - 1. Broomfield communications salaries \$1,423,000 annually, Westminster's is a similar amount.
 - 2. Discussion of use of payroll amounts to establish a funding ratio for the PSAP's.
 - ii. Discussed establishment of a capital reserve for each PSAP.
 - iii. It was mentioned that agencies that elected to participate in regionalization took a risk knowing that the transition costs would be high but that long term savings will be realized by reductions in duplication of capital investment and other economies to be realized by consolidation.
 - iv. Reviewed worksheet showing JCECA funding for PSAP's 2009-2016 (copy attached).
- c. Discussed the future role of the JCECA Advisory Committee when JCECA serves three PSAP's (Broomfield, Jeffcom, Westminster).

5) Further discussion of Jeffcom request for additional 2017 funding

- a. Director Rush is supportive if can be accommodated within existing budget.
- b. Director Olme voiced support.
- c. Commissioner Tighe expressed support.
- d. Director Olsen expressed support.
- e. Jeff Irvin advised that supporting the Jeffcom request will not require amending the JCECA budget that was filed for 2017. Jeffcom will go through the process of submitting expenditure requests for use of the additional funds which will come before the board for approval.
- f. There was additional discussion as to how to budget and what the funding model might be in the future.

ADJOURNMENT

The Board upon motion of Director Olsen, duly seconded by Director Olme and by unanimous vote, adjourned the meeting. 1213MT.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
OCTOBER 19, 2017 AT 9 A.M.
JEFFERSON COUNTY COURTS AND ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PKWY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. September 28, 2017 Regular Meeting and 2018 Budget Planning Session
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
 - a. Presentation of 2018 Budget and Projection Draft
8. New Business
 - a. Installation of Directors Creager and Fletcher appointed to the board by the Board of County Commissioners on 10/03/17.
 - b. Election of Officers.
9. Executive Session
 - a. Executive Director Annual Review
10. Adjournment

JCECA 2017 Expenditure Analysis rev 092817

Month	NTE Authorized
Jan	441,663
Feb	1,911,668
Mar	957,853
Apr	1,478,111
May	2,466,403
Jun	499,717
Jul	1,749,806
Aug	721,375
Sep	1,691,374
Oct	
Nov	
Dec	
Total	11,917,969

Total of auth expended and in pay queue to-date	7,666,340	64%	of amount authorized	
Remainder of authorized to be expended	4,251,628			
Total all expenditures to-date	6,578,706	from QB P-L	09/11/17	
Total all expended + remainder	10,830,334	75%	of budget	14,442,988
		81%	of adj budget	13,378,943 \$0.70 ETC for remainder of 2017
Anticipated ETC Fees 2017	8,771,225	assumed ETC @ \$1.20 starting 07/01/17		
Adjusted anticipated ETC fees 2017	6,273,985	assumes ETC @ \$0.70 for remainder of 2017		
ETC Fees Collected	4,167,830	as of	09/11/17	
Percent of Adj Anticipated Collected	66%	8 mos div X 12	67%	

		2017	2017	2017	2018	2019	2020	2021	2022		
		Budget	YTD 083117	Est Yr End	Projection	Projection	Projection	Projection	Projection		
Ordinary Income/Expense											
Income											
		Assumes collection at \$0.70 rate for remainder of 2017									
	9-1-1 fee (prepaid)	261,988			267,228	272,573	278,024	283,585	289,256	Revenue Inflator	1.02
	9-1-1 fee (ETC)	8,290,623	4,167,830	6,251,745	10,307,261	10,307,261	10,307,261	10,307,261	10,307,261		
	Total Income	8,552,612			10,574,490	10,579,834	10,585,286	10,590,846	10,596,518	Expense Inflator	1.02
Expense											
	Depreciation expense	49,429	-	50,000	50,418	51,426	52,455	53,504	54,574		
	Total Administrative expense	438,944	163,084	244,626	484,739	490,311	495,995	501,792	507,705		
Agency Operating Fund (AOF)											
	BRO	81,437	28,688	30,000	628,000	1,000,000	1,030,000	1,060,900	1,092,727	AOF amounts sequestered as of 09/28/17	
	WES	93,413	52,657	60,000	628,000	1,000,000	1,030,000	1,060,900	1,092,727		
	JeffCom Agencies	575,150	502,625	600,000						No AOF for JeffCom starting 2018	
	Total AOF	750,000	583,970	690,000	1,256,000	2,000,000	2,060,000	2,121,800	2,185,454		
Consultants											
	Disaster & recovery plan (DRP)										
	SRBC (S Regional Backup Center)		460,831	460,831	220,000					EMD amount sequestered as of 09/28/17	
	SRBC recurring costs	10,000	5,076	5,076	30,000	30,000	30,600	31,212	31,836		
	Total SRBC	10,000	465,907	465,907	250,000	30,000	30,600	31,212	31,836		
	Total Disaster & recovery plan (DRP)	10,000	465,907	465,907	250,000	30,000	30,600	31,212	31,836		
	Emergency Medical Dispatching	50,200	39,500	54,815						Assumes cost eliminated due to JeffCom consolidation, use of J-FON network	
	GIS system support	198,309	200,827	200,827	202,276	206,321	210,448	214,656	218,950		
Line charges											
	ANI/ALI SR charges	313,996			320,276	326,681	333,215	339,879	346,677	BRO/WES geo-diverse system original estimate \$1,018,424	
	Transport (MOE, T-1)	91,512									
	Call Box MRC	3,464			3,533	3,710	3,895	4,090	4,295		
	N Interop MOE	22,276									
	Lines charges - other	133,978									
	Total Line charges	565,226	381,730	565,226	323,809	330,391	337,110	343,969	350,971	\$52K LPD, \$15K WRPD	
	Total Logging systems		208,833	208,833							
	Total Notification system (ENS)	148,359	85,942	90,000	151,326	154,352	157,439	160,588	163,800	BRO FRCC DSR (Dynamic System Resilience) hardware and software upgrades	
Phone systems (911)											
	Headset-handset	20,000	12,000								
	Phone system hardware	1,018,424	4,767	494,777	494,777.00						
	Phone system repair	10,000	46,726	55,000.00							
	Phone system support	67,000	107,517	107,517							
	Total Phone systems (911)	1,115,424	171,010	657,294	494,777						
Public education											
	Program fund	33,500	7,219	33,500							
	Radio Annual S/W Maint										
	Radio Consoles	274,000			274,000						
	CAD-regional systems	230,000									
	CAD maintenance recurring	935,828	757,748	757,748							
	Wireless data recurring	-									
	Total Program fund	1,439,828	757,748	757,748	274,000						
Reconciliation discrepancies											
	Recruiting	16,342.44	16,345.50	20,000.00							
Special Projects											
	EDPD radio replacements										
	Fire Station Alerting	130,000	96,310		96,310					BRO - dispatch portion of First-In station alerting project started last year with NMFR.	

	2017	2017	2017	2018	2019	2020	2021	2022	
	Budget	YTD 083117	Est Yr End	Projection	Projection	Projection	Projection	Projection	
Mountain Dispatch Service Fees	25,000	25,000	25,000						
WES CAD Upgrade Project				345,000					
WES Console Replacements	220,000	264,500	264,500						<div style="border: 1px solid black; padding: 5px;"> \$285K-CAD and Mobile software +install, \$60K hardware (3 servers, 9 workstations). Per Marquez 053017 project delayed, will not be completed in 2017. </div>
Fiber Optics									
CDOT-Federal-F/O		13,173	13,173						
J-FON O&M	30,000	20,771	42,100	30,600	31,212	31,836	32,473	33,122	
North Metro Line				950,000					
Last Mile Fiber Projects									
-BRO lastmile				150,000					
-WES lastmile				150,000					
-Jeffcom lastmile		70,213	169,713						
Total lastmile	300,000	-	-						
AHEC-DUS	110,000	109,476		109,476					
Gold Line	1,300,000	1,300,000	1,321,535						5.9M + 615K add'l request
US Hwy 36 BRT	450,000	455,028	455,028						
Total Fiber Projects	2,190,000	1,968,661	2,001,549	1,390,076	31,212	31,836	32,473	33,122	<div style="border: 1px solid black; padding: 5px;"> Costs for cosolidation of 8 PSAP's into JeffCom Regional Comm Center </div>
Call Box Project	6,000	4,090	6,000	6,060	6,121	6,182	6,244	6,306	
JEFFCOM									
Transition costs	5,939,913	5,219,594	6,554,913						
Operational salaries				7,687,405	7,918,027	8,155,568	8,400,235	8,652,242	
Total JEFFCOM	5,939,913	5,219,594	6,554,913	7,687,405	7,918,027	8,155,568	8,400,235	8,652,242	
Smart911	89,600	89,600	89,600	91,392	93,220	95,084	96,986	98,926	
Total Special Projects	8,600,513	7,667,754	8,941,562	9,616,243	8,048,579	8,288,670	8,535,938	8,790,596	
Training expense (TE)	250,000	66,146	99,219						
Translation services (LLS)	10,000	7,623	11,434.50						
Total Expense	13,982,700	10,823,638	13,216,026	13,103,587	11,311,382	11,632,717	11,963,459	12,303,886	Net Position Ending from 2016 audit
Net Ordinary Income	(5,430,088)			(2,529,098)	(731,547)	(1,047,431)	(1,372,613)	(1,707,368)	
Other Income/Expense									
Interest Income	5,789			5,904	6,022	6,143	6,266	6,391	766,674
Miscellaneous Income									
Total Other Income	-								
Net Other Income	-								
Net Income	(5,424,300)			(2,523,194)	(725,525)	(1,041,288)	(1,366,347)	(1,700,977)	Jeffcom Op Salaries Calculator
Fund Balance, Beginning	8,738,077			3,307,989	778,891	47,344	(1,000,087)	(2,372,700)	100% reimb %
Add total income	8,552,612			10,574,490	10,579,834	10,585,286	10,590,846	10,596,518	ETC Modification Calculator
Less total expense	(13,982,700)			(13,103,587)	(11,311,382)	(11,632,717)	(11,963,459)	(12,303,886)	746,903 subscriber lines
Add total other income	0			0	0	0	0	0	0.70 ETC Rate 1a
Less total other expense	0			0	0	0	0	0	1.15 ETC Rate 1b
Fund Balance, Ending	3,307,989			778,891	47,344	(1,000,087)	(2,372,700)	(4,080,068)	1.15 ETC Rate 2
Less JCECA Operating Reserve	(598,683)			(740,214)	(740,588)	(740,970)	(741,359)	(741,756)	1.15 ETC Rate 3
Less JEFFCOM Capital Reserve				(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	Op Reserve = 7%
Unrestricted ending fund balance	2,709,306			(61,323)	(793,245)	(1,841,057)	(3,214,059)	(4,921,824)	

JCECA Summary of Direct Benefit by Agency (Class)

	2009	2010	2011	2012	2013	2014	2015	2016*
<i>JeffCom Agency</i>								
ARFD	386,298	544,121	215,999	223,158	444,319	535,555	416,410	314,592
ARPD	725,838	510,029	598,567	345,833	585,837	437,150	409,343	307,351
EVFR	242,193	121,399	183,761	270,907	243,225	981,841	524,745	356,466
GOL	379,389	301,938	269,627	404,899	265,323	345,681	251,497	282,746
JCSO	423,653	1,613,445	759,016	808,332	705,302	1,135,149	622,403	429,890
LPD	546,957	922,939	1,388,554	886,114	425,797	426,351	375,253	1,042,147
WMFR	500,892	598,625	500,269	984,461	438,099	728,201	783,743	369,293
WRPD	459,828	291,781	198,224	399,512	154,701	186,278	582,095	191,337
Subtotals	3,665,048	4,904,277	4,114,018	4,323,215	3,262,602	4,776,206	3,965,489	3,293,821
<i>Non-JeffCom Agency</i>								
BRO	152,295	419,768	520,355	579,265	355,102	1,316,219	583,670	356,466
WES	700,273	835,665	379,769	355,572	898,225	630,780	390,668	444,951
Subtotals	852,568	1,255,433	900,124	934,837	1,253,327	1,946,999	974,338	801,418
Totals	4,517,616	6,159,710	5,014,142	5,258,053	4,515,929	6,723,205	4,939,827	4,095,239

	Mean	Median
Contribution to JeffCom Agencies over 8 yr period:	4,038,085	4,039,753
Contribution to non-JeffCom Agencies over 8 yr period:	1,114,881	954,588
Contribution to all agencies over 8 yr period:	5,152,965	4,976,984

* not audited

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
OCTOBER 19, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Ken Olsen
 Director Alan Fletcher
 Director Gary Creager
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Director Bob Olme was excused.

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Jen Sliemers, Arvada FPD
 Karin Marquez, Westminster PD/Fire
 Chris Malmgren, Pleasant View FD
 Marty Huffman, Broomfield PD
 Erin Collard, JeffCo Budget

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Tighe and by unanimous vote, approved the Minutes of September 28, 2017 and the 2018 Budget Planning Session.

TREASURER'S REPORT

The Board upon motion of Director Olsen, duly seconded by Director Fletcher approved the Treasurer's Report as \$1,240,873.07 of check detail for the month of September 2017.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom presented the Advisory Committee Report. The following topics were covered:

- Director Tighe requested that Vicki give an overview to the new Board members regarding the Advisory Committee role. She explained the committee is comprised of representatives from all the PSAPS served by JCECA. Additionally, the committee vets out new project requests to make sure they're covering what is within the scope of permissible funding by JCECA.
- CodeRED - The report has consistently been reported at a 99% match rate.
- CenturyLink - no major updates this month.
- Total phone numbers in OnSolve systems is 362,584 for all jurisdictions in addition to email sign up and weather warning sign ups. The weather warnings are geotargeted and it's believed that citizens are becoming more comfortable with what the system does.
- There is a second piece of CodeRed called the IPAWS Interface. This interface is geotargeted and more employees at PSAP levels are getting certified to use this feature.
- Member Tighe asked if the Committee has a plan based on wildfires in California and the problem with citizens getting notifications of evacuations to combat that issue should it happen here. Vickie explained that using IPAWS and spacing out the sending of notifications, citizens are more likely to receive these important notifications. There are only certain, life threatening situations where IPAWS would be used.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Fletcher, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$35,319.86.

There were no expenditure requests for amounts over \$10,000.

The board members asked Jeff questions regarding specific charges and requests that are included in the current budget and Jeff explained those specific charges to the Board. Jeff also explained that the amounts reported are only authorized numbers and have not necessarily been spent to date and the reason for larger expenditure requests slowing down at the end of the year is due to requests needing to be executed and begun by the end of the same year. Board member Olsen asked for a specific report pertaining to a cash flow analysis.

Ryan explained there are two budgetary requirements; the first that JCECA is not allowed to spend above what is budgeted and JCECA is not allowed to go "in the red".

JEFFCOM REPORT

Vicki Pickett, Jeffcom presented the monthly report. The following topics were discussed:

- Console furniture is installed, and they are working on building out all work stations and getting monitors and wiring in place.
- Director Tighe requested to have the November JCECA meeting at or near the

- Jeffcom site to tour the offices
- There is a new CAD administrator and they are up and running.
 - Jeffcom has contracted with an HR manager provider to take care of personnel needs.
 - There has been a conditional offer made to an administrator to help with administrative work.
 - CenturyLink's connectivity is almost up and running, the field engineers from Airbus can now come out and do testing on the network.
 - Staff has already put together offer letters for the transitioning employees from the PSAPS which will be discussed in the Jeffcom board meeting. After the letters go out, staff will have a better idea of who is committing to Jeffcom and how much hiring they'll need to do to take care of the balance.
 - Jeffcom has also posted another hiring process for Dispatch Call Taker personnel.

EXECUTIVE DIRECTOR REPORT

- The ETC stipulated agreement manifests the week of October 17, 2017. Jeff reviewed approximately 450 records to create the mailing list of 416 telephone service providers (TSPs). Notices advising the TSPs the increase to \$1.15 effective 01/01/18 were sent via certified mail.
- Jeff attended the ESInet Tariff workshop with CenturyLink to discuss the tariff that CenturyLink has introduced. It appears there will be a very reasonable cost increase from this process.
- Director Tighe asked when the PUC rate adjustment will happen. Ryan explained that the law requires it can be implemented 60 days after the notice, so they have picked January 1, 2018 as the implementation date. Jeff explained that remittance at the increased rate will be received starting in February 2018.
- Ryan explained that Senate Bill 152 articulates that local government is not allowed to compete with telecom or cable providers when offering fiber space. However, there is an exception that says it is possible to lease fiber to a private provider if the amount leased is insubstantial in comparison to the amount that local government is using. He is now looking into leasing excess capacity to offset costs.

NEW BUSINESS

- Directors Creager and Fletcher were appointed to the Board by the Board of County Commissioners on October 3, 2017.
- Director Olsen nominated Director Olme as treasurer and as the direct report for the executive director.
- Director Tighe volunteered to be Chairman and Director Fletcher volunteered to be Vice Chairman.

The Board upon motion of Director Olsen, duly seconded by Director Creager and by unanimous vote, elected Director Olme as Treasurer and direct report for he executive director, Director Tighe as Chairman, Director Fletcher as Vice Chairman and Director Fletcher as the second signer on the bank accounts.

- Director Tighe postponed executive director annual review for one month.

- Jeff presented the 2018 Budget and Projection Draft to the board and answered their preliminary questions on how the budget will change in the coming year.

ADJOURNMENT

Director Tighe adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
NOVEMBER 16 AT 1:30 PM.
WEST METRO FIRE ADMINISTRATION BUILDING
FIRST FLOOR BOARD ROOM
433 S ALLISON PKWY, LAKEWOOD, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. October 19, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
 - a. Presentation of 2018 Final Budget Draft and Projection
8. New Business
9. Executive Session
 - a. Executive Director Annual Review
10. Adjournment
11. Tour of Jeffcom Communications Center

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
NOVEMBER 16, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the West Metro Fire Protection District, 1st Floor Board Room, 433 S Allison Pkwy, Lakewood, Colorado.

Present: Director Casey Tighe
 Director Ken Olsen
 Director Alan Fletcher
 Director Gary Creager
 Director Bob Olme
 Attorney Ryan Tharp

Also Present: Jeff Irvin, Executive Director
 Jeff Streeter, Jeffcom
 Bill Kilpatrick, Golden PD
 Vicki Pickett, Jeffcom
 Jen Sliemers, Arvada FPD
 Karin Marquez, Westminster PD/Fire
 Chris Malmgren, Pleasant View FD
 Monty Heffner, Broomfield PD
 Erin Collard, JeffCo Budget
 Dan Gard, Jefferson County Sheriff's Office
 Chris Garramone, Wheat Ridge PD
 Rebecca Fuller, West Metro FPD
 Emery Carson, Indian Hills FPD

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

Director Olsen pointed out that on page 3 of the minutes October 19, 2017 meeting a correction was needed to indicate that Director Olme, not Director Olsen, was elected to be the Treasurer. Executive Director Irvin corrected the minutes accordingly. The Board then upon motion of Director Olsen, duly seconded by Director Olme and by unanimous vote, approved the Minutes of October 19, 2017 meeting.

TREASURER'S REPORT

Mr. Irvin presented the Financial Report for the month ending October 31, 2017. Mr. Irvin requested that the board acknowledge for the record the check detail showing

\$2,390,983.71 of A/P claims for the month of October 2017. The board had no questions and accepted the report.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom, presented the Advisory Committee Report. The following topics were covered:

- GeoComm – change of branding/logo. Updating agency contacts for monthly map data uploads. Reported a 99.78% match rate for ENS data validation. Will be GIS provider for Jeffcom. Started working with Jeffcom on 11/15/17 to overlap work South Metro FPD is doing and prepare for hand-off of GIS responsibilities.
- Onsolve (CodeRED) – the Advisory Committee discussed conducting an all call test using the unused, paid message capacity remaining for 2017. The tentative date for the test is 12/04/17. The agency PIO's will do a unified press release to announce the test.

EXPENDITURE REQUESTS

Mr. Irvin presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Fletcher, duly seconded by Director Olme and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$53,083.42.

Jeff presented the agency expenditure requests for amounts greater than \$10,000. There was a discussion regarding the five-year agreements with GeoComm and Onsolve to start in 2018. The board authorized Executive Director Irvin to execute the agreements once legal counsel had completed review and they are in final form. The Board upon motion of Director Creager, duly seconded by Director Olme and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$35,613.00.

JEFFCOM REPORT

Jeff Streeter, Jeffcom Executive Director presented the monthly report. The following topics were discussed:

- The phone system has been installed. They are conducting training. Testing is complete and was extremely successful. They are well within timelines for these items.
- They are in the fourth week of EMD/EFD training.
- Work continues on the floor, radio installations being completed. Will conduct tour for the JCECA board after the meeting.
- Offer letters were sent out the first week of October. Of 138 letters sent, 118 responses were received indicating the respondents wish to transfer to Jeffcom. They have conducted three open house benefits meetings. They will start open enrollment the week before Thanksgiving.
- For all agencies but Arvada PD and Lakewood PD their communication center employees become employees of Jeffcom 01/01/18. The employees will remain in

their centers until cutover. Now working on service level agreements. The week of February 12 Jefferson County and West Metro, Golden PD and Golden Fire will cutover.

- There was a discussion of the benefits conversion process for the employees cutting over.

EXECUTIVE DIRECTOR REPORT

- Proposed Budget Discussion – Mr. Irvin presented the proposed 2018 Budget (Attachment A). There was discussion of the following sections:
 - Administrative costs
 - Director Creager pointed out that the Executive Director Payroll Tax amount budgeted did not appear to be adequate.
 - Director Olsen inquired as to whether board members are covered by errors and omissions insurance and requested a copy of the policy.
 - Agency Operating Fund (AOF) - Executive Director Irvin discussed changes to the agency operating fund (AOF) that will provide for much of the funding for the Broomfield and Westminster PSAP's.
 - There was discussion of establishment of capital funds and special projects funds once Jeffcom has normalized.
 - Directors Olsen and Tighe discussed then importance of continuing the discussion of fairness in funding. Director Fletcher discussed the importance of special project funding for the service agencies. There was consensus on these points.
 - Special Projects-Call Boxes – Director Creager inquired as to the purpose of the Call Boxes. Mr. Irvin explained that JCECA has funded and maintains eight call boxes in the Deer Creek Canyon and Golden Gate Canyon areas to provide a method of contacting 9-1-1 where there is limited or no cell phone service. The call boxes were installed at the request of local citizen's groups and/or fire protection districts.
 - J-FON Network – Mr. Irvin discussed the overall status of the Jefferson County Public Safety Fiber Optic Network (J-FON) build. Director Tighe inquired as to whether CDOT had been contacted regarding the possibilities for placement of along the C-470 project. Mr. Irvin advised it has been some time since initial inquiries and that it is time to reach out again.
 - ETC Revenue – there was a discussion of the methodology used to derive the estimate of emergency telephone (ETC) revenue for 2018.
 - There was consensus that the proposed budget is acceptable. Mr. Irvin was authorized to advertise the budget hearing to be held during the 12/21/17 regular meeting.
 - Karin Marquez requested a change to the AOF schedule for 2018 for the Westminster PSAP to include a CAD to CAD project.
- Cash Flow Analysis (Attachment B) – Mr. Irvin discussed the 2017 budget penetration and how cash flow will work for reimbursements to Jeffcom in Q1 of 2018.

- Direct and Indirect Benefit to Agencies (Attachment C) – Mr. Irvin reviewed a workbook he maintains that shows a history of funding for the agencies from 2009 forward.
- Collections – Director Olme asked for an update on collections efforts. Mr. Irvin discussed the strategy he and JCECA's legal counsel has developed.

NEW BUSINESS

No new business was brought before the board.

EXECUTIVE SESSION

The Board upon motion of Director Olme, duly seconded by Director Fletcher, and by unanimous vote, approved going into Executive Session.

The Board went into Executive Session (per Colorado Revised Statutes §24-6-402 (4)(b) and (f)(l) for the annual review of the Executive Director and discussion of personnel matters with counsel.

The Board reconvened after the Executive Session.

The board was complimentary of the performance of Mr. Irvin. The Board upon motion of Director Olme, duly seconded by Director Olsen, and by unanimous vote, approved the 3% salary increase retroactive to October 1, 2016 and authorized a \$1500 bonus for Executive Director, Jeff Irvin.

ADJOURNMENT

Director Tighe adjourned the meeting.

The board toured the Jefferson County Communications Center Authority (Jeffcom) facility after the meeting.

Attachment A

JCECA Budget Worksheet rev 111617 1146

		2016	2017 ALL CLASSES				2018	2019	2020	2021	2022	2023		
		Actual	Jan-Oct	Budget	%	Est Yr End	Budget	Projection	Projection	Projection	Projection	Projection		
Ordinary Income/Expense														
Income														
	9-1-1 fee (prepaid)	256,851	239,374			287,249	292,994	298,854	304,831	310,928	317,146	323,489		
	9-1-1 fee (ETC)	6,052,651	5,299,898	8,771,225		6,359,878	10,673,871	10,887,348	11,105,095	11,327,197	11,553,741	11,784,816	Est 2018 line count	773,469
	Total Income	6,309,502	5,539,273	8,771,225	63%	6,647,127	10,966,865	11,186,202	11,409,926	11,638,125	11,870,888	12,108,305		
Expense													Expense Inflator	1.02
	Administrative expense													
	9-1-1 Admin Fee	79,289	91,926	170,294	54%	127,198	213,477	217,747	222,102	226,544	231,075	235,696		
	Accounting	65,308	49,387	62,782	79%	45,500	40,000	40,800	41,616	42,448	43,297	44,163		
	Bank Charges	1,504	1,476	1,369	108%	1,772	1,396	1,424	1,453	1,482	1,511	1,542		
	Executive Director (ED)													
	401k & benefits	16,105	18,689	21,885	85%	22,427	22,323	22,769	23,225	23,689	24,163	24,646		
	Mileage reimbursement	679	421	756	56%	505	771	787	802	818	835	851		
	Payroll tax	8,062	16,745	8,283	202%	20,094	8,449	8,618	8,790	8,966	9,145	9,328		
	Wages & Salaries	104,752	69,361	108,656	64%	83,234	110,854	113,071	115,333	117,640	119,992	122,392		
	Total Executive Director (ED)	129,598	105,216	139,580	75%	126,259	142,397	145,245	148,150	151,113	154,135	157,218		
	Insurance	5,744	5,749	6,000	96%	6,000	6,120	6,242	6,367	6,495	6,624	6,757		
	Legal	59,653	76,628	50,788	151%	91,953	60,000	61,200	62,424	63,672	64,946	66,245		
	Meeting & misc													
	Admin Web/Listserve	164	76	200	38%	200	225	230	234	239	244	248		
	Meeting & misc - Other	4,382	3,632	4,876	74%	4,359	5,000	5,100	5,202	5,306	5,412	5,520		
	Phone/Web conferencing	104	489	200	244%	586	600	612	624	637	649	662		
	Total Meeting & misc	4,651	4,197	5,276	80%	5,145	5,825	5,942	6,060	6,182	6,305	6,431		
	Office rent	2,700	-	2,782	0%	3,000	3,000	3,060	3,121	3,184	3,247	3,312		
	Office supplies & postage	1,776	660	1,976	33%	1,000	1,020	1,040	1,061	1,082	1,104	1,126		
	Payroll Expenses	2,952	1,640	2,988	55%	1,968	3,048	3,109	3,171	3,234	3,299	3,365		
	Total Administrative expense	353,173	336,879	443,835	76%	409,795	476,283	485,809	495,525	505,436	515,544	525,855		
	Agency Operating Fund (AOF)													
	BRO recurring	60,755	28,280			28,280	416,034	412,849	421,106	429,528	438,119	446,881		
	BRO non-recurring	12,946	17,680			17,680	802,000	-	-	-	-	-		
	WES recurring	39,521	5,188			5,188	387,495	395,245	403,150	411,213	419,437	427,826		
	WES non-recurring		25,911			34,275	875,000	-	-	-	-	-		
	Jeffcom agencies recurring		85,275			105,000								
	JeffCom agences non-recurring	663,930	104,100			149,000								
	Total AOF	777,152	266,434	750,000	36%	339,423	2,480,529	808,094	824,256	840,741	857,556	874,707		
	Consultants	-												
	Depreciation Expense	48,460		51,000		51,000	60,000	61,200	62,424	63,672	64,946	66,245	Begin 5yr GeoComm GIS services agreement	
	Disaster & recovery plan (DRP)													
	SRBC recurring	9,268	5,076	10,000		5,076	17,000	17,340	17,687	18,041	18,401	18,769	Assumes implementaton of NG911 tariff, elimination of network svcs costs for BRO/WES by use of J-FON	
	SRBC non-recurring		198,854			101,791	248,865							
	Total SRBC	9,268	203,930	10,000	2,039%	106,867	265,865	17,340	17,687	18,041	18,401	18,769		
	Total Disaster & recovery plan (DRP)	9,268	203,930	10,000	2,039%	106,867	265,865	17,340	17,687	18,041	18,401	18,769		
	Emergency Medical Dispatching	31,249	22,709	50,200	45%	60,000								
	GIS system support	202,221	274,027	237,971	115%	274,027	165,580	160,000	168,000	176,400	185,220	188,924	Begin 5yr Onsolve CodeRED/WX Warning combined agreement	
	Line charges													
	Recurring	569,410	356,265	-		459,268	451,553	227,180	232,992	237,652	242,405	247,253		
	Non-recurring		2,772	-		2,772	9,000	55,000	-	-	-	-	Remainder of BRO/WES phone sys project not paid 2017	
	Total Line charges	569,410	359,037	635,683	56%	462,040	460,553.40	282,179.65	232,992.29	237,652.14	242,405.18	247,253.28		

		2016	2017 ALL CLASSES				2018	2019	2020	2021	2022	2023	
		Actual	Jan-Oct	Budget	%	Est Yr End	Budget	Projection	Projection	Projection	Projection	Projection	
	Logging systems	328,283	208,833	306,625	68%	208,833							
	Notification system (ENS)												
	ALI Database Extract (ADE)	15,586	13,555	15,649	87%	16,266	17,000	17,340	17,687	18,041	18,401	18,769	
	CodeRED (Onsolve)	95,371	72,883	87,400	83%	72,833	103,520	103,520	103,520	103,520	103,521	103,522	
	Weather Warning	45,500		42,000	0%	-							
	VoIP record extract	3,000	2,250	3,060	74%	2,700	3,000	3,060	3,121	3,184	3,247	3,312	
	Total Notification system (ENS)	159,457	88,689	148,109	60%	91,799	123,520	123,920	124,328	124,744	125,170	125,604	
	Phone systems (911)	298,734	198,103	1,115,424	18%	550,000	180,000						
	Program fund												
	CAD Regional System	26,935	354,790	230,000	154%	360,790							
	CAD Maintenance	753,578	525,396	935,828	56%	525,396							
	Radio Annual SW Maintenance	159,228	-	-	-	-							
	Radio Consoles	428,719	-	274,000	0%	-							
	Wireless data recurring	278,536	-	-	-	-							
	Total Program fund	1,646,996	880,186	1,439,828	61%	886,186							
	Public education	22,990	8,755	33,500	26%	18,500.00	20,000	20,400	20,808	21,224	21,649	22,082	
	Recociliation discrepancies	676											
	Recruiting	16,071	14,634	15,300.00	96%	22,000							
	Special Projects												
	AJCR pager/cell recurring	10,205											
	Call Box Project	4,417	8,782	6,000	146%	8,782	6,000	6,060	6,121	6,182	6,244	6,306	
	CIDT	644											
	EDPD radio replacements	95,358											
	Fiber Optics												
	AHEC-DUS	-	2,565	110,000	2%	2,565	109,476						
	CDOT-Federal-F/O	-	26,124			30,000							
	Gold Line	-	1,320,202	1,300,000	102%	1,330,000							
	J-FON O&M	12,722	39,128	30,000	130%	41,000	108,200	110,364	112,571	114,823	117,119	119,462	
	Last Mile Fiber Projects												
	-BRO lastmile	-	-	150,000	0%	-		150,000					
	-WES lastmile	-	-	150,000	0%	-		150,000					
	-Jeffcom lastmile	-	66,145	-		90,000	185,000						
	Total lastmile	-	66,145	300,000	22%	90,000	.						
	North Metro Line	-	242,179			242,179	250,000	500,000					
	South lines	-	100			100	20,000						
	US Hwy 36 BRT	-	458,715	450,000	102%	460,000							
	West Corridor	-	15,085			16,000							
	Total Fiber Projects	12,722	2,170,243	2,190,000	99%	2,211,844	672,676	910,364	112,571	114,823	117,119	119,462	
	Fire Station Alerting		-	130,000	0%	-							
	JEFFCOM												
	Transition costs	613,148	4,327,938	5,939,913	73%	5,500,000	932,976						
	Operational salaries	.					6,500,000	6,630,000	6,762,600	6,897,852	7,035,809	7,176,525	
	Total JEFFCOM	613,148	4,327,938	5,939,913	73%	5,500,000	7,432,976	6,630,000	6,762,600	6,897,852	7,035,809	7,176,525	
	Mountain Dispatch Service Fees	50,000	25,000	25,000	100%	25,000							
	Smart911	89,600	89,600	89,600	100%	89,600	89,600	91,392	93,220	95,084	96,986	98,926	
	WES CAD Upgrade Project		-	345,000	0%	-							
	WES Console Replacements		68,817	220,000	31%	68,817							
	Total Special Projects	876,094	6,690,380	8,945,513	75%	7,904,043	8,201,252	7,637,816	6,974,512	7,113,941	7,256,158	7,401,218	
	Training expense (TE)	243,618	83,830	250,000	34%	100,597							

J-FON Lakewood Fiber IRU IGA

	2016	2017 ALL CLASSES				2018	2019	2020	2021	2022	2023	
	Actual	Jan-Oct	Budget	%	Est Yr End	Budget	Projection	Projection	Projection	Projection	Projection	
Translation services (LLS)	9,323	9,386	10,000	94%	11,263.67							
Total Expense	5,593,173	9,645,813	14,442,988	53%	11,496,373	12,433,583	9,596,759	8,920,532	9,101,851	9,287,049	9,470,658	
Net Ordinary Income	716,330	(4,106,541)	(5,671,763)		(4,849,246)	(1,466,717)	1,589,444	2,489,395	2,536,274	2,583,839	2,637,648	
Other Income/Expense												
Interest Income	5,675	3,283			3,939	5,000	5,100	5,202	5,306	5,412	5,520	
Miscellaneous Income	51	144										
Total Other Income	5,726	3,427	-									
Net Other Income	5,726	3,427	-									
Net Income	722,055	(4,103,114)			(4,845,307)	(1,461,717)	1,594,544	2,494,597	2,541,580	2,589,251	2,643,168	
Fund Balance, Beginning	8,011,303				8,296,412	2,317,154	850,437	2,439,881	4,929,276	7,465,550	10,049,389	
Add total income	6,309,502				6,647,127	10,966,865	11,186,202	11,409,926	11,638,125	11,870,888	12,108,305	
Less total expense	(5,593,173)				(11,496,373)	(12,433,583)	(9,596,759)	(8,920,532)	(9,101,851)	(9,287,049)	(9,470,658)	
Add total other income	5,726				0	0	0	0	0	0	0	
Less total other expense	-				0	0	0	0	0	0	0	
Fund Balance, Ending	8,738,077				3,447,166	850,437	2,439,881	4,929,276	7,465,550	10,049,389	12,687,036	
Less JCECA Operating Reserve	(441,665)				(1,130,012)	(767,681)	(783,034)	(798,695)	(814,669)	(830,962)	(847,581)	Op Reserve = 7%
Unrestricted ending fund balance	8,296,412				2,317,154	82,756	1,656,847	4,130,581	6,650,881	9,218,427	11,839,455	

JCECA Budgeting Schedule for BRO rev 111517 1034

Description	2018		2019		2020		2021		2022		2023	
	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring
CAD maintenance	80,805		82,421		84,070		85,751		87,466		89,215	
Logging system maintenance (NICE)	58,700		59,874		61,071		62,293		63,539		64,810	
Radio software maintenance	133,720		136,394		139,122		141,905		144,743		147,638	
Console Preventive Maintenance	20,000		20,400		20,808		21,224		21,649		22,082	
Public education	6,000		6,120		6,242		6,367		6,495		6,624	
Misc: chairs, headsets, etc.	15,000		15,300		15,606		15,918		16,236		16,561	
Training	25,000		25,500		26,010		26,530		27,061		27,602	
HipLink paging SAS	6,735		6,870		7,007		7,147		7,290		7,436	
Recruiting (Criticall, other costs)	6,000		6,120		6,242		6,367		6,495		6,624	
Dispatch portion of NMFPD station alerting system		100,000										
FRCC DSR (Dynamic System Resilience) hardware and software upgrades		274,000	-		-		-		-		-	
Radio Encryption Project		278,000	-		-		-		-		-	
EMD program upgrade (Powerphone)		50,000	-		-		-		-		-	
CAD to CAD upgrade project		100,000										
Ethernet connection to ADCOM (Note 2)	11,280											
Subtotal	351,960		358,999		366,179		373,503		380,973		388,592	
Contingency (15% of recurring)	52,794		53,850		54,927		56,025		57,146		58,289	
Totals	416,034	802,000	412,849	-	421,106	-	429,528	-	438,119	-	446,881	-

Notes:

- 1) A 2% applied in projection for years 2019-2023.
- 2) Ethernet connection to ADCOM recurring charges will stop once North Metro Line fiber is active and BRO lasmile connection to J-FON is completed.

JCECA Budgeting Schedule for WES rev 111617 0857

Description	2018		2019		2020		2021		2022		2023	
	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring
Scheduling SAS (Schedule Express)	4,100		4,182		4,266		4,351		4,438		4,527	
EMD SAS (APCO 911 Advisor)	3,052		3,113		3,175		3,239		3,304		3,370	
EMD manuals & shipping	800		816		832		849		866		883	
Logging system maintenance (NICE)	67,000		68,340		69,707		71,101		72,523		73,973	
Headsets & accessories	3,500		3,570		3,641		3,714		3,789		3,864	
Phone system hardware	1,500		1,530		1,561		1,592		1,624		1,656	
Phone system support (Venture Technologies)	78,000		79,560		81,151		82,774		84,430		86,118	
Public education	4,000		4,080		4,162		4,245		4,330		4,416	
CAD maintenance	147,000		149,940		152,939		155,998		159,118		162,300	
Recruiting	6,000		6,120		6,242		6,367		6,495		6,624	
Training	22,000		22,440		22,889		23,347		23,814		24,290	
Console replacements project remainder		200,000										
CAD upgrade project		345,000										
CAD to CAD project		130,000										
Logging system server replacement (NICE)		200,000										
Subtotal	336,952		343,691		350,565		357,576		364,728		372,022	
Contingency (15% of recurring)	50,543		51,554		52,585		53,636		54,709		55,803	
Totals	387,495	875,000	395,245	-	403,150	-	411,213	-	419,437	-	427,826	-

Notes:

1) A 2% inflator applied in projection for years 2019-2023.

JCECA Budgeting Schedule for Lines expense rev 111517 1034

Description	2017 Estimated Year End		2018		2019		2020		2021		2022		2023	
	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring	Recurring	Non-Recurring
ANI/ALI/SR charges (9111)	300,000		300,000				-		-		-		-	
BRO recurring NG911					43,993		44,873		45,770		46,686		47,619	
Jeffcom recurring NG911					22,913		23,371		23,839		24,315		24,802	
WES recurring NG911					43,993		44,873		45,770		46,686		47,619	
BRO non-recurring NG911 PM fee					-	10,000	-		-		-		-	
Jeffcom non-recurring NG911 PM fee					-	35,000	-		-		-		-	
WES non-recurring NG911 PM fee					-	10,000	-		-		-		-	
Jeffcom DS1	8,417	2,772	25,250		25,755		26,270		26,795		27,331		27,878	
SRBC DS1	8,417		25,250		25,755		26,270		26,795		27,331		27,878	
BRO/WES WAN 1 40MG			47,589											
BRO/WES WAN 2 40MG			47,589		48,541		49,512		50,502		51,512		52,543	
BRO/WES non recurring WAN 1 implementation				4,500	4,590		4,682		4,775		4,871		4,968	
BRO/WES non recurring WAN 2 implementation				4,500	4,590		4,682		4,775		4,871		4,968	
Call Box F1B + HLN X 8	5,760		5,875		7,050		8,460		8,629		8,802		8,978	
ARPD F1B for MCP	1,522													
LPD PBX Flat Trunks 911	4,869													
JCSO PRI DID block (1908)	1,620													
WMFR PRI (5722)	1,380													
WMFR PRI T1, ISDN 4-wire loop (6721)	7,740													
North Interop MOE (C7S3)	99,303													
North Interop A-B server MOE (CM7S3)	20,241													
Totals	459,268	2,772	451,553	9,000	227,180	55,000	232,992	-	237,652	-	242,405	-	247,253	-

Notes:

- 1) A 2% inflator applied for years 2019-2023.
- 2) BRO/WES WAN 1 supplanted by J-FON in 2019

NG911 Tariff Costs

Recurring	917	per concurrent session capacity
Non-recurring	10,000	2 - 8 concurrent sessions
Non-recurring	35,000	21+ concurrent sessions

Concurrent Sessions

BRO	Jeffcom	WES
4	25	4

Total DS1 charges for Sep17	6,980
Less svc add	2,772
Total	4,208
Jeffcom portion	2,104.14
SRBC portion	2,104.14

Attachment B

JCECA 2017 Cash Flow Analysis rev 111617

Total expenditure requests authorized to-date	13,396,259			
Less total of authorized expended to-date	(8,588,916)			
Less total of authorized pushed to 2018	(3,262,452)			
Less total of authorized discounted	(176,359)			
Cash requirement for remainder	1,544,891			
ICS Sweep	59,648			
DDA Checking	1,021,702			
Total cash on hand 11/16/17	1,081,350			
Anticipated revenue Nov17	553,927			
Less Nov17 revenue received to-date	(284,567)			
Anticipated revenue Dec17	553,927			
Anticipated revenue for remainder of 2017	823,287			
Total cash on hand + anticipated	1,904,637			
Total all expenditures to-date	10,362,846	from QB P-L	11/16/17	
Total all expended + remainder	11,907,737	82%	of budget	14,442,988
Anticipated ETC Fees 2017 (budget)	8,771,225	ETC @ \$1.20 starting 07/01/17		
Adjusted anticipated ETC fees 2017	6,647,127	ETC @ \$0.70 for remainder of 2017		
ETC Fees Collected	5,539,272	as of	10/31/17	
Percent of Adj Anticipated Collected	83%	10 mos div X 12		83%

Attachment C

JCECA Summary of Direct Benefit by Agency (Class)

	2009	2010	2011	2012	2013	2014	2015	2016*
<i>JeffCom Agency</i>								
ARFD	386,298	544,121	215,999	223,158	444,319	535,555	416,410	314,592
ARPD	725,838	510,029	598,567	345,833	585,837	437,150	409,343	307,351
EVFR	242,193	121,399	183,761	270,907	243,225	981,841	524,745	356,466
GOL	379,389	301,938	269,627	404,899	265,323	345,681	251,497	282,746
JCSO	423,653	1,613,445	759,016	808,332	705,302	1,135,149	622,403	429,890
LPD	546,957	922,939	1,388,554	886,114	425,797	426,351	375,253	1,042,147
WMFR	500,892	598,625	500,269	984,461	438,099	728,201	783,743	369,293
WRPD	459,828	291,781	198,224	399,512	154,701	186,278	582,095	191,337
Subtotals	3,665,048	4,904,277	4,114,018	4,323,215	3,262,602	4,776,206	3,965,489	3,293,821
<i>Non-JeffCom Agency</i>								
BRO	152,295	419,768	520,355	579,265	355,102	1,316,219	583,670	356,466
WES	700,273	835,665	379,769	355,572	898,225	630,780	390,668	444,951
Subtotals	852,568	1,255,433	900,124	934,837	1,253,327	1,946,999	974,338	801,418
Totals	4,517,616	6,159,710	5,014,142	5,258,053	4,515,929	6,723,205	4,939,827	4,095,239

	Mean	Median
Contribution to JeffCom Agencies over 8 yr period:	4,038,085	4,039,753
Contribution to non-JeffCom Agencies over 8 yr period:	1,114,881	954,588
Contribution to all agencies over 8 yr period:	5,152,965	4,976,984

* not audited

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
DECEMBER 21, 2017 AT 9:00 AM
JEFFERSON COUNTY COURTS AND ADMINISTRATION BUILDING
HEARING ROOM 1, FIRST FLOOR
100 JEFFERSON COUNTY PKWY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. November 16, 2017 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
9. Final Discussion and Consideration of Adoption of the 2018 Budget
10. New Business
11. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
DECEMBER 21, 2017

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Ken Olsen
 Director Alan Fletcher
 Director Gary Creager
 Director Bob Olme
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Karin Marquez, Westminster PD/Fire
 Marty Huffman, Broomfield PD
 Wes Han, CTC

Director Creager called the meeting to order.

Director Tighe arrived at 9:03am.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the Minutes of November 16, 2017.

TREASURER'S REPORT

Jeff presented the Treasurer's Report as \$4,408,376.77 of total liabilities and equity as of November 30, 2017.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom presented the Advisory Committee Report. The following topics were covered:

- There are still a high percentage of enrollments for CodeRed.
- There was an All Call test on December 4th. The results are still being tabulated. There was a good response. OnSolve credited the minutes necessary to complete

the All Call.

- There is still a high percentage of Geocomm accuracy.
- Jeff was renewed as one of the PUC members representing Jefferson County while Vickie is representing Jeffcom which means there will be two voting members on the Task Force now.
- There have been some items that have come up due to the transition of Jeffcom. Mainly there are items for the beginning of year that need funding. These items are mostly maintenance for the existing PCAPS for phone equipment. Vickie and Jeff are working out how Jeffcom can fund these items until the transition.
- Director Tighe asked if details being worked out in the transition of Jeffcom. Vickie explained that contingency plans and funding for Jeffcom are in place and the only issues are the issues are the interim months at the beginning of the year. Jeff Streeter and Jeff Irvin are working together to find funding for prorated quotes in the interim.
- Director Fletcher asked if the maintenance agreement will take place right away. Vickie explained that the warranty period starts in February for the first transition period. Jeffcom should save some savings on maintenance from the go month.

JEFFCOM REPORT

Vicki Pickett, Jeffcom presented the monthly report. The following topics were discussed:

- Jeffcom is training the Trainers for CAD. They are training the end users for phone system use and pro QA which allows call takers to provide EMD and EFD prearrival instructions. They are focusing mainly on phase 1 agencies which are West Metro, Golden Police and Jefferson County. These are the agencies that are the priority for getting training.
- There is also training for all of the law dispatchers to be trained on EMD and EFD, as well as training fire dispatch to learn more about the law dispatch.
- All console equipment is installed, CAD pcs and business computers are installed. Additionally, over half of the Harris Radio consoles and one Motorola console are installed.
- Jeffcom has sent out offer letters in November to personnel. 103 acceptance letters have come back, there is a chance not all the 103 will transition. Staff is in the process of finalizing a seniority list for those that have returned letters. Employees will transition in May or June from their current schedule to the Jeffcom schedule.
- Director Tighe asked if the MOUs and IGAs are in place and approved for the transition. Vickie is unaware of any major disagreements and most legalities are set to be finalized by the transition date.
- Jeffcom is in discussion with Denver 911 to be back up for phone calls because Jeffcom is the first entity of size that can handle back up for Denver
- 6 agencies are set to transition to be Jeffcom employees on January 1st, 2018. Arvada PD and Lakewood PD will transition at different dates.
- If the agencies transition date changes, the employee transition would be the biggest factor affected.
- There are agreements in place with agencies that allow employees to work for the agency in the interim while Jeffcom is monitoring overtime and developing schedules.

- The backup for Jeffcom will be the South Regional backup center which is not a permanent fixed backup center. Denver will be backup in the event of a need to transition to the South Regional backup center. Rural fire agencies are using temporary mobile devices.
- Jeffcom called a meeting with the PR firm that is working on the major PR push and reveal in April.
- Jeff recognized Karen Marquez for her diligent work with Jeffcom as she is leaving the agency.

EXPENDITURE REQUESTS

Jeff presented the 2017 agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$87,588.32.

Jeff presented the 2017 agency expenditure requests for amounts of \$10,000 or more. The Board upon motion of Director Tighe, duly seconded by Director Olme and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$339,778.57.

EXECUTIVE DIRECTOR REPORT

- Jeff presented the 2018 budget for approval. There was no public comment. After a general discussion, The Board upon motion of Director Olme, duly seconded by Director Olsen approved the 2018 budget as presented.
- Jeff presented the 2018 expenditure request. The Board raised questions and concerns regarding the availability of funds in the beginning of 2018 and the problem of having funds available when expenses are due. The Board identified items that can be approved after the first quarter and took them out of the 2018 expenditure requests. Director Tighe pointed out that either Jeffcom or JCECA will need to change their meeting times so they are not meeting on the same day at the same time.
- After a general discussion, The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$4,873.60 and the expenditure items over \$10,000 in the amount of \$998,053.17.

NEW BUSINESS

- The Board upon motion of Director Fletcher, duly seconded by Director Olme and by unanimous vote approved the ETC rate of \$1.15 effective January 1, 2018.
- The Board upon motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote approved the posting place for notices be the bulletin board outside of Hearing Room 1 located at 100 Jefferson County Parkway, Golden, Colorado 80401.
- The Board discussed potentially moving the monthly JCECA meetings to a different time so representatives from Jeffcom can attend JECEA meetings.
- Ryan Tharp discussed the following items from the PUC: TrackPhone withdrew its application and CenturyLink proposed a Tariff who's preceding is still ongoing. AirBus has filed an application to the BPSP in Colorado. The NextGen 911 recommended a state 911 board be created with 24 different people on the Board to study NextGen and form recommendations on how to move forward with NextGen technology.
- Ryan then provided a legislative update: Motorola and AirBus are pushing legislation to use marijuana money to put a police radio in every classroom in the state, which will cost \$75 million over 5 years. The CISC is working on a grant program that would be funded by Department of Public Safety to allow Law Enforcement Agencies to join the CISC and share information. There is a bill that is suspected to be introduced by Department of Public Safety that will most likely attempt to create a study committee and fund it with about \$250,000 in State money.
- Director Olme explained that First Net obtained State approval to move with AT&T. He also congratulated Karen Marquez and thanked the emergency staff that will be working over the holidays.

ADJOURNMENT

Director Creager adjourned the meeting.