

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
SEPTEMBER 25, 2025

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

Present: Director Kevin Biegert
 Director Goodell
 Director Travis Hopwood
 Director Dave Lester
 Scott Eddy, Alternate for Director Kerr

Excused: Director Andy Kerr

 Attorney Ryan Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Maylee Baraza, Clerk to the Board
 Mikhaila Zamora, Clerk to the Board
 Jacinda English, Broomfield PD
 Jeff Streeter, Jeffcom911
 Kevin Garcia, Jeffcom911
 Geena Gomez, Jeffcom911
 Jennifer Gustin Jeffcom911
 Ethan Honaman, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Sara Gallegos, Westy911

Director Goodell called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Biegert duly seconded by Director Hopwood, and by unanimous vote, approved the Minutes of August 28, 2025.

TREASURER'S REPORT

Ms. Kaminski presented the financial statements through August 31, 2025 (copy attached), reporting total revenues of \$16,174,836 and total expenditures of \$12,756,176, with an anticipated ending fund balance of \$10,593,634.

Ms. Kaminski then presented the cash encumbrance report

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

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

EXPENDITURE REQUESTS

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

The Board upon motion of Director Goodell duly seconded by Director Hopwood and by unanimous vote, approved the expenditure requests for September in the amount of \$1,403,495.25.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English reported that two out of three supervisors completed their CMP certifications, and the third earned their EMP certification.
- **Jeffcom ECC** – Mr. Streeter reported on the tragic events at Evergreen High School, commending their staff for handling a vast amount of calls and managing over 170 units on scene. Mr. Streeter also noted that they currently have an academy of 11, bringing their staffing level to one or two over what is needed.
- **Westminster ECC** – Ms. Gallegos provided an update on the Carbyne project, stating that they met with Lumen and are waiting on a revised quote from ConvergeOne. Ms. Gallegos further advised that they are down two positions but have 45 candidates who have passed their CritiCall phase so they will now have phone screenings the next few days. Additionally, they have an Administrator hiring process which is going well.

EXECUTIVE DIRECTOR REPORT

Mr. Irvin reported a decrease in Lookout Alert opt-ins (see attached Lookout Alert Stats worksheet), with Mr. Garcia explaining that this is due to filtering legacy Code Red data, much of which is incomplete or outdated. Mr. Garcia clarified that the system relies on Rave Mobile Reach for supplementing contact with residents who have not opted in. Director Biegert inquired about an all-call schedule for Q4, and Mr. Garcia stated they would coordinate with the emergency managers. Mr. Garcia also noted the challenge of community members not completing their Lookout Alert profiles despite receiving notifications.

LEGAL COUNSEL REPORT

Mr. Irvin mentioned that he attended a special meeting of the Colorado 911 PUC Advisory Task Force to discuss the history of 911 regulation in Colorado and explore potential improvements to 911 service. Mr. Tharp added that CenturyLink has filed their updated tariff, and the PUC is holding workshops to review the overall structure of the tariff.

NEW BUSINESS

No new business.

EXECUTIVE SESSION

No executive session.

ADJOURNMENT

Director Goodell adjourned the meeting.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2024 and August 31, 2025. We have also prepared the accompanying 2026 proposed budgets of revenues, expenditures and funds available prepared on the modified accrual basis.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in black ink that reads "Tracie L. Kaminski". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.
September 15, 2025

Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537
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www.PCGI.com

Serving our clients and community through excellent dependable service.

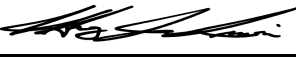
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		
BALANCE SHEET		
December 31, 2024 and August 31, 2025		
	Audited Actual 12/31/2024	Unaudited Actual 8/31/2025
Assets		
Current Assets		
Cash, Checking	\$ 3,823,610	\$ 2,875,764
Cash, Savings	2,225,419	5,835,385
Accounts Receivable	2,069,621	4,033,125
Prepaid Expense	181,121	22,598
Total Current Assets	\$ 8,299,771	\$ 12,766,871
Long-Term Assets		
Construction in Progress	\$ 5,164,297	\$ 5,164,297
Infrastructure	25,895	25,895
Right of Ways	568,082	568,082
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(480,345)	(480,345)
Total Long-Term Assets	\$ 6,143,543	\$ 6,143,543
Total Assets	\$ 14,443,314	\$ 18,910,415
Liabilities		
Current Liabilities		
Accounts Payable	\$ 1,107,368	\$ 1,189,380
Total Current Liabilities	\$ 1,107,368	\$ 1,189,380
Total Liabilities	\$ 1,107,368	\$ 1,189,380
Fund Equity		
Net Investment in Fixed Assets	\$ 6,143,543	\$ 6,143,543
Fund Balance		
Nonspendable	181,121	22,598
Unassigned	7,011,282	11,554,893
Total Fund Equity	\$ 13,335,946	\$ 17,721,034
Total Liabilities and Fund Equity	\$ 14,443,314	\$ 18,910,415
	=	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY														
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS														
GENERAL FUND														
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)							
	2024	2025	2025	Actual	Budget	Variance	2026							
	Audited	Adopted	Projected	Through	Through	Through	Proposed							
	Actual	Budget	Actual	8/31/2025	8/31/2025	8/31/2025	Budget						2026	
													Comments	
Revenues														
9-1-1 fee (ETC)	\$ 18,804,788	\$ 19,473,006	\$ 20,146,100	\$ 15,568,562	\$ 13,398,115	\$ 2,170,447	\$ 20,621,244						Estimating 80% collection of \$2.17 Fee	
9-1-1 fee (prepaid)	1,798,924	1,947,301	1,847,301	1,279,277	1,947,301	(668,023)	2,062,124						Estimating 10% of ETC Revenue	
PUC Statewide 9-1-1 Trust Reimbursement	750,030	778,920	878,920	628,683	778,920	(150,237)	1,031,062						Estimating 5% of ETC Revenue	
Interest Income	79,214	50,000	164,948	109,965	50,000	59,965	200,000						Estimate	
Miscellaneous Income	-	500	500	-	500	(500)	500							
Total Revenues	\$ 21,432,956	\$ 22,249,727	\$ 23,037,769	\$ 17,586,487	\$ 16,174,836	\$ 1,411,651	\$ 23,914,930							
Expenditures														
Administrative	\$ 334,006	\$ 351,230	\$ 366,551	\$ 243,034	\$ 247,357	\$ (4,323)	\$ 403,281							
Agency Operating Fund - BRO	1,362,999	1,515,775	1,515,775	1,010,517	1,010,517	-	1,667,353							
Agency Operating Fund - WES	2,271,665	2,526,291	2,526,291	1,684,194	1,684,194	-	2,778,920							
Agency Operating Fund - JEFFCOM	11,509,771	12,799,877	12,799,877	8,533,251	8,533,251	-	14,079,865							
Disaster & Recovery Plan (DRP)	34,394	158,400	158,400	151,833	113,390	38,443	232,471							
GIS System	175,000	192,000	192,000	11,701	11,000	701	184,433							
Line Charges	696,871	528,129	659,155	596,350	523,477	72,873	878,864							
Notification Systems (ENS)	249,127	389,674	389,674	227,526	185,449	42,077	367,795							
Special Projects	937,484	807,000	1,028,815	742,993	447,540	295,453	1,646,498							
Total Operating Expenditures	\$ 17,571,317	\$ 19,268,376	\$ 19,636,538	\$ 13,201,399	\$ 12,756,176	\$ 445,223	\$ 22,239,479							
Revenues over/(under) Expenditures	\$ 3,861,639	\$ 2,981,350	\$ 3,401,231	\$ 4,385,088	\$ 3,418,659	\$ 966,429	\$ 1,675,451							
Beginning Fund Balance	3,330,764	5,870,339	7,192,403	7,192,403			10,593,634							
Ending Fund Balance	\$ 7,192,403	\$ 8,851,689	\$ 10,593,634	\$ 11,577,491			\$ 12,269,085							
Components of Ending Fund Balance														
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000			\$ -							
Operating Reserve (25% of Expenses)	4,392,829	4,817,094	4,909,135	4,817,094			5,559,870							
Unrestricted	2,049,574	3,284,595	4,934,499	6,010,397			6,709,215							
Ending Fund Balance	\$ 7,192,403	\$ 8,851,689	\$ 10,593,634	\$ 11,577,491			\$ 12,269,085							

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	
	2024	2025	2025	Actual	Budget	Variance	2026	
	Audited	Adopted	Projected	Through	Through	Through	Proposed	2026
	Actual	Budget	Actual	8/31/2025	8/31/2025	8/31/2025	Budget	Comments
Administration								
Accounting	\$ 88,772	\$ 94,365	\$ 94,365	\$ 53,873	\$ 65,710	\$ (11,837)	\$ 95,000	Audit \$8,000 (emailed Hinkle)
Bank Charges	4,764	8,167	8,167	424	2,884	(2,460)	5,000	Estimate based on 2024 actual
Executive Director (ED)								
401k & Benefits	25,890	25,885	25,885	17,893	17,257	637	26,877	Averaged 2025 actual for 2026 budget.
Mileage Reimbursement	-	500	500	-	333	(333)	300	Contingency amount per Jeff
Payroll Tax	10,846	10,905	10,905	7,750	7,270	479	11,671	Averaged 2025 actual for 2026 budget.
Wages & Salaries	140,070	140,070	140,070	99,800	96,388	3,412	150,075	Averaged 2025 actual for 2026 budget.
Insurance	6,112	5,473	5,473	4,548	3,649	899	20,439	Averaged 2025 actual for 2026 budget.
Legal	42,174	44,679	60,000	48,041	38,286	9,755	77,222	Averaged 2025 actual for 2026 budget.
Meeting & Misc								
Admin Web/Listserve	20	-	-	-	-	-	-	No longer using these SAS services.
Meeting & Misc - Other	9,621	14,369	14,369	6,403	11,036	(4,633)	9,997	Averaged 2025 actual for 2026 budget.
Phone/Web Conferencing	152	-	-	-	-	-	-	No longer incurring costs for these services.
Office Supplies & Postage	612	753	753	658	502	156	1,085	Averaged 2025 actual for 2026 budget.
Payroll Expenses	4,769	4,564	4,564	3,213	3,043	170	4,874	Averaged 2025 actual for 2026 budget.
Public Web	204	1,500	1,500	432	1,000	(568)	741	Increased maintenance costs for statutory accessibility requirements.
Total Administrative Expenses	\$ 334,006	\$ 351,230	\$ 366,551	\$ 243,034	\$ 247,357	\$ (4,323)	\$ 403,281	
Agency Operating Fund (AOF)								
Broomfield	\$ 1,362,999	\$ 1,515,775	\$ 1,515,775	\$ 1,010,517	\$ 1,010,517	\$ -	\$ 1,667,353	10% Increase for 2026
Westminster	2,271,665	2,526,291	2,526,291	1,684,194	1,684,194	-	2,778,920	10% Increase for 2026
Jeffcom	11,509,771	12,799,877	12,799,877	8,533,251	8,533,251	-	14,079,865	10% Increase for 2026
Total Agency Operating Fund (AOF)	\$ 15,144,435	\$ 16,841,943	\$ 16,841,943	\$ 11,227,962	\$ 11,227,962	\$ -	\$ 18,526,137	
Disaster & Recovery Plan (DRP)								
SRBC Recurring	\$ 34,394	\$ 158,400	\$ 158,400	\$ 151,833	\$ 113,390	\$ 38,443	\$ 232,471	See 433HBC schedule tab - fka SRBC Recurring
Total Disaster & Recovery Plan (DRP)	\$ 34,394	\$ 158,400	\$ 158,400	\$ 151,833	\$ 113,390	\$ 38,443	\$ 232,471	
GIS System								
GIS System Support	\$ 175,000	\$ 192,000	\$ 192,000	\$ 11,701	\$ 11,000	\$ 701	\$ 184,433	See GIS Support schedule tab
Total GIS System	\$ 175,000	\$ 192,000	\$ 192,000	\$ 11,701	\$ 11,000	\$ 701	\$ 184,433	
Line Charges								
Call Box MRC	\$ 12,300	\$ 7,270	\$ 7,270	\$ 5,632	\$ 3,247	\$ 2,386	\$ 8,528	Averaged 2025 actual for 2026 budget.
ESinet	683,471	518,974	650,000	590,718	518,974	71,744	870,336	Averaged 2025 actual for 2026 budget.
Other	1,100	1,885	1,885	-	1,257	(1,257)	-	Not used
Total Line Charges	\$ 696,871	\$ 528,129	\$ 659,155	\$ 596,350	\$ 523,477	\$ 72,873	\$ 878,864	
Notification Systems (ENS)								
ALI Database Extract (ADE)	\$ 5,635	\$ 11,216	\$ 11,216	\$ 6,290	\$ 7,477	\$ (1,187)	\$ 10,783	Averaged 2025 actual for 2026 budget.
ENS	243,492	244,458	244,458	221,236	177,972	43,264	221,112	See ENS schedule tab
VoIP Record Extract	-	4,000	4,000	-	-	-	2,000	Discrepancy found: Neustar 2025 debited to ENS rather than ADE subcategory
ENS Systems Support	-	130,000	130,000	-	-	-	133,900	Reimb Jeffcom for FTE to administer ENS systems + 3%
Total Notification Systems (ENS)	\$ 249,127	\$ 389,674	\$ 389,674	\$ 227,526	\$ 185,449	\$ 42,077	\$ 367,795	
Special Projects								
Call Box Project	\$ 140	\$ 7,000	\$ 7,000	\$ 5,215	\$ 6,007	\$ (792)	\$ 8,717	Averaged 2025 actual for 2026 budget.
Fiber Special Projects	149,845	300,000	300,000	166,733	162,000	4,733	200,000	
Last Mile Fiber Project	108,245	200,000	200,000	166,733	80,333	86,400	200,000	Continues funding of last mile projects to include fire station connections.
North Metro	-	100,000	100,000	-	-	-	-	Eliminate this line item.
Equipment Refresh Project	41,600	-	-	-	-	-	-	Eliminate this line item.
J-FON O&M	352,638	200,000	200,000	67,499	94,533	(27,035)	227,581	JFON 2026 Network Admin salary inc 3% + avg of costs to-date)
Jeffcom Radio Console Lease Assistance	-	-	-	-	-	-	251,532	Yr 2 of 7yr Jeffcom lease purchase agreement
Smart911	89,161	100,000	100,000	81,731	66,667	15,064	89,600	See ENS schedule tab
BRO/WES Phone System Replacement								See BRO-WES APEX schedule
NRC costs yr 1	-	-	-	-	-	-	584,836	Non recurring costs yr 1
ARC costs 5 yr agreement	-	-	-	-	-	-	284,232	Annual recurring cost yr 1 per 5 yr agreement
Special Projects Contingency	345,700	200,000	421,815	421,815	200,000	221,815	-	
Total Special Projects	\$ 937,484	\$ 807,000	\$ 1,028,815	\$ 742,993	\$ 447,540	\$ 295,453	\$ 1,646,498	
Total Expenditures	\$ 17,571,317	\$ 19,268,376	\$ 19,636,538	\$ 13,201,399	\$ 12,756,176	\$ 445,223	\$ 22,239,479	

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

	Q1 Actual	Q2 Actual	July Actual	August Actual	September (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 5,588,415	\$ 7,912,458	\$ 7,971,141	\$ 8,909,836	\$ 8,711,166	\$ 8,711,166	\$ 8,950,572
<u>Expected Inflows:</u>							
2025 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 12,097,841	\$ 5,644,372	\$ 2,528,045	\$ 1,405,738	\$ 1,655,689	\$ 5,589,472	\$ 4,967,066
<u>Expected Outflows:</u>							
2025 Obligations (As projected, less paid)							
Administrative Total	\$ 85,095	\$ 106,489	\$ 28,895	\$ 31,831	\$ 24,730	\$ 85,456	\$ 74,191
Agency Operating Fund (AOF) Total	4,082,895	4,210,486	1,403,495	1,403,495	1,435,393	4,242,383	4,306,179
Disaster & Recovery Plan (DRP) Total	35,967	91,888	11,989	11,989	1,642	25,620	4,925
GIS System Total	12,414	-	-	-	44,897	44,897	134,690
Line Charges Total	209,977	259,454	134,806	35,937	(28,011)	142,732	(84,033)
Notification Systems (ENS) Total	64,787	3,789	-	1,657	79,860	81,517	239,581
Special Projects Total	125,054	482,778	10,165	119,499	17,376	147,040	52,128
Total Expected Outflows	\$ 4,616,189	\$ 5,154,882	\$ 1,589,351	\$ 1,592,418	\$ 1,575,887	\$ 4,757,655	\$ 4,724,377
Net Inflows/Outflows	\$ 7,481,652	\$ 489,489	\$ 938,695	\$ (186,681)	\$ 79,802	\$ 831,816	\$ 242,689
Estimated Cash Position	\$ 7,481,652	\$ 7,971,141	\$ 8,909,836	\$ 8,723,155	\$ 8,790,968	\$ 8,790,968	\$ 9,032,015

JCECA - 2025 Sep Expenditure Request Authorization 092425 0714					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2025-024		Multi	ECC distributions for Oct 2025	AOF	1,403,495.25
				Total	1,403,495.25
Expenditures Approved by Executive Director (signature):					

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

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
OCTOBER 23, 2025, AT 11 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

There will not be a physical meeting. The virtual meeting can be attended via Google Meet at the link below or by calling in via telephone.

<https://meet.google.com/viq-cvys-edu>. Use of computer audio (headset/mic) works best or join by phone: 413-459-4200, PIN: 669 173 972# - press *6 to mute/unmute your phone.

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - i. September 25, 2025 Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. Setting of 2026 ETC (emergency telephone charge) rate.
 - iv. 2026 Budget Hearing (copy of proposed budget attached).
 - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
 - a. City and County of Broomfield (Broomfield PD PSAP).
 - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
 - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director’s Report
7. Legal Counsel Report
8. New Business
9. Adjournment.

For Information regarding the Jefferson County Emergency Communications Authority (JCECA) please visit the website <https://jceca.org/> or contact: Jeff Irvin, Executive Director, 303-539-9410, jirvin@jceca.org.