

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JULY 24, 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 Andy Kerr
 Director Dave Lester

 Attorney Ryan Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
 Maylee Barraza, Clerk to the Board
 Jacinda English, Broomfield PD
 Paige Wilson, Broomfield PD
 Jeff Streeter, Jeffcom911
 Gina Ramirez, Jeffcom911
 Kevin Garcia, Jeffcom911
 Geena Gomez, Jeffcom911
 Candace Harris, Jeffcom911
 Kyle Mickelson, Jeffcom911
 Kinde Yetemgn, Jeffcom911
 Laurel Strandberg, Jeffcom911
 Sara Gallegos, Westy911

Director Hopwood called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Biegert duly seconded by Director Hopwood, and by unanimous vote, approved the Minutes of June 26, 2025.

TREASURER'S REPORT

Ms. Kaminski then presented the financial statements through June 30, 2025 (copy attached), reporting total revenues of nearly \$12 million, with 911 ETC revenue being the majority, and anticipating an end-of-year fund balance of over \$12 million. Mr. Irvin highlighted a significant 911 prepaid revenue of \$1.8 million for 2024, noting a potential future impact on this revenue that Ryan would discuss later.

Ms. Kaminski presented the cash encumbrance report (copy attached), which summarizes cash activity quarterly and does not require action. Tracie Kaminski initiated a discussion about distributing the excess unrestricted fund balance of \$2,049,574 from the 2024 audit to Broomfield, Jeffcom, and Westminster based on standard percentage splits, which would be added to their monthly distributions. Director Hopwood questioned the benefit of bonus distributions versus retaining funds for future needs or special projects, citing a recent radio

project as an example. Mr. Irvin also mentioned an upcoming Westminster and Broomfield phone upgrade project as a reason to potentially hold onto the funds. The board generally agreed to retain the funds, awaiting more concrete information on anticipated costs from upcoming projects.

EXPENDITURE REQUESTS

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

The Board upon motion of Director Biegert duly seconded by Director Lester and by unanimous vote, approved the July expenditure request for August ECC distributions in the amount of \$1,403,495.25.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English provided an update on the Carbyne project, noting delays due to vendor unavailability and ongoing efforts to clarify large quote numbers and Lumen's involvement to determine the project timeline and cost.
- **Jeffcom ECC** – Mr. Streeter advised they are finalizing hiring for an academy in September bringing them up to full strength. Attrition is down and they've settled into the new facility. Mr. Streeter recognized a recent achievement by Ms. Ramirez.
- **Westminster ECC** – Ms. Gallegos said they were very happy to have Fourth of July behind them. It was a great time but very busy. They have two in backgrounds to fill one spot that they're down and one over hire position.

EXECUTIVE DIRECTOR REPORT

Lookout Alert – Mr. Irvin presented the Lookout Alert Stats report (copy attached) indicating an increase of 940 opt-ins. Mr. Irvin and Mr. Garcia have been discussing various marketing options to include direct mail as a possible way to increase opt-ins. They will be discussing with the Belmar owners use of six new electronic messaging boards to include Lookout Alert registration information and as a method to push alerts regarding critical incidents.

Prepaid Revenue – the 911 community learned this month that a vendor requested a determination from the CO Department of Revenue as to whether they must remit surcharge for their products given that they do not sell minutes but rather blocks of service that do not diminish with use. We are looking at this situation to see if it affects our prepaid revenue and the Colorado PUC 911 Advisory Task Force Legislative Committee and our lobbyists will be considering the issue for action in the next legislative session.

LEGAL COUNSEL REPORT

Mr. Tharp advised we're still waiting for the PUC to formally adopt rules regarding the CenturyLink tariff proposal. There was a hearing at the beginning of June and nothing has happened since then. That hearing was mostly a formality. There is an upcoming meeting with Century Link and the PUC and interested stakeholders about the tariff filing. We are hopeful the

tariff is filed soon because every day it gets pushed off, it is less and less likely they are going to be able to do this in time to raise the statewide 911 fee in time to be in place by February to pay for these additional tariff costs for 2026.

Mr. Tharp discussed participation he and Mr. Irvin have had in discussions regarding filing of additional comments with the FCC regarding multilingual WEA alerts.

There was discussion regarding outage notifications in response to information provided by Director Biegert.

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 June 30, 2025.

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

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

Pinnacle Consulting Group, Inc.
July 7, 2025

Offices Located in Loveland and Denver

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

Serving our clients and community through excellent dependable service.

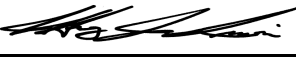
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
BALANCE SHEET						
December 31, 2024 and June 30, 2025						
			Audited	Unaudited		
			Actual	Actual		
			12/31/2024	6/30/2025		
Assets						
Current Assets						
Cash, Checking	\$	3,823,610	\$	3,174,727		
Cash, Savings		2,225,419		4,796,415		
Accounts Receivable		2,069,621		2,323,486		
Prepaid Expense		181,121		15,904		
Total Current Assets	\$	8,299,771	\$	10,310,533		
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	\$	16,454,076		
Liabilities						
Current Liabilities						
Accounts Payable	\$	1,107,368	\$	1,169,295		
Total Current Liabilities	\$	1,107,368	\$	1,169,295		
Total Liabilities	\$	1,107,368	\$	1,169,295		
Fund Equity						
Net Investment in Fixed Assets	\$	6,143,543	\$	6,143,543		
Fund Balance						
Nonspendable		181,121		15,904		
Unassigned		7,011,282		9,125,334		
Total Fund Equity	\$	13,335,946	\$	15,284,782		
Total Liabilities and Fund Equity	\$	14,443,314	\$	16,454,076		
		=		=		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Audited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	6/30/2025	6/30/2025	6/30/2025
Revenues						
9-1-1 fee (ETC)	\$ 18,804,788	\$ 19,473,006	\$ 21,500,000	\$ 10,466,687	\$ 10,105,669	\$ 361,018
9-1-1 fee (prepaid)	1,798,924	1,947,301	1,847,301	942,762	952,116	(9,354)
PUC Statewide 9-1-1 Trust Reimbursement	750,030	778,920	878,920	462,564	414,460	48,104
Interest Income	79,214	50,000	141,992	70,996	45,000	25,996
Miscellaneous Income	-	500	500	-	250	(250)
Total Revenues	\$ 21,432,956	\$ 22,249,727	\$ 24,368,713	\$ 11,943,009	\$ 11,517,495	\$ 425,514
Expenditures						
Administrative	\$ 334,006	\$ 351,230	\$ 373,078	\$ 183,712	\$ 199,645	\$ (15,932)
Agency Operating Fund - BRO	1,362,999	1,515,775	1,515,775	757,887	757,887	-
Agency Operating Fund - WES	2,271,665	2,526,291	2,526,291	1,263,146	1,263,146	-
Agency Operating Fund - JEFFCOM	11,509,771	12,799,877	12,799,877	6,399,939	6,399,939	-
Disaster & Recovery Plan (DRP)	34,394	158,400	158,400	127,855	113,390	14,465
GIS System	175,000	192,000	192,000	11,701	2,000	9,701
Line Charges	696,871	528,129	528,129	424,708	322,465	102,243
Notification Systems (ENS)	249,127	389,674	389,674	225,806	157,837	67,969
Special Projects	937,484	807,000	1,028,815	599,421	569,207	30,214
Total Operating Expenditures	\$ 17,571,317	\$ 19,268,376	\$ 19,512,039	\$ 9,994,174	\$ 9,785,515	\$ 208,659
Revenues over/(under) Expenditures	3,861,639	\$ 2,981,350	\$ 4,856,673	\$ 1,948,835	\$ 1,731,981	\$ 216,855
Beginning Fund Balance	3,330,764	5,870,339	7,192,403	7,192,403		
Ending Fund Balance	\$ 7,192,403	\$ 8,851,689	\$ 12,049,076	\$ 9,141,238		
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	4,878,010	4,817,094		
Unrestricted	2,049,574	3,284,595	6,421,066	3,574,144		
Ending Fund Balance	\$ 7,192,403	\$ 8,851,689	\$ 12,049,076	\$ 9,141,238		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Audited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	6/30/2025	6/30/2025	6/30/2025
Administration						
Accounting	\$ 88,772	\$ 94,365	\$ 94,365	\$ 30,615	\$ 52,183	\$ (21,567)
Bank Charges	4,764	8,167	8,167	424	1,922	(1,499)
Executive Director (ED)						
401k & Benefits	25,890	25,885	25,885	13,463	12,943	520.01
Mileage Reimbursement	-	500	500	-	250	(250)
Payroll Tax	10,846	10,905	10,905	5,866	5,953	(86)
Wages & Salaries	140,070	140,070	140,070	75,288	77,540	(2,252)
Insurance	6,112	5,473	12,000	8,663	2,736	5,927
Legal	42,174	44,679	60,000	40,520	33,340	7,180
Meeting & Misc						
Admin Web/Listserve	20	-	-	-	-	-
Meeting & Misc - Other	9,621	14,369	14,369	5,315	9,370	(4,055)
Phone/Web Conferencing	152	-	-	-	-	-
Office Supplies & Postage	612	753	753	633	376	257
Payroll Expenses	4,769	4,564	4,564	2,494	2,282	212
Public Web	204	1,500	1,500	432	750	(318)
Total Administrative Expenses	\$ 334,006	\$ 351,230	\$ 373,078	\$ 183,712	\$ 199,645	\$ (15,932)
Agency Operating Fund (AOF)						
Broomfield	\$ 1,362,999	\$ 1,515,775	\$ 1,515,775	\$ 757,887	\$ 757,887	\$ -
Westminster	2,271,665	2,526,291	2,526,291	1,263,146	1,263,146	-
Jeffcom	11,509,771	12,799,877	12,799,877	6,399,939	6,399,939	-
Total Agency Operating Fund (AOF)	\$ 15,144,435	\$ 16,841,943	\$ 16,841,943	\$ 8,420,972	\$ 8,420,972	-
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 34,394	\$ 158,400	\$ 158,400	\$ 127,855	\$ 113,390	\$ 14,465
Total Disaster & Recovery Plan (DRP)	\$ 34,394	\$ 158,400	\$ 158,400	\$ 127,855	\$ 113,390	\$ 14,465
GIS System						
GIS System Support	\$ 175,000	\$ 192,000	\$ 192,000	\$ 11,701	\$ 2,000	\$ 9,701
Total GIS System	\$ 175,000	\$ 192,000	\$ 192,000	\$ 11,701	\$ 2,000	\$ 9,701
Line Charges						
Call Box MRC	\$ 12,300	\$ 7,270	\$ 7,270	\$ 4,317	\$ 2,035	\$ 2,282
ESInet	683,471	518,974	518,974	420,391	319,487	100,904
Other	1,100	1,885	1,885	-	943	(943)
Total Line Charges	\$ 696,871	\$ 528,129	\$ 528,129	\$ 424,708	\$ 322,465	\$ 102,243
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 5,635	\$ 11,216	\$ 11,216	\$ 4,634	\$ 5,608	\$ (974)
ENS	243,492	244,458	244,458	221,172	152,229	68,943
VoIP Record Extract	-	4,000	4,000	-	-	-
ENS Systems Support	-	130,000	130,000	-	-	-
Total Notification Systems (ENS)	\$ 249,127	\$ 389,674	\$ 389,674	\$ 225,806	\$ 157,837	\$ 67,969
Special Projects						
Call Box Project	\$ 140	\$ 7,000	\$ 7,000	\$ 5,085	\$ 6,007	\$ (922)
Fiber Special Projects	149,845	300,000	300,000	36,246	17,000	19,246
Last Mile Fiber Project	108,245	200,000	200,000	36,246	170,333	(134,087)
North Metro	-	100,000	100,000	-	-	-
Equipment Refresh Project	41,600	-	-	-	-	-
J-FON O&M	352,638	200,000	200,000	54,543	192,867	(138,323)
Smart911	89,161	100,000	100,000	81,731	50,000	31,731
Special Projects Contingency	345,700	200,000	421,815	421,815	150,000	271,815
Total Special Projects	\$ 937,484	\$ 807,000	\$ 1,028,815	\$ 599,421	\$ 569,207	\$ 30,214
Total Expenditures	\$ 17,571,317	\$ 19,268,376	\$ 19,512,039	\$ 9,994,174	\$ 9,785,515	\$ 208,659

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

	Q1 Actual	April Actual	May Actual	June Actual	Q2 Actual	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 5,653,518	\$ 7,412,298	\$ 7,346,312	\$ 7,827,320	\$ 7,827,320	\$ 8,241,152	\$ 8,833,068
<u>Expected Inflows:</u>							
2025 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 12,097,841	\$ 1,661,298	\$ 2,167,612	\$ 1,815,461	\$ 5,644,372	\$ 5,278,269	\$ 5,278,269
<u>Expected Outflows:</u>							
2025 Obligations (As projected, less paid)							
Administrative Total	\$ 211,877	\$ 15,720	\$ 47,756	\$ 43,013	\$ 106,489	\$ 16,432	\$ 16,432
Agency Operating Fund (AOF) Total	4,082,895	1,403,495	1,403,495	1,403,495	4,210,486	4,274,281	4,274,281
Disaster & Recovery Plan (DRP) Total	35,967	66,430	25,458	-	91,888	15,273	15,273
GIS System Total	13,449	-	-	-	-	89,276	89,276
Line Charges Total	216,747	125,398	96,797	37,259	259,454	25,964	25,964
Notification Systems (ENS) Total	64,787	2,123	833	833	3,789	160,549	160,549
Special Projects Total	59,820	114,119	112,265	311,640	538,024	104,578	104,578
Total Expected Outflows	\$ 4,685,543	\$ 1,727,285	\$ 1,686,604	\$ 1,796,240	\$ 5,210,129	\$ 4,681,261	\$ 4,676,171
Net Inflows/Outflows	\$ 7,412,298	\$ (65,986)	\$ 481,008	\$ 19,221	\$ 434,243	\$ 597,007	\$ 602,098
Estimated Cash Position	\$ 7,412,298	\$ 7,346,312	\$ 7,827,320	\$ 7,846,541	\$ 7,846,541	\$ 8,438,457	\$ 9,035,464

JCECA - 2025 Jul Expenditure Request Authorization 072225 1325					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2025-022		Multi	ECC distributions for Aug 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

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
AUGUST 28, 2025, AT 9 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - i. July 24, 2025, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Review proforma workbook and begin discussion of 2026 budget process.
 - 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
 - a. Lobbyist activity report.
 - b. PUC matters in process or pending.
8. New Business
9. Adjournment.

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