

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**MARCH 27, 2025**

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

Present:                    Director Kevin Biegert  
                                 Director Travis Hopwood  
                                 Director Dave Lester  
                                 Director Kerr

                                 Attorney Ryan Tharp

Excused:                   Director Mark Goodell

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Mikhaila Zamora, Jefferson County Clerk to the Board Office  
                                 Scott Eddy, JCSO  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Jacinda English, Broomfield PD  
                                 Jeff Streeter, Jeffcom911  
                                 Jennifer Sandoval, Jeffcom911  
                                 Kyle Michelson, Jeffcom911  
                                 Gina Ramirez, Jeffcom911  
                                 Jennifer Gustin, Jeffcom911  
                                 Kevin Garcia, Jeffcom911  
                                 Lara Mitchell, Westy911  
                                 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 Lester, and by unanimous vote, approved the Minutes of February 27, 2025.

**TREASURER'S REPORT**

Ms. Kaminski presented the unaudited financial statements prepared by PCGI through February 28, 2025 (copy attached). She advised that JCECA recognized \$2,056,695 in revenue supporting \$3,367,614 in expenditure. Expenditure exceeded revenue but we will see a tick up in revenue as the new ETC collection rate begins to flow in. She said we had a very healthy fund balance at the end of February with \$5,471,123 supporting the capital and operating reserves.

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

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

Ms. Kaminsky then advised the 2024 audit is scheduled to begin the week of April 14<sup>th</sup>. Mr. Irvin and her team have already submitted the documents requested by the auditors.

### **EXPENDITURE REQUESTS**

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

The Board upon motion of Director Hopwood duly seconded by Director Lester and by unanimous vote, approved the March 2025 expenditure requests in the amount of \$1,403,495.25.

### **ECC PARTNERS REPORT**

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English advised nothing to report.
- **Jeffcom ECC** – Mr. Streeter advised that they've been a month in operations in their new facility and things are going well. They had a weekend power outage that certainly tested their systems but rebounded very nicely. They've been approached by northern fire agencies to explore further CAD to CAD options. They'll be meeting with the UASI group soon in coordination with Westminster Fire on a CAD to CAD establishment. The topic has grown a little bit over the last year or two. They have CAD to CAD now with South Metro Fire. They're seeing Douglas and Arapahoe counties coming online. It is a huge benefit. Director Hopwood advised they are completing a big upgrade between South Metro and West Metro coming up the end of this week.
- **Westminster ECC** – Ms. Gallegos reported they have two people in backgrounds who will be starting April 7<sup>th</sup>. They will be fully staffed with one over-hire so they're in a good position.

### **EXECUTIVE DIRECTOR'S REPORT**

**Lookout Alert** – Mr. Irvin advised this month there has been an increase of 473 opt-ins. He had anticipated a larger increase given the recent efforts of the City or Lakewood in preparation for the decommissioning of the warning siren system at the end of 2025. Mr. Garcia continues to work diligently to promote opt-in and a telephone line has been established to assist those who need help registering in the system.

**Executive Director 2025 Salary** – after receiving confirmation of Mr. Irvin's 2024 base salary figures from Ms. Kaminsky and the prior completion of the annual performance review, Director Hopwood requested a motion regarding Mr. Irvin's 2025 salary adjustment.

The Board upon motion of Director Biegert duly seconded by Director Lester and by unanimous vote, approved to increase Mr. Irvin's gross annual salary of \$140,070.00 by five percent retroactive to his October 2024 employment anniversary.

## LEGAL COUNSEL REPORT

Mr. Tharp reported:

- **PUC Matters**
  - **CenturyLink** – Mr. Tharp and Mr. Irvin have been attending the workshops regarding the updated 911 rules and how costs are reimbursed under the tariff. We have aligned with the group to establish two categories: core and optional components, core components are those services necessary to provide for aggregation routing and transport of voice 911 calls. ECaTs will be considered a core component. Purchase of core components would be required by all 911 authorities. Text to 911, and other future services, would be an optional component offered over the ESInet. Costs would be reimbursed 911 authorities from the state 911 surcharge fund.
- **State Legislature** – Mr. Streeter discussed his testimony with regard to the abuse of 911 bill (SB25-060 Repeated Phone Calls Obstruction of Government Operations).

## NEW BUSINESS

No new business.

## 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 February 28, 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 "Tracie L. Kaminski". The signature is written in a cursive style with a large initial "T".

Pinnacle Consulting Group, Inc.  
March 6, 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](http://www.PCGI.com)

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JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
BALANCE SHEET						
December 31, 2024 and February 28, 2025						
		Unaudited	Unaudited			
		Actual	Actual			
		12/31/2024	2/28/2025			
<b>Assets</b>						
Current Assets						
Cash, Checking	\$	3,823,610	\$ 2,344,721			
Cash, Savings		2,225,419	3,243,700			
Accounts Receivable		1,659,260	1,070,220			
Prepaid Expense		181,121	271,657			
Total Current Assets	\$	7,889,410	\$ 6,930,299			
Long-Term Assets						
Construction in Progress	\$	4,835,724	\$ 4,835,724			
Infrastructure		25,895	25,895			
Right of Ways		568,082	568,082			
West Corridor Fiber Optic		865,614	865,614			
Accumulated Depreciation		(450,178)	(450,178)			
Total Long-Term Assets	\$	5,845,137	\$ 5,845,137			
<b>Total Assets</b>	<b>\$</b>	<b>13,734,547</b>	<b>\$ 12,775,437</b>			
<b>Liabilities</b>						
Current Liabilities						
Accounts Payable	\$	1,107,368	\$ 1,459,176			
Total Current Liabilities	\$	1,107,368	\$ 1,459,176			
<b>Total Liabilities</b>	<b>\$</b>	<b>1,107,368</b>	<b>\$ 1,459,176</b>			
<b>Fund Equity</b>						
Net Investment in Fixed Assets	\$	5,845,137	\$ 5,845,137			
Fund Balance						
Nonspendable		181,121	271,657			
Unassigned		6,600,921	5,199,466			
<b>Total Fund Equity</b>	<b>\$</b>	<b>12,627,179</b>	<b>\$ 11,316,260</b>			
<b>Total Liabilities and Fund Equity</b>	<b>\$</b>	<b>13,734,547</b>	<b>\$ 12,775,437</b>			
		=	=			

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
Revenues	Actual	Budget	Actual	02/28/25	02/28/25	02/28/25
9-1-1 fee (ETC)	\$ 18,394,428	\$ 19,473,006	\$ 19,473,006	\$ 1,619,086	\$ 1,910,778	\$ (291,692)
9-1-1 fee (prepaid)	1,798,924	1,947,301	1,947,301	296,588	283,660	12,928
PUC Statewide 9-1-1 Trust Reimbursement	750,030	778,920	778,920	122,740	129,820	(7,080)
Interest Income	79,214	50,000	50,000	18,281	8,333	9,948
Miscellaneous Income	-	500	500	-	83	(83)
<b>Total Revenues</b>	<b>\$ 21,022,596</b>	<b>\$ 22,249,727</b>	<b>\$ 22,249,727</b>	<b>\$ 2,056,695</b>	<b>\$ 2,332,675</b>	<b>\$ (275,980)</b>
<b>Expenditures</b>						
Administrative	\$ 333,856	\$ 351,230	\$ 477,914	\$ 178,687	\$ 67,152	\$ 111,535
Agency Operating Fund - BRO	1,362,999	1,515,775	1,515,775	252,629	252,629	-
Agency Operating Fund - WES	2,271,665	2,526,291	2,526,291	421,049	421,049	-
Agency Operating Fund - JEFFCOM	11,509,771	12,799,877	12,799,877	2,133,313	2,133,313	-
Disaster & Recovery Plan (DRP)	34,394	158,400	158,400	11,989	14,390	(2,401)
GIS System	175,000	192,000	192,000	2,390	2,000	390
Line Charges	696,871	528,129	528,129	80,543	88,022	(7,479)
Notification Systems (ENS)	249,127	389,674	389,674	40,868	44,612	(3,744)
Special Projects	1,266,057	807,000	817,524	246,146	251,000	(4,854)
<b>Total Operating Expenditures</b>	<b>\$ 17,899,740</b>	<b>\$ 19,268,376</b>	<b>\$ 19,405,584</b>	<b>\$ 3,367,614</b>	<b>\$ 3,274,166</b>	<b>\$ 93,448</b>
<b>Revenues over/(under) Expenditures</b>	<b>3,122,856</b>	<b>\$ 2,981,350</b>	<b>\$ 2,844,143</b>	<b>\$ (1,310,919)</b>	<b>\$ (941,492)</b>	<b>\$ (369,427)</b>
<b>Beginning Fund Balance</b>	<b>3,659,186</b>	<b>5,870,339</b>	<b>6,782,042</b>	<b>6,782,042</b>		
<b>Ending Fund Balance</b>	<b>\$ 6,782,042</b>	<b>\$ 8,851,689</b>	<b>\$ 9,626,185</b>	<b>\$ 5,471,123</b>		
<b>Components of Ending Fund Balance</b>						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	4,474,935	4,817,094	4,851,396	4,817,094		
Unrestricted	1,557,107	3,284,595	4,024,789	(95,971)		
<b>Ending Fund Balance</b>	<b>\$ 6,782,042</b>	<b>\$ 8,851,689</b>	<b>\$ 9,626,185</b>	<b>\$ 5,471,123</b>		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2024	2025	2025	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	02/28/25	02/28/25	02/28/25
<b>Administration</b>						
Accounting	\$ 88,772	\$ 94,365	\$ 94,365	\$ 5,767	\$ 15,728	\$ (9,960)
Bank Charges	4,764	8,167	8,167	-	-	-
Executive Director (ED)						
401k & Benefits	25,890	25,885	25,885	4,314	4,314	-
Mileage Reimbursement	-	500	500	-	83	(83)
Payroll Tax	10,846	10,905	10,905	1,877	1,818	59
Wages & Salaries	140,070	140,070	140,070	23,345	23,346	(1)
Insurance	6,112	5,473	5,473	1,055	912	143
Legal	42,174	44,679	44,679	11,456	5,447	6,009
Meeting & Misc						
Admin Web/Listserve	20	-	-	-	-	-
Meeting & Misc - Other	9,470	14,369	141,052	129,683	14,369	115,315
Phone/Web Conferencing	152	-	-	-	-	-
Office Supplies & Postage	613	753	753	391	125	265
Payroll Expenses	4,769	4,564	4,564	800	761	39
Public Web	204	1,500	1,500	-	250	(250)
Total Administrative Expenses	\$ 333,856	\$ 351,230	\$ 477,914	\$ 178,687	\$ 67,152	\$ 111,535
<b>Agency Operating Fund (AOF)</b>						
Broomfield	\$ 1,362,999	\$ 1,515,775	\$ 1,515,775	\$ 252,629	\$ 252,629	\$ -
Westminster	2,271,665	2,526,291	2,526,291	421,049	421,049	-
Jeffcom	11,509,771	12,799,877	12,799,877	2,133,313	2,133,313	-
Total Agency Operating Fund (AOF)	\$ 15,144,435	\$ 16,841,943	\$ 16,841,943	\$ 2,806,990	\$ 2,806,991	-
<b>Disaster &amp; Recovery Plan (DRP)</b>						
SRBC Recurring	\$ 34,394	\$ 158,400	\$ 158,400	\$ 11,989	\$ 14,390	\$ (2,401)
Total Disaster & Recovery Plan (DRP)	\$ 34,394	\$ 158,400	\$ 158,400	\$ 11,989	\$ 14,390	\$ (2,401)
<b>GIS System</b>						
GIS System Support	\$ 175,000	\$ 192,000	\$ 192,000	\$ 2,390	\$ 2,000	\$ 390
Total GIS System	\$ 175,000	\$ 192,000	\$ 192,000	\$ 2,390	\$ 2,000	\$ 390
<b>Line Charges</b>						
Call Box MRC	\$ 12,300	\$ 7,270	\$ 7,270	\$ 1,293	\$ 1,212	\$ 82
ESInet	683,471	518,974	518,974	79,249	86,496	(7,247)
Other	1,100	1,885	1,885	-	314	(314)
Total Line Charges	\$ 696,871	\$ 528,129	\$ 528,129	\$ 80,543	\$ 88,022	\$ (7,479)
<b>Notification Systems (ENS)</b>						
ALI Database Extract (ADE)	\$ 5,635	\$ 11,216	\$ 11,216	\$ 845	\$ 3,869	\$ (3,024)
ENS	243,492	244,458	244,458	40,023	40,743	(720)
VoIP Record Extract	-	4,000	4,000	-	-	-
ENS Systems Support	-	130,000	130,000	-	-	-
Total Notification Systems (ENS)	\$ 249,127	\$ 389,674	\$ 389,674	\$ 40,868	\$ 44,612	\$ (3,744)
<b>Special Projects</b>						
Call Box Project	\$ 140	\$ 7,000	\$ 7,000	\$ 925	\$ 1,000	\$ (75)
Fiber Special Projects	219,902	300,000	300,000	12,882	16,667	(3,785)
Last Mile Fiber Project	178,302	200,000	200,000	12,882	16,667	(3,785)
North Metro	-	100,000	100,000	-	-	-
Equipment Refresh Project	41,600	-	-	-	-	-
J-FON O&M	611,154	200,000	200,000	6,955	16,667	(9,711)
Smart911	89,161	100,000	100,000	14,860	16,667	(1,807)
Special Projects Contingency	345,700	200,000	210,524	210,524	200,000	10,524
Total Special Projects	\$ 1,266,057	\$ 807,000	\$ 817,524	\$ 246,146	\$ 251,000	\$ (4,854)
<b>Total Expenditures</b>	<b>\$ 17,899,740</b>	<b>\$ 19,268,376</b>	<b>\$ 19,405,584</b>	<b>\$ 3,367,614</b>	<b>\$ 3,274,166</b>	<b>\$ 93,448</b>

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

	January	February	March	Q1	Q2	Q3	Q4
	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 6,049,023	\$ 6,630,949	\$ 5,588,415	\$ 5,588,415	\$ 6,318,911	\$ 7,049,408	\$ 7,779,904
<b><u>Expected Inflows:</u></b>							
2024 Revenues (As projected, less paid)							
<b>Total Expected Inflows</b>	<b>\$ 8,267,015</b>	<b>\$ 428,284</b>	<b>\$ 1,966,314</b>	<b>\$ 10,661,613</b>	<b>\$ 5,898,941</b>	<b>\$ 5,898,941</b>	<b>\$ 5,898,941</b>
<b><u>Expected Outflows:</u></b>							
2024 Obligations (As projected, less paid)							
Administrative Total	\$ 25,669	\$ 147,404	\$ 17,816	\$ 190,889	\$ 53,447	\$ 53,447	\$ 53,447
Agency Operating Fund (AOF) Total	1,275,905	1,066,656	1,556,604	3,899,165	4,669,811	4,669,811	4,669,811
Disaster & Recovery Plan (DRP) Total	11,989	11,989	13,442	37,420	40,327	40,327	40,327
GIS System Total	12,414	-	17,959	30,373	53,876	53,876	53,876
Line Charges Total	149,295	23,785	35,505	208,584	106,515	106,515	106,515
Notification Systems (ENS) Total	61,624	1,077	32,697	95,398	98,092	98,092	98,092
Special Projects Total	99,170	219,908	48,792	367,871	146,376	146,376	146,376
<b>Total Expected Outflows</b>	<b>\$ 1,636,066</b>	<b>\$ 1,470,819</b>	<b>\$ 1,722,815</b>	<b>\$ 4,829,700</b>	<b>\$ 5,155,002</b>	<b>\$ 5,155,002</b>	<b>\$ 5,141,560</b>
<b>Net Inflows/Outflows</b>	<b>\$ 6,630,949</b>	<b>\$ (1,042,535)</b>	<b>\$ 243,499</b>	<b>\$ 5,831,914</b>	<b>\$ 743,939</b>	<b>\$ 743,939</b>	<b>\$ 757,381</b>
<b>Estimated Cash Position</b>	<b>\$ 6,630,949</b>	<b>\$ 5,588,415</b>	<b>\$ 5,831,914</b>	<b>\$ 5,831,914</b>	<b>\$ 6,562,410</b>	<b>\$ 7,292,907</b>	<b>\$ 8,036,845</b>

JCECA - 2025 Mar Expenditure Request Authorization 032525 0702					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2025-013		Multi	ECC distributions for Apr 2025	AOF	1,403,495.25
				<b>Total</b>	<b>1,403,495.25</b>
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

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
APRIL 24, 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. March 27, 2025, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
    - iii. 2024 Audit Status
  - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director’s Report
  - a. Lookout Alert stats.
  - b. JFON GFD Station 24 Connection Project
    - i. Ownership transfer upon completion.
    - ii. IRU Agreement upon completion.
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](mailto:jirvin@jceca.org).