



## Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

September 21, 2023, 9:00 am

This meeting was held in person and by Zoom video conference. It was accessible for the public to listen via phone conference.

### I. CALL TO ORDER

**The board meeting of the Jefferson County Communications Center Authority (Jeffcom) was called to order by Don Lombardi at 9:00am. This meeting was held in accordance with the applicable statutes of the state of Colorado.**

### II. ROLL CALL

President Don Lombardi (West Metro Fire)	Present
Vice President Joe Harvey (Golden PD)	Not Present
<i>Proxy Mike Hendershot</i>	<i>Present</i>
Secretary/Treasurer Mike Weege (EFD)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Not Present
<i>Proxy Del Kleinschmidt</i>	<i>Present</i>
Member Mike Piper (Arvada Fire)	Not Present
Member Chris Murtha (Wheat Ridge PD)	Not Present
<i>Proxy Jim Lorenz</i>	<i>Present</i>
Member Ed Brady (Arvada PD)	Present
Member Phil Smith (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Michael Brewer, Kevin Biegert, Gabrielle Rathfon, Jen Sandoval, Gina Ramirez, Ethan Honaman, Jen Gustin and Gayle Johnston.

Kathryn Winn of Collins, Cole, Flynn, Winn & Ulmer, PLLC

Brian Wilkerson of Talion Defense

Cathy Fromm with Fromm & Company LLC

Jeff Irvin of JCECA

Edna Hendershot with Arvada Police Department

Mark Reeves of Lakewood Police Department

Chris Malmgren with Pleasant View Fire Department

### III. PUBLIC COMMENT – (Limited to 3 minutes each)

No public comment

### IV. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the July 13, 2023 Special Meeting
- Minutes of the August 17, 2023 Regular Meeting
- Minutes of the August 22, 2023 Special Meeting
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**MOTION: It was moved by Ed Brady and seconded by Jim Lorenz to approve the record of proceedings of the board meeting for August 17, 2023, and the record of proceedings for special meetings July 13 and August 22, 2023. The motion was voted upon and approved unanimously.**

### V. REPORTS

#### A. Financial and Budget Update – Fromm and Company LLC

- August 2023 Financial Statement – Cathy Fromm with Fromm and Company LLC presented the July financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Revenues are 76% at the end of the month. Third-quarter member contributions have been billed. Software is slightly ahead of budget at 93% but most of the software costs are paid upfront for support and maintenance. Meeting expenses are on budget at 64% and facility costs slightly ahead of budget at 72%. Total operational expenditure is at 78%. Total salaries and benefits slightly under budget at 59%. Total expenditures are running at 4 % below budget. The interest on the contingency and capital fund continues to grow.
- **MOTION TO APPROVE THE AUGUST 2023 FINANCIALS**
- **It was moved by Mike Weege and seconded Mike Hendershot to adopt the August 2023 financials. The motion was voted upon and carried unanimously.**

#### B. Executive Director Update

- General Updates
  - Closed on the new building at 440 Indiana St on September 7<sup>th</sup>. The goal is to press the timeline through architectural design, construction, and move-in.
  - Last month at the board meeting for JCECA there was discussion to increase the PUC. The rate is currently \$1.30 for Jefferson County. The JCECA board has authorized the increase of the PUC to the current cap of \$1.97. There is legislation coming out at the end of the year with the anticipation the cap will be raised to \$2.12. The JCECA board would be able to raise the PUC to the increased cap. JCECA are working on their 2024 budget with the first hearing September 28, 2023.
  - Mr. Streeter plans to have the first hearing of Jeffcom’s 2024 budget at the next board meeting in October.

- August 28<sup>th</sup> 2023, a new academy started with 9 new hires. There are 7 ECS and 2 CS and are in week four of the program. There will be no academy in the fourth quarter this year to focus on radio training and the next academy will be in January.
- Adam Timm is conducting the Cultural study. He is currently reviewing and working on recommendations for the report. The process is ongoing.
- Jeffcom will be hosting a Trunk or Treat again this year on October 29<sup>th</sup> from 3-5pm. It will be held in the parking lot at Jeffcom. There was fantastic participation last year and Jeffcom would like to see you again this year. Jeffcom will send out information to all the agencies.

C. Legal Update

- 440 Indiana St has tenants until October 31, 2023. The tenants have been told verbally and will be getting written notice that their leases will not be extended.
- Legal is working on an agreement with the prior property manager to keep him in place through the end of the year. To help with the tenant transition, clean out of the property and then reconcile the end of year operating expenses. The contract is for an amount that is within Mr. Streeters financial authority.

**VI. NEW BUSINESS**

- Resolution 2023-07 Authorizing Integrated Project Delivery
- Jeffcom is required to go out to RFP for a formal bid for the construction project. Usually, you are required to pick the lowest price, if this resolution is adopted it says you can go with the best value and that encompasses experience and recommendations.

**MOTION TO APPROVE RESOLUTION 2023-07 AUTHORIZING INTEGRATED PROJECT DELIVERY**

**It was moved by Ed Brady and seconded by Del Kleinschmidt to approve Resolution 2023-07 Authorizing Integrated Project Delivery. The motion was voted upon and carried unanimously.**

- Contract Review and Approval for OZ Architecture for 440 Indiana St.
- Contract for OZ Architecture to start working on the design. There is a tiered price structure with additional optional services. It is a standard agreement. It is the same company that designed Denver PD's communication center, they have a wealth of knowledge in this arena. The timeline is to start immediately and have the design and layout complete by November and then go out to RFP for construction in December. The timeline has not changed, anticipating occupancy of the new building Q4 of 2024.

**MOTION TO APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO SIGN THE CONTRACT WITH OZ ARCHITECTURE.**

**It was moved by Del Kleinschmidt and seconded by Mike Weege to approve and authorize the executive director to sign the contract with OZ Architecture.**

- Board Approval authorizing the Executive Director to represent Jeffcom on the Executive Board of Directors for DWHOA (Denver West Heights Owners Association) for the building located at 440 Indiana St.

**MOTION TO APPROVE THE EXECUTIVE DIRECTOR TO REPRESENT JEFFCOM ON THE EXECUTIVE BOARD OF DIRECTORS FOR DWHOA (Denver West Heights Owners Association) FOR THE BUILDING LOCATED AT 440 INDIANA ST.**

**It was moved by Mike Weege and seconded by Ed Brady to approve the executive director to represent Jeffcom on the Executive Board of Directors for DWHOA (Denver West Heights Owners Association) for the building located at 440 Indiana St.**

- Resolution 2023-08 Authorizing a 4.9% increase in service user fees effective January 1, 2024  
Follow up discussion on the user fees for 2024. The board wants to provide some increase and the contracts allow Jeffcom to increase the user fees every year based on the US Bureau of Labor Statistics Cost Index. It is 4.9% from June 2022 to June 2023. Upon approval of Resolution 2023-08, notice will be sent out to the service users that January 1<sup>st</sup>, 2024 there will be a 4.9% increase. The Service user fees will increase to \$45.11 for fire dispatch and \$28.22 for law dispatch. There will be further discussion for 2025 and going forward.

**MOTION TO APPROVE RESOLUTION 2023-08 AUTHORIZING A 4.9% INCREASE IN SERVICE USER FEES EFFECTIVE JANUARY 1, 2024**

**It was moved by Mike Weege and seconded by Mike Hendershot to approve Resolution 2023-08 Authorizing a 4.9% increase in Service User Fees effective January 1, 2024. The motion was voted upon and carried unanimously.**

## **VII. OLD BUSINESS**

- Cost Allocation Update and Technical Review – Brian Wilkerson
  - It was decided to postpone the Technical Review to the next board meeting when the full board is present.
  - Cost Allocation Update – the primary focus is what should the member fee allocations look like going forward and the second component was the user fees.
  - The cost to service users has gone up 33-40% over the last 5 years. Originally the costs were set on 2015/2016 data. The actual call durations showed lower call durations than current. The 4.9% increase for 2024 is recovering a small component of the increased costs over time.

- Looking at the member fees, the question was the admin call load and allocating them to a specific agency. Mr. Wilkerson does not have a resolution yet and anticipates coming back to the board next month. Changes to the member fees allocation will be for 2025. The new phone system at Jeffcom will be implemented Q1 of 2024. Jeffcom will have better data and a better understanding of the impact of the AI tools moving the admin call volume.

## **VIII. EXECUTIVE SESSION**

## **IX. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Ed Brady and seconded by Mike Weege to adjourn the board meeting of the Jefferson County Communications Center Authority board of directors. The motion was voted upon and carried.**

**Meeting was adjourned at 9:38am.**