



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

November 16, 2023, 9:00 am

This meeting was held 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)	Not Present
<i>Proxy Dave Montesi</i>	<i>Present</i>
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Mike Piper (Arvada Fire)	Not Present
<i>Proxy Kirk Lock</i>	<i>Present</i>
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, Gina Ramirez, Ethan Honaman, Jessy Hapgood, Laurel Strandberg, Jen Sandoval, Dave Mahan, Paul Wagner, Kellie Vaughan 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
Chris Malmgren Pleasant View Fire Department
Rod Cameron with Foothills Fire and Rescue

Kasey Beal with Golden Fire Department

John Stein with Clear Creek County Sheriff

Maria Ostrom with Clear Creek County

Brian Bosshardt with Clear Creek County

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

No public comment

IV. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the October 19, 2023 Regular Meeting

MOTION: It was moved by Kirk Lock and seconded by Phil Smith to approve the record of proceedings of the regular board meeting for October 19, 2023. The motion was voted upon and approved unanimously.

V. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

- October 2023 Financial Statement – Cathy Fromm with Fromm and Company LLC presented the October financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Revenues are at 99% of the budgeted amount, member agencies and user groups have been billed for the fourth quarter. Interest continues to surpass the budgeted amount. General operating expenses are at 106% at the end of October. Dues and memberships are running below budget at 65%. The phone system is at 44% and meeting and office expenses are at 72% of budget. Building expenses for 440 Indiana St are shown separately. Facility costs are at 91%. Employment expenses, salary and benefits are slightly under budget at 77%. Total employment-related expenses are slightly ahead of budget at 90%. Total expenditures at the end of October are under budget at 79%. Contingency fund and capital funds continue to earn interest. Five hundred thousand was moved from the checking account into the capital fund during October.

MOTION TO APPROVE THE OCTOBER 2023 FINANCIALS

It was moved by Kirk Lock and seconded Mike Hendershot to adopt the October 2023 financials. The motion was voted upon and carried unanimously.

B. Executive Director Update

- General Updates
- The hiring process is closed for January and Jeffcom is currently fully staffed. Jeffcom is authorized 118 ECS and CS. Mr. Streeter has been authorized to over hire to stay ahead of attrition. The new academy will be starting in January and exact numbers are yet to be determined.

- The boardroom at the West Metro building is currently under construction, Mr. Streeter is hoping to host the January Jeffcom board meeting at the new building at 440 Indiana St. It will be an opportunity for the board members to see the new building prior to construction.

C. Legal Update

- Working with HR on updating the Employee Handbook and will bring it back to the board in January. There are several new laws that go into effect January 1st, 2024.

VI. NEW BUSINESS

- Clear Creek County request for service, review, and discussion
 - Jeffcom received a letter in October from Clear Creek County requesting Jeffcom to provide dispatch emergency services. Brian Bosshardt, the County Manager for Clear Creek County addressed the board and discussed the need for service. This move would be a budget savings for Clear Creek County and would provide a better level of service. The governing bodies for each of the municipalities in the county have reviewed and approved this request.
 - Maria Ostrom, the Finance Director with Clear Creek County provided a financial snapshot of Clear Creek County and the entities that are making this request. Clear Creek County has a budget imbalance currently, spending more than they are receiving in revenues. The mine announced in 2015 that it would be winding down operations and reducing production.
 - Brian Wilkerson an independent consultant with Talion Defense summarized his findings and the approach going forward. Proposal to create a dedicated pod at Jeffcom for Clear Creek County and the surrounding entities. The pod would need 6 employees to operate efficiently. It would have minimal impact to the rest of Jeffcom operations, it would be self-sustaining and not subsidized by any of the other agencies. It would be a cost savings for Clear Creek County and the other entities. Short term perspective, there will be an increase in training needs including geography training.
 - Mr. Streeter answered questions from the last board meeting regarding concerns from board members. Jeffcom's mission is to be a tier-one organization, and this benefits all the agencies we currently serve. This is helping our community during a time of need. Mr. Wilkerson recently completed a technical review of Jeffcom and Jeffcom is committed to working through the gaps that were identified. The Cultural study is expected to be completed in February. Mr. Streeter asked the board to approve Jeffcom taking on the dispatch services for Clear Creek County and surrounding areas. The service agreement is for \$850,000 annually, legal has created the service agreements and are ready for review. Jeffcom is looking at a start date in February, that gives them time to train, work with their staff and get the required hardware in place.

MOTION TO APPROVE JEFFCOM TAKING ON THE DISPATCH SERVICES FOR CLEAR CREEK COUNTY AND THE OTHER AGENCIES WITHIN

CLEAR CREEK AND AUTHORIZE JEFF STREETER TO SIGN THE SERVICE AGREEMENTS.

It was moved by Reggie Marinelli and seconded by Kirk Lock to approve Jeffcom taking on the dispatch services for Clear Creek County and the other agencies and authorize Jeff Streeter to sign the contract agreements. The motion was voted upon and carried unanimously.

- Jeffcom to work with Clear Creek County on a press release.

VII. OLD BUSINESS

- Jeffcom Technical Review (Final Report) – Talion Defense, Brian Wilkerson
 - Mr. Wilkerson presented his final report at the October board meeting. Chief Lombardi asked the board to come back with questions after reviewing the report and send questions to Brian Wilkerson for a complete follow up. No questions were received.
 - The main follow-up from the last meeting was to better articulate what the standardization opportunities are across the different agencies. Eleven opportunities have been identified as the primary opportunities, 8 on the law side and 3 on the fire side. There is an opportunity to look at these further through the law operations and fire operations group to discuss which of these would be feasible and desirable.
 - The PowerPoint is attached hereto and incorporated herein.
 - Mr. Streeter to come back to the board to address the areas of concern in the Technical Review final report.

VIII. EXECUTIVE SESSION

- Executive session pursuant to §24-6-402(4)(f), C.R.S. for discussion of the Executive Director's annual review.

MOTION: At approximately 10:29am it was moved by Kirk Lock and seconded by Ed Brady to move into executive session pursuant to §24-6-402(4)(e), C.R.S. for discussion of the Executive's Director annual review. The motion was voted upon and carried.

MOTION: At approximately 10:37am it was moved by Ed Brady and seconded by Reggie Marinelli to reconvene the regular meeting of the Jefferson County Communications Authority board of directors. The motion was voted upon and carried.

IX. ADJOURNMENT

Meeting was adjourned at 10:38am.



STANDARDIZATION OPPORTUNITIES

Law:

1. **Tones:** High Impact | Medium Effort
2. **MVA's:** High Impact | High Effort
3. **Animal control:** Medium Impact | Medium Effort
4. **Phone or online reports:** High Impact | Medium Effort
5. **Phone calls/messages for responders:** High Impact | Low Effort
6. **Alarms:** Medium Impact | High Effort
7. **VIN inspections/verifications:** Medium Impact | Low Effort
8. **Radio Etiquette / Skills Training:** Medium Impact | Low Effort

Fire/EMS:

Jeffcom hosted the Regional Operations Coordination Committee this week and identified several areas of potential standardization. Key initiatives:

1. Updates to MDC will create opportunity for a single screen (currently over 30 versions due to varying types/brands of hardware) and updates to integrated reporting formats. This will also allow for 'same look/feel' of MDT displays across agencies.
2. With the update to MDCs, this would allow Jeffcom IT to create 'tools' that can be used across the agencies, versus 'one-off' solutions, e.g. software update links.
3. Radio channel alignment – a special working group will start meeting in January to work towards creating a workflow for aligning channels at end of 2024.