



## Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

February 15, 2024, 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)	Present
Secretary/Treasurer Mike Weege (EFD)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
<i>Proxy Del Kleinschmidt</i>	<i>Present</i>
Member Kirk Lock (Arvada Fire)	Not Present
<i>Proxy Matt Osier</i>	<i>Present</i>
Member Chris Murtha (Wheat Ridge PD)	Present
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, Jen Gustin, Ethan Honaman, Jessy Hapgood, Laurel Strandberg, Kellie Vaughan, Cherish Moon, Shane Palmer, 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

Del Kleinschmidt with Jeffco Sheriff's Office

Jim Lorenz with Wheat Ridge Police Department

Anita Koester with Lakewood Police Department

Eric Sonstegard with Edgewater Police Department

Ben Mulligan with Platte Canyon Fire Department

Kasey Beal with Golden Fire Department

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

No public comment

**IV. APPROVAL OF RECORD OF PROCEEDINGS**

- Minutes of the January 18, 2024 Regular Meeting

**MOTION: It was moved by Chris Murtha and seconded by Mike Weege to approve the record of proceedings of the regular board meeting for January 18, 2024. The motion was voted upon and approved unanimously.**

**V. REPORTS**

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

- January 2024 Financial Statement – Cathy Fromm with Fromm and Company LLC presented the unaudited January financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Interest income continues to exceed the budgeted amount. Total operational expenditure at the end of the month is 11%. Total operational and employee expenditures are right on budget at 8%. A transfer was made from the general fund to the capital fund.

**MOTION TO APPROVE THE JANUARY 2024 FINANCIAL STATEMENT.**

**It was moved by Joe Harvey and seconded by Matt Osier to approve the January 2024 financial statement. The motion was voted upon and carried unanimously.**

**B. Executive Director Update**

- General Updates
  - Final design plan approval for 440 Indiana St is due 2/16/24. Next week Jeffcom will move immediately to a RFP for a contractor and the permitting phase with the City of Golden. The RFP for the consoles went out 2/14/2024 and have heard back from three vendors that they will be submitting proposals. The timeline was condensed as we need a decision made on the design plan to move forward.
  - The furniture at 440 Indiana St is almost all gone. Thank you for your help and cooperation.
  - The management team had their annual strategic retreat earlier in February. The focus of the retreat was strategic planning for the identified areas in the Talion Defense report and looking at succession planning. Focusing on our employees on training, development and advancement. Creating a pathway with opportunities to get them to the next level.
  - Telecom week is April 14 -20, thank you for your support.
  - Vicki Pickett, a founding manager of Jeffcom, unfortunately passed away after a brave battle with cancer. Condolences to Commander Jon Pickett and family.

- Hiring and staffing analysis for 2023 by Michael Brewer
- Reviewed with the board the personnel gains and losses for 2023. Jeffcom had 38 net gains of personnel for 2023. Forty-five personnel were hired in 2023, 8 personnel did not make it through the training program. There were 15 resignations and 6 promotions from ECS to a supervisory role.
- Jeffcom received 4022 job applications in 2023 and only 1% were hired. Jeffcom did not change their hiring standards during Covid and the Great Resignation.
- The CS program was initiated in 2022. The qualified staff at the end of 2023 was 131 and this includes CS. Retention is up and resignations are down.
- The authorized strength is currently 118 ECS. The report from the Healthy Dispatcher is due and Jeffcom is waiting to hear if he recommends increasing the authorized strength with the increased call load.
- The PowerPoint presentation is attached hereto and incorporated herein.

C. Legal Update  
No update

## VI. OLD BUSINESS

Chief Lombardi had a phone call with Adam Timm from the Healthy Dispatcher. He will have a draft copy of the report and a virtual meeting with Chief Lombardi, Joe Harvey and Brian Wilkerson has been scheduled for 2/23/2024 to review the report. Adam Timm will present the report at the March board meeting.

## VII. NEW BUSINESS

- Audit firm selection for 2023 audit (Haynie and Company)

### **MOTION TO APPROVE THE SELECTION OF HAYNIE AND COMPANY FOR THE 2023 AUDIT.**

**It was moved by Mike Weege and seconded by Chris Murtha to approve the selection of Haynie and Company for the 2023 Audit. The motion was voted upon and carried unanimously.**

- Platte Canyon Fire Protection District Presentation
  - Battalion Chief Ben Mulligan made a formal request to the Jeffcom board to explore the option of Jeffcom 911 providing dispatch services for Platte Canyon Fire Protection District. Brian Wilkerson was hired by Platte Canyon to conduct a feasibility study. Platte Canyon Fire is willing to pay for services and will make the radio and technology changes required to conform with Jeffcom. Platte Canyon responds 30% of the time with Elk Creek Fire and Jeffcom currently dispatches for Elk Creek Fire. Platte Canyon would be added to the current Mountain Fire Channel and no additional personnel would be needed to staff the channel. At the Mountain Chiefs meeting last month the fire chiefs were all in favor of this change. There

would be no out of pocket expenses for Jeffcom. The annual service charge for Platte Canyon would be \$78,000 with an additional \$15,000 allocated to the capital fund replacement, totaling \$93,000.

- There is no timeline in place, Platte Canyon would need to first complete the technology changes.

### **MOTION FOR APPROVAL FOR JEFFCOM TO PROVIDE DISPATCH SERVICES FOR PLATTE CANYON FIRE PROTECTION DISTRICT.**

**It was moved by Mike Weege and seconded by Del Kleinschmidt to approve Jeffcom to provide dispatch services for Platte Canyon Fire Protection District. The motion was voted upon and carried unanimously.**

- Radio request presentation for 440 Indiana St, Golden 80401
  - Jeffcom has both Motorola and Harris consoles and has received two quotes for the new building at 440 Indiana St, Golden.
  - **Option 1** is to move the current hardware. \$2,000,000  
Jeffcom currently has 34 radio consoles, the hardware was all moved over at consolidation. Jeffcom has not bought anything new and much of the hardware was bought 3-4 years before the consolidation in 2017. The Harris consoles are already end of life, they have stopped shipping and are not supported anymore. The Motorola consoles are end of support, and estimated to be end of life in 2030.
  - **Option 2** buy all new hardware. \$2,900,000  
There is an opportunity to partner with JCECA and share the costs 50/50 with a lease purchase agreement. Jeffcom's share of the payment would be \$251,000 dispersed over 7 years.
  - The Jeffcom board gave direction to the Executive Director to move forward with the lease purchase option dependent on agreement from the JCECA board. The expenditure request will be presented to the JCECA board at the next meeting.
  - The PowerPoint presentation is attached hereto and incorporated herein.

### **VIII. EXECUTIVE SESSION**

### **IX. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Ed Brady and seconded by Joe Harvey 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 10:25am.**



# Jeffcom911 Board of Directors

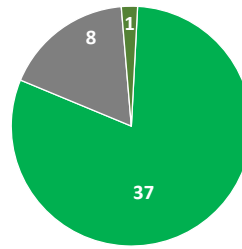
## 2023 Personnel Gains & Losses Analysis

February 15, 2024



## 2023 Hiring Success

38 ECS Net Gains



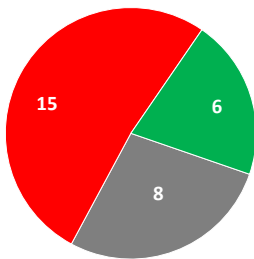
What's the Net Gain?

- 45 Total New Hires
  - 1 Step down from Supervisor position
  - 8 Hires Failed to Complete training
- = 38 Net Gain Qualified ECS

■ Completed Training  
■ Failed to Complete Training  
■ Step Down from Supervisor

## 2023 Losses

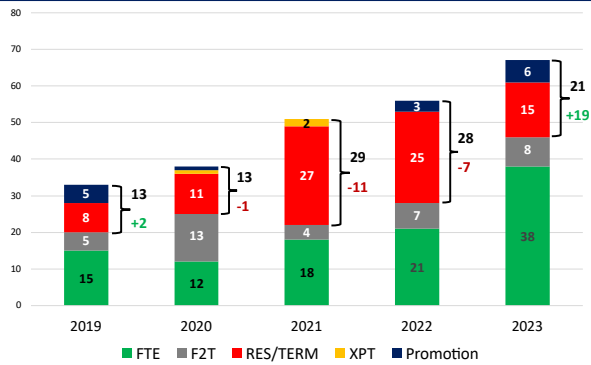
29 Total Losses



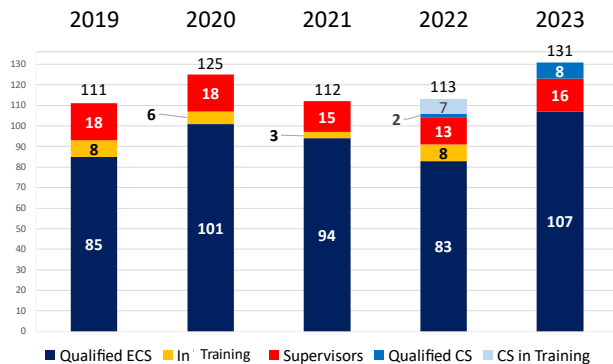
-8 Fail to Train  
-15 Resignations  
-6 Promotions  
**45 - 29 = +16 CS/ECS**

■ Fail to Complete Training  
■ Employees Resigned  
■ Promoted to Supervisor

## YOY Personnel Gains/Losses



## End Strength 2019 - 2023



## Hiring Snapshot

2023 HIRING PROCESS						
CS	ECS	Total	ACTION	RESULT		
1620	2402	4022	Applications Received	100%	100%	100%
521	1173	1694	Invited for Critical Testing	32%	49%	42%
97	250	347	Moved to interview	6%	10%	9%
33	120	153	Passed interview	2%	5%	4%
			• Background Investigation • Psychological Testing • Hearing/Drug screening			
4	42	44	Hired	.25%	1.75%	1%
3	35	38	Completed training	.2%	1.5%	.9%

\*1853 Applications reviewed in 2022



## RADIO REQUEST

440 Indiana St

Board of Directors Meeting  
February 15, 2024

*Jeffcom 911 is the lifeline between our community & emergency services*

## Jeffcom @ 433 S Allison



- 34 radio consoles (27 positions)
  - 14 Motorola
    - End of support 2028
  - 20 Harris
    - End of life (May 2021)
  - Note: 8 positions are dual
- All radio consoles have a backup mobile radio
- Infrastructure
  - Microwave -> Smoky Hill (DTRS and MARC)
  - Additional microwaves -> Morrison, Green Mtn, Arvada
  - JFON Fiber
- Jeffcom/JCECA desire to continue utilizing Allison as the South Regional Backup Center (SRBC)

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## New Build – 440 Indiana



- Desire 41 total consoles (34 positions)
  - 24 Harris
  - 17 Motorola
  - 12 positions dual
- Infrastructure
  - Will require at least 3 microwave hops to achieve redundancy of connectivity on both systems

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## Options



- Option 1: Purchase New
  - Opportunity to upgrade aging hardware
  - Ensures availability of newest features
  - All current hardware can remain @ Allison
  - Opportunity to partner with JCECA
- Option 2: Move Current Hardware
  - Less costly
  - Moves aging/EOL hardware
  - Leaves SRBC less capable

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## Option 1: Purchase New



- 17 Motorola consoles: \$975,163
- 24 Harris consoles: \$1,583,500
- 3x microwave hops: \$333,721

**Total: \$2,892,384\***

\*JCECA has indicated they would entertain a 50/50 cost share on the purchase of new consoles

**Jeffcom Cost Share Total: \$1,446,192**

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## Option 2: Move Existing



- Move 14 Motorola consoles: \$896,302
  - \$145,866 equipment
  - \$750,416 professional services
- Move 20 Harris consoles: \$798,576
- 3x microwave hops: \$333,721

**Total: \$2,028,599**

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# Lease Purchase



**Lessee:** Jeffcom911  
**Collateral:** Radio/communication equipment  
**Expiration:** 3/15/2024



**7-Year Capital One**

Down Payment	Amount	Rate	Payments	Pmts / Year	Term	Adv. / Arr.
\$0	\$ 2,901,202.00	5.070%	\$302,657.87	1	7	Arrears

**10-Year Capital One**

Down Payment	Amount	Rate	Payments	Pmts / Year	Term	Adv. / Arr.
\$0	\$ 2,901,202.00	5.070%	\$376,997.21	1	10	Arrears

**7-Year USB**

Down Payment	Amount	Rate	Payments	Pmts / Year	Term	Adv. / Arr.
\$0	\$ 2,901,202.00	5.580%	\$511,975.04	1	7	Arrears

**10-Year USB**

Down Payment	Amount	Rate	Payments	Pmts / Year	Term	Adv. / Arr.
\$0	\$ 2,901,202.00	5.630%	\$387,299.67	1	10	Arrears

*This is a proposal only and is not a commitment to finance. This proposal is subject to credit review, approval, and the execution of mutually acceptable documentation.*

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