



Record of Proceedings

Jefferson County Communications Center Authority
Board of Directors

February 20, 2025, 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 Joe Harvey at 9:00am. This meeting was held in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

President Joe Harvey (Golden PD)	Present
Vice President Mike Weege (EFD)	Present
Secretary/Treasurer Ed Brady (Arvada PD)	Present
Member Don Lombardi (West Metro Fire)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Kirk Lock (Arvada Fire)	Present
Member Chris Murtha (Wheat Ridge PD)	Present
Member Phil Smith (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Gayle Johnston, Gina Ramirez, Jen Sandoval, Laurel Strandberg, Jen Gustin, Kevin Biegert, Ethan Honaman, and Brooke Brunetti.

Kathryn Winn of Collins, Cole, Flynn, Winn & Ulmer, PLLC
Brian Wilkerson of Talion Defense
Cathy Fromm with Fromm & Company LLC
Jeff Irvin of JCECA
Jamison Gartner and Chris Kozuch with Force Metrics

Bob Fager with Highland Rescue
Kasey Beal with Golden Fire Protection District
Del Kleinschmidt with Jefferson County Sheriff's Office
Jeremy Metz with West Metro Fire
Anita Koster with Lakewood PD
Eric Kellogg with Wheat Ridge PD

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

No public comment

IV. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the January 16, 2025, Regular Meeting

MOTION: It was moved by Chris Murtha and seconded by Ed Brady to approve the record of proceedings of the regular board meeting for January 16, 2025. The motion was voted upon and approved unanimously.

V. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

- January 2025 Financial Statement – Cathy – January Unaudited FS 83 % Total Revenues about at %. Revenues at the end of the month are at \$3,900,000 15% of budget. Dues and memberships at 30%. Software 60%, Phone systems 45%, Meeting and Office expense 2%. Facility cost 24%. AT budget 82%. Total Employment expenses at 7% and total Expenditures overall budget at 39% a lot of the categories are paid upfront at the beginning of the year. Transfer to capital fund to pay for expenditures there. Beginning balance is lower than budget in capital fund it is higher than budget, money moved from capital funds to keep funds invested. End of month at \$11,484,873. Edge fund is doing better.

MOTION TO APPROVE THE JANUARY 2025 FINANCIAL STATEMENT.

It was moved by Mike Weege and seconded by Reggie Marinelli to approve the January 2025 financial statement. The motion was voted upon and carried unanimously.

B. Executive Director Update

- General Updates
 - Good morning and thank you all for being here, it's a big day. Thanks to Agencies & PIO's. A lot of work went in to this, I want to thank the team sitting over there, thank you and good job.
 - Hiring update; Board approved up to 136 ECS we are currently at 132 - 12 training on the floor, week 6 they are all doing very well and 10 training in the Academy week 5. Hiring closed Friday had a very good response and interviews are being held tomorrow and there are some next week as well. More laterals than in the past. To our advantage if we can get them in here and trained at a much faster rate, excited about that.
 - LexusNexus is proving to be a problem for us. They fail to recognize Jeffcom as a Law Enforcement extension or entity – we verify your warrants provide investigative assists to you as well. They are holding up licensing us. Spoke with Dave Shippley working on it but still does not have an answer. Currently we pay

\$10,000 a year to Lexus Nexus, starting the 28th we will not have access to your warrants. It will become a problem, trying to figure out a solution. It is unknown if they will license us at all. Another product out there which is Force Metrics. We currently use Force Metrics, which shares information on their platform. Real time sharing CAD Data with other Metro Agencies. It's worth exploring saving money and enhancing abilities for investigative, easy to use.

- Chris Murtha – Spoke with LexusNexus to advise what they are offering is not meeting our Agency's needs. Something we are trying to address, but we as a group might have to look at it differently.
- Telecom Week is April 13th-19th, advisory planning team is heading that up and your support is greatly appreciated. Jeffcom's Annual Award Ceremony is the 17th of April here.
- Budget – how did we do, what does it look like? Building expenses and maintenance, utilities, HOA, Equipment, Construction cost – change orders. All said and done came in just under budget.
- High Pay/ Benefits/ State of the Art Building. What makes sense beyond that will come to Board with next opportunities.
 - Joe Harvey – Perfect timing, finding this building, putting a plan together, coming in under budget, appreciate Chris and thank you Don for providing Jeffcom a space for so many years.
 - Don Lombardi – Strong work, way to go.
 - Last Board Meeting Brian talked about Standardization, was that the beginning of or is there more to come?
 - Fire and Law Ops have been involved working backward, both initiatives moving forward working on next round of items for standardization.

C. Legal Update - Kathryn Winn of Collins, Cole, Flynn, Winn & Ulmer, PLLC

- Resolution 2025-03 A Resolution Amending the Employee Handbook and Authorizing the Executive Director to Modify Provisions of the Employee Handbook
 - Editing changes, core values, vision statement, one change in law with bereavement leave.
 - This resolution adapts the handbook changes and also gives Executive Director some authority to make editing changes to the handbook, changes that are required by law, and changes that are related to operations. So that we do not have to draft resolutions each year. This will be updated to internally and will be updated by Jeff and his team. Any substantive policy changes related to employee benefits and discipline which will remain with the Board.
 - What constitutes the Board being involved? - Benefits, PTO, PTO accrual, PTO payouts, Insurance changes – those have direct impact on the budget and would be brought back to the Board as well as discipline process.

MOTION TO APPROVE RESOLUTION 2025-03 A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK. It was moved by Don Lombardi and seconded by Ed Brady to approve Resolution 2025-03. The motion was voted upon and carried unanimously.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Review of Service Level Agreement (SLA) Discussion of Modifications

- Ask the Board to challenge Brian to go back and look at past SLA's come up with trends look at good SLA come back to the Board with what we want to tweak.
 - Ed Brady agrees it is needed, realistic goals that can be achieved.
 - Jeff Streeter. – APCO produced report in August of 2024, National and international level. Brian can come up with starting point. We set what works for our organization, variables on what can make a call go longer. Will share this with everyone. NENA rep discussion they believe it should be up to the Agency, not a one size fits all. Different dynamics and different needs. Look across different centers similar things they measure it and I think we can leverage that.

IX ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Don Lombardi and seconded by Reggie Marinelli 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 9:38 am.

Prepared by Brooke Brunetti