



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors Study Session

June 18, 2025, 9:00 am

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

I. CALL TO ORDER

The board of directors study session of the Jefferson County Communications Center Authority (Jeffcom) was called to order by Joe Harvey at 9:07am. 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)	Not Present
<i>Proxy Jeremy Metz</i>	<i>Present</i>
Member Reggie Marinelli (Jeffco Sheriff's Office)	Not Present
<i>Proxy Del Kleinschmidt</i>	<i>Present</i>
Member Kirk Lock (Arvada Fire)	Present
Member Chris Murtha (Wheat Ridge PD)	Present
Member Phil Smith (Lakewood PD)	Not Present
<i>Proxy Anita Koester</i>	<i>Present</i>

Also in attendance were:

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

Isuri Lawson of Collins, Cole, Flynn, Winn & Ulmer, PLLC
Brian Wilkerson of Talion Defense

Dave Montesi with Evergreen Fire Rescue
Kasey Beal with Golden Fire
Randy McNitt with Edgewater PD
Eric Kellogg with Wheat Ridge PD
Adrian Alderete with Lakewood PD
Bob Fager with Highland Rescue

III. STUDY SESSION: Jeffcom Cost and Service Analysis Review – Brian Wilkerson

- Joe Harvey has asked Jeff Streeter and Brian Wilkerson to go back and look at the Contingency Fund to see where it is at and see what this board deems appropriate with the allocation of the Contingency Fund, taking into consideration other costs, making sure there is enough funds in there for emergencies. Also to look at cap in that fund.
- The intention of the study session was not to make a formal decision. Board members will need to attend in person at the July 17th board meeting to all come together to make a decision.
- Brian Wilkerson presented to the board the Cost and Service Analysis Review. The presentation depicted overall call volume and trends from 2018-2024, administrative call analysis, and percentage of calls for service by agency.
- Administrative calls previously could not be attributed to a certain agency. With the transition of the phone system to Carbyne, 77% of admin calls in the past 10 months could be attributed to specific jurisdictions.
- The funding formula options were presented as follows: 1. Calls for service – Percentage of CFS (previous year or 3-year average) 2. Calls for service with modifier for other support activities (High/ Medium/ Low effort to serve) 3. Blend of Activities with Weighting (previous year or 3-year average) – calls for service – administrative calls – dispatch assist – help desk ticket – records request. 4. Blend of activities and population (moves further away from linking cost and resources/ effort).
- It was suggested by the board to eliminate formulas #4 population based as well as #1 solely calls for service as it tends to be negatively weighted towards Fire agencies. The board has asked Brian to utilize option #3 and come back with weighting formulas 60% on CFS, 30% on Admin calls, and 10% on the relative staffing associated with these activities.
- Brian will bring the formula models #1 to see why it's been eliminated, two options for #2 and two options for #3 with different weights for the funding formulas to the next board meeting.
- Staffing required per agencies – CFS is the only way to attribute time to specific agencies based on call taker effort.
- Transition options – delaying formula change over a number of years, graduating formula changes a course of 3 years, offsetting with reserves.
- Contingency fund was implemented in 2020 because there was a concern that JCECA or member agency would not be able to make their quarterly contribution. No funds have been pulled out of the contingency fund since it was created. Capital funds were put in place for 3-5 year replacement cycle.
- Previously recommended 2 months of expenditures, including salaries, should be in the Capital and Contingency funds. There has never been a set number or percentage.
- The board has also asked Jeff Streeter to complete a self guided GFOA Risk Analysis to determine what percentage of funds should remain in the Capital and Contingency Funds for emergencies.
- Joe Harvey recommended to the board that the Capital funds should be calculated, what should the funds be used for. To offset costs, determine what the top number looks like and what will happen with the excess amount, pay the building off or money going back to agencies. Need to set what that will look like moving forward. Come up with strategies and make a decision at the next board meeting.

- No votes were taken, no motions were made.

IV. ADJOURNMENT

The meeting was adjourned at 10:24am.

Prepared by Brooke Brunetti