



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

August 21, 2025, 9:00 am

This meeting was held via 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
Member Jeremy Metz (West Metro Fire)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Kirk Lock (Arvada Fire)	Present
Member Chris Murtha (Wheat Ridge PD)	Not Present
<i>Proxy Eric Kellogg</i>	<i>Present</i>
Member Phil Smith (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Kevin Biegert, Gayle Johnston, Gina Ramirez, Jen Sandoval, Ethan Honaman, Kyle Mickelson, Candy Harris Shane Palmer, Cherish Moon, Kellie Vaughan, Megan Schlager-Reyes, Branson Ruble, Brandon Jenkins, and Erica Monroe.

Isuri Lawson of Collins, Cole, Flynn, Winn & Ulmer, PLLC

Brian Wilkerson of Talion Defense

Cathy Fromm with Fromm & Company LLC

Jeff Irvin of JCECA

Bob Norton of Norton Development Group

Mike Kirkpatrick with West Metro

Bob Fager with Highland Rescue

Kasey Beal with Golden Fire

Chris Malmgren with Pleasant View Fire

Finance with the City of Arvada

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

No public comment

IV. OATH OF OFFICE FOR NEW BOARD MEMBER

- Chief Harvey administered the oath of office to Mike Kirkpatrick who was appointed to serve as proxy for West Metro Fire Rescue.

V. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the July 17, 2025 Regular Meeting

MOTION: It was moved by Eric Kellogg and seconded by Kirk Lock to approve the record of proceedings of the regular board meeting for July 17, 2025. The motion was voted upon and approved unanimously.

VI. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

- July 2025 Financial Statement – Cathy – July unaudited 58% through 2025 Total Revenues at 65%. Received JCECA contribution toward Radios it looks slightly skewed, it was moved to lease purchase where it is coming out of. Dues and memberships at 52%. Software majority upfront at beginning of year 88%, Phone systems 72% hardware purchased in beginning of the year, Meeting and Office expense 62%. Facility cost 74% P&L upfront at beginning of year. JCECA Salaries and Benefits 49%. Overall Salaries and Benefits at 52% Contingency fund, interest just over 4%. ColoTrust 4.4, unrealized loss in the month of July but is still doing good. Have received just about \$109,000 in interest on those investments. Capital fund JCECA contribution was moved there. Cash position at end of month, in General Checking at \$3,320,533. At end of the month Contingency and Capital just under 3.4 million. Colotrust PLUS saw increase from June to July to 4.3719% and EDGE at 4.4121%.

Mr. Harvey update - the Board agreed to keep 20% in Contingency, Mr. Harvey has concerns and feels that number is a little low, Mr. Streeter would like some time to work through where we are at in Capital and how it will be spent. Would like to handle in January, give time to come up with ideas and thoughts on what that number should look like and where we are going to be at to give to the Board. We will be more informed on how to move forward with anything that may be left over. Would like to look at identifying what the debt is moving forward and tackle that in January. Time frame will be on lifespan of equipment and plan for emergencies. Will need to be flexible on that too. Approximately a 3-5 year plan. Mr. Harvey believes Debt being paid off and a number that needs to be put aside for emergencies before getting a number of what goes back to agencies. Everyone agrees to

MOTION TO APPROVE THE MARCH 2024 FINANCIAL STATEMENT.

It was moved by Mike Weege and seconded by Jeremy Metz to approve the July 2025 financial statement. The motion was voted upon and carried unanimously.

B. Executive Director Update

- General Updates
- Cultural Assessment Review with Bob Norton
 - 2024 report from an another agency to do a report and assessment. The Board agreed unanimously to throw out that report and move forward with Bob Norton instead.
 - Leadership Development, Training, Consistency, Lack of Common focus as one team, Silos, Organizational Structure, Accountability, Standardization – working in progress both Law and Fire, Staffing – increased to 136 per Boards permission last November and 11 new hires starting in the Academy in September, Communication – 3 division process, more accountability.
 - Mr. Norton – spends one on one confidential basis Leadership Development for a year, build skillsets and enhance communication.
 - Performance management and tracking system Tenzinga now Track IT. Jeffcom will be looking to switch performance tracking/ management, LMS, Payroll and a few other items to another system Paycom, starting in October.
 - Building has been instrumental for our employees and sense of belonging.
 - Supervisor monthly training – evolution not revolution.
 - Standardization – work in progress, your support and encouragement is requested. Channel markers, notifications, phone number our non-emergency is helping with data collection etc. Working toward data pod that handles all clearances, article entries, warrants, does not impact fire but will be change of pace for Law partners. Continue meetings with Brian Wilkerson and management and Deputy Directors moving toward more.
 - Our attrition is down from past few years, 14 this year. Employees have designed what they want this organization to be with the help of Bob Norton.
 - CALEA Assessor interacted with a few Board members and employees – “quality directives, agency training is absolutely tops, agency is data driven and it is serving you well (interviewed 24 employees over two days) all comments were positive in nature, employees were knowledgeable, engaged and professional. All comments were not scripted. They were easy to evaluate; facility and infrastructure were very secure.” Number one sediment that employees spoke to her, “employees feel supported, employees care about them and their future, training program is excellent. When asked why they stay here employees stated besides great pay and benefits the agency provided career development means to move up.” One employee did not like being on the bleeding edge of technology, nationwide Jeffcom is a driving change through industry “impressed” industry leader. Team atmosphere and mentality at Jeffcom. No areas of weaknesses, which is a rarity for her. No suggested upgrades or changes. This team does an excellent job
 - Mr. Norton – Any Board Member questions? Mr. Metz, in your interactions do you feel like the dispatcher on the floor do you feel like their voice is heard? Mr. Norton says yes. Executive staff is second to none.
 - Mr. Harvey – There were issues with the Healthy Dispatcher, some items were used such as expansion of Directors and increased number of ECS (18 added). Culturally the biggest response is the fact that so many people are being retained and not leaving due to frustrations of being here. Asked CALEA specifically about results

she was. Getting and asked specifically about culture at Jeffcom, everyone she had met with had nothing but incredibly glowing comments about comradery and massive improvements at Jeffcom. Kuddos to you and entire Jeffcom Team and Bob for building one team concept. Mr. Metz appreciated holding people accountable and doing the hard work for our communities. Mr. Harvey stated for the people that are still here, doing a thankless and very difficult job.

- Present at the International Association of Fire Chiefs, hour class with another director from the West Coast and NTIA about technology in the 911 space.
- Budget accordance with protocols in draft format, assure member and user agencies the number depicted in that will not change. Made some changes and worked with Cathy to get our numbers. You can see here where we are at with allocation numbers that Brian has put forth. Within that each agency is seeing the whole number increase of what each agency will see at 100% take your increase cut that in half of what you paid last year the bottom of the budget 50% of that for one year. Grateful for JCECA and their contribution. As long as the budget allows our employees will remain top paid in the Metro area. Mr. Harvey stated fantastic work on the complex budget.

C. Legal Update
No update

VII. OLD BUSINESS

- Member Agency Cost Allocation Final Review and Approval – Brian Wilkerson
 - Slight adjustment, change made to reflect the numbers of the user agency budget into the member budget. The only difference was that Arvada Fire went up by 1.5% and shaved a little off Evergreen Fire. Now reflecting those consolations into the Member Agency Budget. The formula reflects what was last discussed at the last board meeting.

MOTION TO APPROVE RESOLUTION 2025-05, A RESOLUTION ADOPTING AN AMENDED AND RESTATED COST ALLOCATION WORKSHEET.

It was moved by Jeremy Metz and seconded by Mike Weege to approve Resolution 2025-05 to Adopt an Amended and Restated Cost Allocation Worksheet. The motion was voted upon and carried unanimously.

VIII. NEW BUSINESS

IX.

X. EXECUTIVE SESSION

IX. ADJOURNMENT

There being no further business to be presented, the regular business meeting was adjourned at 9:52 am.