



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

November 20, 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
Secretary/Treasurer Ed Brady (Arvada PD)	Present
Member Jeremy Metz (West Metro Fire)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Kirk Lock (Arvada Fire)	Not Present
<i>Proxy Matt Osier</i>	<i>Present</i>
Member Chris Murtha (Wheat Ridge PD)	Present
Member Phil Smith (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Kevin Biegert, Gayle Johnston, Gina Ramirez, Jen Sandoval, Jen Gustin, Geena Gomez, Ethan Honaman, Kyle Mickelson, Cherish Moon, Candance Harris, Shane Palmer, Kara Beston, Kevin Garcia, John Woodhams, Courtney Wolschlager 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

Todd Reeves with Arvada PD

Randy McNitt with Edgewater PD

Dave Montesi with Evergreen Fire

Kasey Beal with Golden Fire

Del Kleinschmidt with Jeffco Sheriff's Office

Anita Koester with Lakewood PD

Mike Kirkpatrick with West Metro Fire

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

No public comment

IV. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the October 16, 2025 Regular Meeting

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

V. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

- October 2025 Financial Statement – Cathy – October Unaudited 83% through 2025 Total Revenues at 89%. General Operating Expenses at 72% which is slightly below budget. Dues and memberships at 52%. Software 93% a lot of which is paid up front at the beginning of the year. Phone systems 76%, Meeting and Office expense 77%. Facility cost 78%. Total Operational Expenditures right on budget at 84%. Total Employment expenses JCECA Salaries at 74% and total Expenditures overall budget at 78% behind budget. Contingency fund has collected so far \$154,233.00 in interest, unrealized gain. Capital fund has collected just over \$203,000 in interest. ColoTrust 4.4, lost percentage point over year, still at 4.4. Cash position at end of month, in General Checking just under \$2,400,000. Did have to make transfer to help fund for cables, payroll, and large expenditure for radio system lease. Payroll count 10,000. End of month \$9,448,717.00 in reserve, strong financials. Starting to get contributions for 2nd Quarter billing.

MOTION TO APPROVE THE October 2025 FINANCIAL STATEMENT.

It was moved by Reggie Marinelli and seconded by Ed Brady to approve the October 2025 financial statement. The motion was voted upon and carried unanimously.

- Resolution 25-06 to Adopt the 2026 Budget
 - Budget that is presented today was the same that was presented last month with no changes to the numbers.
 - Recommended to look at other publication sources to possibly reduce cost of publishing the public hearing. Will be looked into, however the Denver Post was chosen due to the wide area it covers within Jefferson County and the publication times with smaller publication sources.
 - Public Hearing (Notice published November 10, 2025)
 - No comment for public hearing

MOTION TO APPROVE RESOLUTION 25-06 TO ADOPT 2026 BUDGET

It was moved by Chris Murtha and seconded by Reggie Marinelli to approve Resolution 25-06 to Adopt the 2026 Budget. The motion was voted upon and carried unanimously.

B. Executive Director Update

- General Updates

- New AV – with the approval of the Board, AV has been installed throughout the new building including cameras, microphones, speakers. This is how the Board meetings will be set up moving forward.
- CALEA conference last week in Jacksonville Florida. We are reaccredited with praise. Jeffcom is moving in the right direction. Great job to Candace Harris and Jaya Sandoval for all their hard work.
- On November 13th there was a course held on Personnel Investigations which Management and Directors attended to work with legal to learn and clean up processes. Would recommend this class to anyone she did a very nice job.
- Hiring update – conducted interviews last week moving applicants forward to suitability. There are 6 vacancies as of this week. Numbers for this academy are yet to be determined, will account for some attrition. There are a few laterals in this group as well. Will keep the Board advised.
- Last Friday was the State APCO award ceremony where two of Jeffcom’s personnel were recognized. Brian Schilly as Information Technologist of the Year and Richard Rudy, employee of Lakewood Harris Radio Engineer, was awarded Radio Frequency Technologist of the Year.
- Townhall Meeting tonight – Opportunity to hit the high-water marks initiatives and things to come. Will be held live here for staff to come or will be available to watch via zoom. Now that the budget has been approved salaries can be discussed. It will also give the Directors and Deputy Directors an opportunity to discuss their big items moving into 2026.
- Cyber Security – Kevin Biegert
This will be a presentation discussing cybersecurity measure at a very high level for an open meeting, if more details are needed it is requested to go into an executive session for safety and security reasons.
 - Jeffcom is happy to report that this has been another year where the measures that we put in place for cyber security, the things that we've done every year since the inception have proved what they need to. There are no incidents to report.
 - Last year Jeffcom had the opportunity to build this building and the infrastructure from the ground up.
 - Approved transition for the email domains from 911.org to 911co.gov.
 - The floor, the log in's, security measures, everything that was put into place was built off of .gov transition. One of the major things that has been accomplished this year.
 - Jeffcom was also able to consolidate security measures. There were many tools that were single purpose this is very common. E-mail securities and dedicated tool such as ProofPoint, you may have heard of. We have been able to consolidate those into that .gov transition, where we get all of the same functionality but it's under the Microsoft umbrella and it's proved to do what we wanted it to do in the first place. There are minor changes in the budget or the budget that was just approved. We have been able with

the dynamic nature of this year with the building and with the .gov transition there were so many moving parts that we did an internal penetration test. Internal, meaning it was the internal to our network and it was internally performed. Next year we have budgeted to have a third party come in to do both an internal and an external penetration test. They're going to test all over resources and assets. Mobile for example is one that we still have to expose outbound from fire departments to be able to get it so that that is since we have this this monumental task and getting building the fact that we now have the data center here in the data center back in balance and resiliencies that we've been able to improve on. There were two data centers in the past, Allison and WM training facility and is now transitioned to be these two facilities now and that's where the resilience is built from which we've already seen.

- Consolidating tools and functionality a project was recently completed it was spearheaded by support services that Gina will explain further. It deals with the opportunity to take how many times we are handling PII's for example in the records request process we have a process that we put in place back during COVID really at the onset of COVID and transition from paper request to digital. We did what we had to do at that point, but it was not a singular tool but what we have done was streamline the process. Records department has selected Gov Transfer; Arvada PD uses them as well. The Records department oversees 1000 records request a month and this will help streamline the process and work more efficiently. A couple of weeks ago we went live with other agencies, and this past week have opened it to citizen requests as well. It has been an easy transition and is an easy application. Our goal is to increase efficiency and be transparent. Everything is in one place and there is no need for multiple software to communicate. Still using eDiscovery for Law Enforcement. It's not just about technology but also putting a process driven improvement, one of the big things that process was implemented to solve was being able to take three different places where we've been handling PII down to one, it's great for FTE's and the records folks because they get the payment request, they respond, and delivering all the same platform.
- Standardization Update – Brian Wilkerson
 - Update from April's board meeting, there has been a lot of progress thanks to the work of the operation team and folks at Jeffcom as well as the cooperation from the agencies.
 - There were four high priority initiative that were the bigger standardization initiatives, three of which are in progress. Emergency number consolidation, notifications on the fire side channel markers, consolidated data pod (which is in the training and documentation getting ready to roll that out). The high priority initiatives are near complete.
 - There are still a number of other initiatives that were identified as potentials. The additional list has also been completed. It covered a wide spectrum of things interfaces, records, animal controls, SRO's.

- The PowerPoint presentation is attached hereto and incorporated herein.
- Agency oppositions - One of the challenges is there seems to be some disconnect between the operational folks and conversations at different levels. Would like to propose that when standardization initiatives are being discussed during operational committees that a summary of some of the things that have been discussed will be sent out. So that the board members can see what some of the conversations are and maybe help those internal discussions around the standardization initiatives. If further questions or clarification is needed, they can go directly to the operations team.
 - The board agreed this would be useful.
 - Chief Harvey would like to address the agency opposition at some point this next year. It needs to be discussed with the board members to see if it is possible to move past opposition to continue the standardization process.
 - Chief Metz's requested to have discussion concerning the general alerts that are going out – accident involving a department vehicle. The alert goes out with no context. The additional generic alert that was extremely concerning was “Jeffcom 911 critical alert there is an injury or death to a civilian or fire fighter due to a fire at this address”. Alarming that there is zero clarity. Operations Manager Gomez advised the alerts are that way by design, it has the browser links so one can log in and read the notes of the call. The “injury or death of civilian or firefighter” has always been under one page and when it was back in CAD paging when that ability was available one could go in and add that information. To standardize the browser link was added to be able to log in and see what is going on. Will continue to look at it. Chief Metz recommends changing it to a separate civilian page. Would rather get it from incident commander when there is more context. Deputy Chief Osier stated the matrix that was previously decided upon with himself and Dan Pfannenstiel when Lombardi was still fire Chief, was the text alert and follow up phone call from dispatch. Osier stated he would be all for changing that to not send out a generalized alert that someone had been injured until incident commander could reach out with more information. Would like to change from dispatch providing those notifications to their own incident commanders. Chief Harvey and Chief Brady stated Law is notified by the sergeant or commander on scene and they are not notified by page. Chief Metz and Osier in agreement the notifications for both department vehicle accident and civilian/ personnel injury are not needed for Fire as well. Chief Osier will take on getting with Gary and some of the other liaisons to figure out matrix.

C. Legal Update

Kathryn Winn briefly discussed the Personnel Investigations training that took place. Staff has a detailed process that goes through internal investigations that takes about a week for almost every discipline issue. Noting that Jeffcom has an approved investigation policy. There was a half day training to provide staff with tools on how to handle investigations.

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

There being no further business to be presented, the regular meeting was adjourned at 9:49 am.

Prepared by Brooke Brunetti



JEFFCOM STANDARDIZATION PROJECT

Board of Directors Update
November 20, 2025

STATUS OF INITIAL PRIORITY INITIATIVES

Opportunity	Current Status	Next Steps
Non-Emergency Number Consolidation	Complete	Complete
Field Notifications (Fire)	Complete	Complete
Channel Markers	Complete	Complete
Consolidated Data Pod	Final implementation with planned Go Live Q1	Developing training and documentation

ADDITIONAL STANDARDIZATION HAS BEEN COMPLETED

- Services provided to Records Departments
- Dispatch procedures for Animal Control
- Dispatch procedures and radio protocols for Park Rangers
- Dispatch procedures for SROs
- Process Standardization Completed:
 - Warrants (as part of Records)
 - Mayday Protocol
 - Re-Tones
 - Size-Ups
 - Blood Draws
 - Out-of-Service Hydrants
 - On-Ice Procedures
- Radio etiquette for Law and Fire agencies via ongoing Jeffcom training
- CAD training for Law and Fire enhance understanding and efficiency

ADDITIONAL OPPORTUNITIES NOT COMPLETE

Scope	Opportunity	Description	Status
Low	Trespass Notices	High variation in tracking of trespass notices, including duration	Agency Opposition
Low	CJIS Returns to MDTs	Clear process on when dispatch alerts vs. sends info to MDTs	Will be addressed in Data Pod Change
Low	Report Out of Service	Inconsistent approach in reporting out of service	No Progress
Low	Use of "Break" in Transmissions	Inconsistent use of Break (noise vs acknowledgment)	Agency Opposition
Low	Motor Vehicle Accidents	Standardize response and directions to involved parties	Agency Opposition
Low	Verified / Unverified Alarms	Different procedures among agencies for unverified alarms and alarm response	Agency Opposition
Low	Airing Code 4 Status	Standardizing Code 4 to a CAD entry by officer, unless dispatch action is required	No Progress
Low	On-Duty Notifications with MDTs	Standardize process for on-duty notifications; varies widely across agencies	No Progress
Low	VIN Verifications	At least 4 different processes and tracking requirements across agencies; move to a unified process	No Progress
Fire	Consolidated Outbound Channel for Initial Dispatch	Initial dispatch of fire calls on consolidated outbound channel (separate channel for Urban vs Mountain agencies); traffic then assigned to Tac channel	Agency Opposition
Fire	Water Sources	Create a single standard for airing the closest two water sources on all structure fires regardless of location.	No Progress

LARGER OPPORTUNITIES PENDING

Scope	Opportunity	Description
All	Technology Management Consolidation	Jeffcom takes oversight of most applications used by the agencies that interact with dispatch, including standardizing applications where possible
All	Silent Dispatching on Low Priority Calls	Moving to silent dispatch for all low priority calls to reduce radio traffic
All	Call Taking SOP Updates	Comprehensive update of all Call Taking SOPs that will lead to increased standardization opportunities
All	Reports and Responder Messaging	Move to consistent process for taking reports and messaging responders; mix of online, phone and in-person reporting and varying processes for responder messaging

QUESTIONS AND DISCUSSION

Brian Wilkerson
wilkerson@taliondefense.com
 (303) 564-5686