Record of Proceedings
Jefferson County Communications Center Authority
Board of Directors
June 18, 2026, 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 Mike Weege at 9:00am. This meeting was held in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

President Mike Weege (EFD)	Present
Vice President Ed Brady (Arvada PD)	Present
Secretary/Treasurer Kirk Lock (Arvada Fire)	Present
Member Jeremy Metz (West Metro Fire)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Chris Murtha (Wheat Ridge PD)	Present
Member Phil Smith (Lakewood PD)	Present
Member Kasey Beal (City of Golden)	Present

Also in attendance were:
Deanne Criswell, Gayle Johnston, Jen Sandoval, Cherish Moon, Geena Gomez, Brian Schilly, Courtney Wolschlager, Jen Gustin, Kyle Mickelson, Rebecca Fuller, Branson Ruble, Samantha Nussbaum and Brooke Brunetti.

Kathryn Winn of Collins, Cole, Winn & Ulmer, PLLC
Brian Wilkerson of Talion Defense
Cathy Fromm with Fromm & Company LLC
Jeff Irvin of JCECA
Gordie Olson and Jen Monsivais with GMP Consultants

Matt Osier with Arvada Fire
Randy McNitt with Edgewater PD
Dave Montesi with Evergreen Fire

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

No public comment

IV. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the May 21, 2026 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 May 26, 2026. The motion was voted upon and approved unanimously.

V. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

May 2026 Financial Statement – Cathy –Total Revenues on budget at 44% Incoming from JCECA and Member contributions for the second quarter. Dues and memberships at 50% some upfront at beginging of year. Software 77% Exacom 150,000 was paid this week, Phone systems at 36%, Meeting and Office expense below budget at 29%. Facility cost right on budget at 42%. Total Employment expenses with salaries and benefits a little below budget 37% and overall total Expenditures at 38%. Contingency Fund interest 43%. Facility payment and Carbyne in August or September. Cash position at end of month, in General Checking the adjusted balance at $1,229,699. Colotrust Plus account 3.7401% and Colotrust EDGE 3.8649%.

Audit is in process and draft will be presented to the board next month. Will be working with Deanne and management team working on budget 2027draft budget now for August. Budget timelines were set by board. Future early projections mid July. Set forecast re-evaluate. Chief Murtha had question about capping amount needed in contingency funds 20% how does money get allocated back to the agencies based on the fact we have achieved the 20%. Make sure the capital is funded to be prepared for large, expected payments. Deanne stated to Chief Murtha that she would caution against taking that funding in the reserves and allocating it elsewhere since it is not known when they will have to tapped into and utilized. However this year working on forecasting the budget out two years to be able to see when that amount will be reached and what will happen with those funds. Capital improvement plan will be put in this budget process. Chief Metz would like to look at the five-year plan then decide for Capital fund.

MOTION TO APPROVE THE MAY 2026 FINANCIAL STATEMENT.
It was moved by Kirk Lock and seconded by Reggie Marinelli to approve the May 2026 financial statement. The motion was voted upon and carried unanimously.

B. General Updates

- Deanne Criswell–
  - Over my time here for next 120 days we want to do a back to basics operational reset. Focus on core mission of Call Taking with mentality

"Stabilize before we expand" There are seven areas of focus. 1. Re-establishing operational stability 2. Standardizing communication to staff and customers. 3. Reset training around competency and confidence 4. Rebuilding trust between leadership levels 5. Recenter organization around people, focus on putting employees first 6. Simplify policies and the way policies are changed 7. Build upon existing pride that everyone has in the mission, they are proud to work here and excited for the support.

  - Next 30 days: inventory of all the initiatives that are going on and any nonessential initiatives will be paused to focus on these elements. Establish a standardized framework or format for policy changes. Conducting a training review, Supervisor process gave a lot of good feedback and looking at cross training and unintended consequences that is being done. Review of the data pod survey from our staff and your staff to see if the problem we were trying to address is being solved and defining what the problem was in the first place. Evaluation of internal and external mangers within operations.
  - 60 days: Publish the clarified policy process update, implement standardization measures for training, launch bigger recognition opportunities for staff, HR workflow submission for FMLA and time off or questions they have about when they come back from maternity leave and items of that nature.
  - 90 days: Engagement Plan to bridge communication between leadership levels that will be shared with the floor. Develop long term training pathways and development plans. Over the four months will develop the draft strategic plan. New scope of work in place with Brian Wilkerson, standardization efforts trying to create more of a timeline and create strategy to focus on what's important and what is the priority before implementing anything new. Asked Cathy to start putting a financial forecast through the end of the year to start to understand better what bills we have coming up and when they will arrive. Executive team budgeting process each Deputy Director is building their budget and will submit it to me and work on that to get draft ready in August.

- Jen Sandoval –
  - Data pod has been live for 60 days we are doing a 30-60 day review internally and externally will provide update at next BOD meeting.
  - Law and Fire Ops restructure into working groups to be more productive, it will be announced at the next Ops meeting. Please make sure your liaisons are present.
  - Internal and External managers separation was completed 2 weeks ago. External managers have been able to spend more time with partner agencies. Have been involved with Emergency Management at a County level and are looking at integrating Jeffcom into the EOC once it is activated.
  - Fireworks hotline – Briefing packets release this Friday19th to the liasions make sure they get it to your PIO's. Backup center will be stood up July 3rd-5th from 1900-0100.
- Cherish Moon–

  - May academy finishing up in the next 2 weeks, they will be working the fireworks hotline then moving to on-the-job training. Sign off will be at the end of August.
  - Will be sending 5 employees to the NENA conference in Ohio at the end of this month.
  - System wide Lookout alert on June 3rd went well. Biggest successes were the WEA and text messaging alerts, sent out over 605,000 messages. Biggest opportunity was working to provide data out and Kevin Garcia is working on that.
- Brian Schilly –
  - Pursuing every avenue to resolve the AVL issue which includes communicating with central square almost daily, using internal network and system team to identify any changes that occurred before December 20th which is when the AVL issues started. April 21st issued a formal notice of material breach covering both an AVL issue and DMV photo issue to Central Square for a 30 day resolution. To this date neither issue has been resolved. Ethan Honaman has consulted legal regarding issuing additional notice this remains to be a main priority of Jeffcom IT to resolve and get back up and operating as expected.
  - February 19th the DMV implemented a change to the size and pixel dimensions of the DMV photos in returns through the mobile client. This change affected 9 agencies in Colorado included Boulder and El Paso County. Jeffcom has invited numerous partnering agencies to participate in a resolution. Central Square as of yesterday believes they have found a fix, then need a test environment with connection to CBI. If it is successful it can be implemented. Ethan Honaman has a meeting with the V.P. of Product Support to discuss both issues and get the process moving forward.
  - CAD RFP update – Last week concluded sandbox with Hexagon/ Octave Solution. It went successfully and met all the criteria and they were able to integrate one of our interfaces with ANI/ALI and connect with arc GIS server to access existing layers. The CAD RFP group met last week have plans to submit in writing which vendor and will be presented at July's Board Meeting.
  - Carbyne was sent legal notification on June 5th to have all material breaches cured by June 22nd. Carbyne plans to deploy their RND Developers on site the week of the 22nd to observe issue and finalize any cluster changes.
- Gayle Johnston –
  - Hiring update - 134 currently approved for 136 ECS. Interviews September academy looking to hire about 6-8 positions. Communication supervisor process opened both internally and externally. IT manager hiring, there are five in the practical stage of the process. Ethan will decide who he will move forward from there.
- Chief Weege introduced Gordie Olson with GMP.
  - Gordie Olson -
    - The Executive Search Director Coordinator for GMP.

- Gordie has background with Executive Director Seach with ADCOM.
- The process so far building a profile and ideal good fit candidate. Met with employees, outside agencies and Board Members. Will continue to do that for a couple weeks.
- End of next week be able to launch into the application period which will be open for 4-5 weeks.
- August begin to screen candidates. Meet with search committee to provide potential candidates. Come to board for approval in the August board meeting.

C. Legal Update

No update

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Discuss and approve Executive Director search items.:

1. Job description, salary range & posting;

MOTION TO APPROVE THE EXECUTIVE DIRECTOR JOB DESCRIPTION.
It was moved by Kasey Beal and seconded by Jeremy Metz to approve the Executive Director job description with the additions and deletions as it is. The motion was voted upon and carried unanimously.

Discussion: it was decided to remove "for the boards approval" and update "knowledge of emergency communications systems…" in the job descriptions.

AMEND THE MOTION TO APPROVE THE JOB DESCRIPTION WITH FINAL EDITS BY GAYLE JOHNSTON AND THE SEARCH COMMITTEE.
It was moved by Mike Weege and seconded by Jeremy Metz to amend the motion to approve the Executive Director job description with final edits. The motion was voted upon and carried unanimously.

2. Establish timeline and deadline for applications;

Committee recommended the deadline for applications be set as July 31st.

MOTION TO APPROVE THE DEADLINE FOR THE APPLICATIONS FOR THE EXECUTIVE DIRECTOR SEARCH BE SET AS JULY 31 2026.
It was moved by Kirk Lock and seconded by Ed Brady to approve the deadline for the applications for the Executive Director search as July 31 2026. The motion was voted upon and carried unanimously.

Next steps will be to approve the selection procedures. The committee will report back. The board does need to approve the salary range for the job posting.

MOTION TO APPROVE THE SALARY POSTING RANGE FOR THE EXECUTIVE DIRECTOR AS $179,410 - $270,000.
It was moved by Jeremy Metz and seconded by Mike Weege to set the salary posting range for the Executive Director position as $179,410 - $270,000. The motion was voted upon and carried unanimously.

Update application launch date from the 24^{th} to the 25^{th}. Some dates are adjusted by a day or two. Approving the schedule does not set the dates in stone, it allows the search committee to do the actions listed.

MOTION TO ADOPT THE SEARCH SCHEDULE FOR THE EXECUTIVE DIRECTOR SEARCH.
It was moved by Kirk Lock and seconded by Reggie Marinelli to adopt the search schedule. The motion was voted upon and carried unanimously.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Kirk Lock 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 9:52 am.

Prepared by Brooke Brunetti