



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

October 15, 2020, 9:00 am

This meeting was held by Zoom only and accessible for the public to attend and listen via phone conference.

CALL TO ORDER

The board meeting of the Jefferson County Communications Center Authority (Jeffcom) was called to order by Jeff Shrader at 9:00am. This meeting was held in accordance with the applicable statutes of the state of Colorado.

I. ROLL CALL

President Jeff Shrader (Jeffco Sheriff's Office)	Present
Vice President Don Lombardi (West Metro Fire)	Present
Secretary/Treasurer Mike Weege (EFD)	Present
Member Mike Piper (Arvada Fire)	Present
Member Chris Murtha (Wheat Ridge PD)	Present
Member Link Strate (Arvada PD)	Present
Member Bill Kilpatrick (Golden PD)	Present
Member Dan McCasky (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Kevin Biegert, Jodi Malpass, Vicki Pickett, Gina Ramirez, Bess Joyce, Ethan Honaman, Gabrielle Rathfon and Gayle Johnston.

Brian Wilkerson of Talion Defense
Kathryn Winn and Peggy Rupp of Collins Cockrel & Cole, P.C.
Angie Kelly of Community Resource Services, LLC
Jeff Irwin of JCECA

Dean Davis of Jeffco Sheriff's Office
Kirk Lock of Arvada Fire Protection District
Dave Pickett of Wheat Ridge PD
Ed Loar of Lakewood PD
Alan Fletcher of Fairmount Fire Protection District
Chris Malmgren of Pleasant View Fire Station

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

No public comment

III. APPROVAL OF RECORD OF PROCEEDINGS

MOTION: It was moved by Link Strate and seconded by Dan McCasky to approve the record of proceedings of the board meeting for August 20, 2020. The motion was voted upon and approved unanimously.

V. REPORTS

A. Financial and Budget Update – (CRS) Community Resource of Colorado Ms. Angie Kelly

- September 2020 Financial Statements - Angie Kelly presented the September financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. JCECA was invoiced for reimbursement for items at the backup center and payment has been received. It was noted that Jeffcom has been approved to receive reimbursement for Covid related expenses through the CARES Act.
- 2021 Draft Budget Presentation – Angie Kelly presented the 2021 draft budget with zero increase in contributions to the member agencies and a slight decrease in projections to the user groups. A few changes noted, firstly in the revenue line, the JCECA contribution looks to increase for 2021. That is reflected in this draft budget. Jeffcom will wait until November to approve the budget, to see if that number holds with JCECA. The significant change in expenditures is the PTO payout line item has been removed for 2021. That is up for discussion.
- Jeffcom Bylaws Section 9 (j) “Budget Surplus” Discussion
Bylaws indicate a budget surplus may indicate lower fees moving forward. Jeff Streeter commented that the 2021 budget is very lean and not knowing what is going to happen with Covid moving forward, he felt the monies moving to the capital reserve and contingency fund is in line with what has happened in previous years. No proposals or motions were made in this regard to have the surplus monies refunded.

B. Executive Director Update

- JCECA are seating two new Board members later this month. They had preliminary budget discussions at their last meeting but are not voting on the budget until the new board members are seated. They are aware of approving their budget early as it helps Broomfield, Westminster and Jeffcom. Last year the JCECA contribution was \$6.5 million to Jeffcom and they are looking at upping the contribution to \$7.1 million. JCECA has recovered well, and revenue streams are higher than initial projections.
- Radio Study – engaged Brian Wilkerson to conduct a feasibility study to bring the Lakewood Radio shop in house. Starting with the Harris side, taking on Lakewood’s radio shop employees and drawing revenue from specific agencies. Larger centers across the country have inhouse radio technicians. Jeffcom would have the ability to further grow these capabilities and ultimately take on the Motorola side. Jeffcom

would be able to provide a service to the county and create a revenue stream. This study is in a very preliminary phase and Lakewood is currently conducting a cost analysis to see the impact to them.

- ASAP to PSAP – allows alarm companies to immediately enter in CAD as opposed to calling in and goes directly to the dispatchers and the call is immediately aired. It takes out the middleman. Jeffcom went live 9/28/2020 and is the first in the state. Ultimately this will drive down the administrative calls that come into the center allowing Jeffcom to focus on the emergency related matters. ADT will be coming online this month with still more room to grow.
- State of Colorado DOLA COVID Relief Fund – received notification that Jeffcom has been granted recovery funds through the CARES Act for COVID related items.
- Hiring Update – Jeffcom is getting closer to full staffing. At the transition agreed to 118 ECS and 18 supervisors. Working with APCO and conducting an employment study. Looking at staffing numbers to make sure the 118 ECS is an adequate number. Jeffcom is currently at 109 ECS with 7 in training.
The Board President expressed that he didn't think over hiring was a Board decision as long as it stayed within the allocated budget.
- CALEA – Jeffcom policies were built around CALEA standards. The week of December 7th- 21st, Jeffcom will be conducting their mock assessment which will be virtual. Hoping to move to the assessment early April with approval for the Fall meeting of 2021.
- R1 School District CAD Meeting – Jeffcom has a very robust CAD system and are in preliminary discussions with R1 Schools to provide a CAD system to them and would be a revenue stream for Jeffcom. R1 has assigned a project manager as they are very interested and has a huge cost savings to the district. Direct benefit to law enforcement and R1 if Jeffcom had a CAD to CAD as they are both in CAD at the same time during critical incidents and real time measures.
- NICE Recording Systems Update – Jeff Streeter came to the Board in August for approval for a RFP to upgrade the recording system. NICE built Jeffcom a system that was not adequate to pull down recordings. NICE has since been working closely with Jeffcom and engaged engineers to work on the systems. NICE is working much better and can have two record technicians pulling recording and the SLA is improving. NICE has expressed they are committed to making the system work.
- Question was asked about the nationwide 911 outage on September 28, 2020. It was a national outage that impacted 14 states at various levels. At Jeffcom instead of the call coming in on 911, it trunked through and came through as an admin/non-emergency call. Jeffcom did not miss any calls. CenturyLink partners with Intrado and a press release was put out by Intrado stating it was an equipment failure on their side. The problem has been corrected. Jeffcom will continue to monitor.

Congratulations to Dave Pickett on your retirement and thank you for 36 years of commitment and dedication.

C. Legal Update – Ms. Kathryn Winn

- Employee Handbook Updates (Approval)

Summary memo points out the major changes. The Handbook was updated 2 years ago. In the last 2 years the HR Manager has made notes on items that needed to be updated so that the policies will follow the process. There have been a few law changes, most significantly sick leave and Public Health Urgency leave. Sick leave for part time employees has been added. There was no change to the full-time employees paid time off. There will be a separate 40 hours of sick leave for full time employees for COVID related issues that will be a Directive as it will not be a permanent program. The PTO payout has also been deleted from the Handbook. The appeal for the disciplinary action was pulled out. Colorado is an at will state. The changes to the Handbook are a Resolution as opposed to general board action as it creates a better record.

- Resolution 2020-04 to Adopt a New Employee Handbook and Repealing the 2018 Employee Handbook.

MOTION TO ADOPT A NEW EMPLOYEE HANDBOOK AND REPEALING THE 2018 EMPLOYEE HANDBOOK

It was moved by Don Lombardi and seconded by Dan McCasky to adopt a New Employee Handbook and repeal the 2018 Employee Handbook. The motion was voted upon and carried unanimously.

VI. OLD BUSINESS

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

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