



## **Record of Proceedings**

Jefferson County Communications Center Authority

Board of Directors

February 18, 2021, 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, Michael Brewer, Kevin Biegert, Jodi Malpass, Vicki Pickett, Gina Ramirez, Bess Joyce, Ethan Honaman, Gabrielle Rathfon and Gayle Johnston.

Brian Wilkerson of Talion Defense  
Kathryn Winn of Collins, Cockrel & Cole, P.C.  
Angie Kelly of Community Resource Services, LLC  
Sue Blair of Community Resource Services, LLC  
Marcos Pacheco of Community Resource Services, LLC  
Jeff Irwin of JCECA

Darrel Guadnola of Wheat Ridge PD  
Dean Davis of Jeffco Sheriff's Office  
Ed Loar of Lakewood PD  
Chris Malmgren of Pleasant View Fire Station  
Alan Anderson of Foothills Fire Protection District  
Bob Fager of Highland Rescue  
Candace Harris with Arvada PD

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

No public comment

## III. APPROVAL OF RECORD OF PROCEEDINGS

**MOTION: It was moved by Chris Murtha and seconded by Mike Piper to approve the record of proceedings of the board meeting for January 21, 2021. The motion was voted upon and approved unanimously.**

## IV. REPORTS

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

- January 2021 Financial Statements - Angie Kelly presented the January financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Revenues are higher due to some additional CARES funding that was received in January. Transfer to capital and contingency fund will be in February financials.
- Angie has tendered her resignation with CRS of Colorado. Jeffcom wishes her the very best. Sue Blair with CRS of Colorado will be taking over the account.

### B. Executive Director Update

- General Update and Overview
  - Jeffcom will be doing an activation of the backup center February 25<sup>th</sup> and an email will be going out to all agencies, proxies, and user groups.
  - Congratulations to Kevin Garcia, he is a floor supervisor and long-time dispatcher. Kevin was nominated for the CCNC Board (Consolidated Communications Network of Colorado). Kevin was selected and will be a Board member.
- **Mobile Communications Vehicle**

At the last Board meeting there was a presentation on the mobile communications vehicle. The money is in the capital account fund. The order has been placed for the 2021 Ford Transit vehicle. Jeffcom was able to attach the order to the state bid and will benefit from the state purchasing power. The vehicle will arrive in a few months and then the build out will commence.
- **Grant Opportunities**

Jeffcom is exploring grant opportunities and is working with a company on the east coast. Jeffcom is interested in some of the FEMA and Homeland Security Grants but first has the opportunity to do a presentation to the JCECA board on 2/25/2021 to ask for \$125,000 towards the purchase of the communication vehicle. Jeffcom will match the funds from JCECA, this opens up more opportunities in training and equipping the vehicle. Jeffcom will know more next week if JCECA decides to partner with them and will then decide on the grant opportunities.
- **CALEA**

Jeffcom starts the file review February 26<sup>th</sup> and assessors have been identified. The virtual onsite is scheduled for April 12<sup>th</sup>-13<sup>th</sup>.

- **R1 School District CAD to CAD project**  
Kevin Biegert has been working closely with R1 and they will spoke off Jeffcom's CAD. R1 will cover the cost with Central Square. Jeffcom will engage R1 in a service contract, teach staff how to use CAD and take care of help tickets. R1 is drafting an IGA and Jeffcom will develop a service agreement. The network is in place thanks to JCECA and JFON. Great opportunity for the county to have R1 on Jeffcom's CAD and it will expediate the processes.
- **Fireworks Hotline**  
Jeffcom is going to establish a fireworks hotline this year at the backup center. It will be set up July 2-4<sup>th</sup> to process the calls more efficiently. The agencies will not need to set up independent hotlines. The call taking operations manager is spearheading this idea. Kick off meeting is today with more information to follow.

C. Legal Update – Ms. Kathryn Winn

- Employee Handbook Updates (Approval)
- Resolution 2021-01 to Amend the Employee Handbook for CALEA Compliance.  
Jeffcom was required to do a few updates to the Handbook to meet the CALEA standards and requirements. The grievance and complaint process has been clarified. In Section 6, CALEA has a requirement that the employer has an appeal process for employees for any disciplinary action. When Jeffcom made changes to the Handbook in 2020 that process was removed. Section 6 has been drafted to address CALEA's concerns and requirements. It is not a hearing or appeal process but restates employees are "at will" as all employees are in Colorado, unless they have a contract that changes that, and employees will meet with the Executive Director before any adverse employment action is taken.

**MOTION TO APPROVE RESOLUTION 21-1 TO AMEND THE EMPLOYEE HANDBOOK FOR CALEA COMPLIANCE**

**It was moved by Dan McCasky and seconded by Don Lombardi to Amend the Employee Handbook for CALEA Compliance. The motion was voted upon and did not pass.**

- Discussion surrounding section 6 and the wording regarding "at will" employment and the appeal process.

**MOTION TO APPROVE RESOLUTION 21-1 TO AMEND THE EMPLOYEE HANDBOOK FOR CALEA COMPLIANCE WITH THE MODIFICATION TO REMOVE SECTION 6 OF THE RESOLUTION**

**It was moved by Dan McCasky and seconded by Link Strate to Amend the Employee Handbook for CALEA Compliance with the modification to remove section 6. The motion was voted upon and carried.**

## **VI. OLD BUSINESS**

- The Board is looking to do in person meetings on a quarterly basis starting in March. March, June, September and December would be in person and the other meetings would continue to be via zoom on an ongoing basis.

## **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 10:17am.**

Prepared by Gayle Johnston