



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

November 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 9:03am. This meeting was held in accordance with the applicable statutes of the state of Colorado.

I. ROLL CALL

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| 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) | Not Present |
| <i>Proxy Chief Joe Harvey</i> | <i>Present</i> |
| Member Dan McCasky (Lakewood PD) | Present |

Also in attendance were:

Jeff Streeter, Michael Brewer, Gina Ramirez, Vicki Pickett, Ethan Honaman, Gabrielle Rathfon and Gayle Johnston.

Kathryn Winn of Collins, Cockrel & Cole, P.C.
Sue Blair of Community Resource Services, LLC
Nancy Weiss of Community Resource Services, LLC
Brian Wilkerson of Talion Defense

Darrel Guadnola of Wheat Ridge PD
Chris Malmgren of Pleasant View Fire Department
Alan Anderson of Foothills Fire and Rescue
Damian DiFeo of Golden Gate Fire Department
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 Don Lombardi and seconded by Link Strate to approve the record of proceedings of the board meeting for October 21, 2021. The motion was voted upon and approved unanimously.

IV. REPORTS

- A. Financial and Budget Update – (CRS) Community Resource of Colorado Ms. Sue Blair
- October 2021 Financial Statement – Sue Blair presented the October financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Revenues and expenditures are on track according to the budget. Jeffcom has received additional COVID relief funds.
 - Forecast 2021 Budget through December 31, 2021
Sue Blair presented to the Board the forecast through the remainder of the year. The three columns discussed were the adopted 2021 budget, the 2021 forecast and whether it is a positive or negative balance. Revenues are tracking well and COVID relief funding is reflected at \$55,000. Software expenditures are over budget and that is due to the Central Square annual maintenance software agreement and the increased costs with the R1 project. There will be revenue reimbursed from the R1 project. Total salaries and benefits we under budget by \$1 million. Total expenditures shows a positive variance. The transfers were made to the capital projects fund and the contingency fund. CRS is forecasting an ending fund balance of \$2.9 million. The Board would like to reassess after the end of the year and discuss the amount to transfer to the beginning fund balance and discuss excess funds from 2021.
- B. Executive Director Update
- General Update and Overview
 - Congratulations to Laurel Strandberg, she has been hired as the new training manager at Jeffcom. It was an internal only process and two supervisors applied for the position.
 - The pool insurance awards Jeffcom for being members cyber liability coverage. By being a member Jeffcom is awarded \$200,000 coverage in the event they have a cyber security attack. There is a caveat that if penetration testing takes place against the systems both internally and externally there is additional coverage. Jeffcom does conduct regular penetration testing and qualifies for \$1 million liability insurance coverage.
 - Jeffcom is looking at new ways to reduce the volume of calls, the big issue being 911 hang-ups. Hang up calls require two calls back to try reach someone to see if they need assistance. There is technology available for an automated abandon call back, Jeffcom has the servers in place and will go live with this technology in December. This new technology has the potential to relieve 200 calls a day.
 - Jeff Streeter reviewed with the board the capital improvement plan and expenditures through 2027. The IDT vehicle has been accounted for, along with equipment and

technology moving forward. Major system replacement i.e.CAD will be the largest expense as technology changes and cloud-based systems grow and develop.

C. Legal Update – Ms. Kathryn Winn

- Update on the internal investigation process. Jeffcom engaged an outside attorney that represents government agencies to review the current process. Jeffcom will be incorporating the investigation process into Jeffcom’s Policies and Procedures Manual, but it will not be part of the Handbook.
- Legal has been monitoring the federal vaccine mandates and OSHA recently issued regulations and rules regarding the mandates. The large employee mandate does not apply to local government agencies.
- There is an announcement letter and an engagement letter in the board paper regarding the dissolution of the current firm Collins, Cockrel and Cole and the formation of a new firm, Collins, Cole Flynn Winn & Ulmer, PLLC. The new firm officially opens January 1, 2022. The same team will continue to serve Jeffcom for legal representation and there will be no interruption of service. The Jeffcom board will discuss the engagement letter during the executive session scheduled for this meeting.
- Resolution 2021-04 to Amend the Employee Handbook
 - There was a definition added for chain of command as it is a term used throughout the handbook.
 - If an employee has given their resignation, they cannot use their PTO during the last two weeks.
 - Minor change for time keeping corrections, employee must notify their chain of command including human resources.
 - Jeffcom is adding an on-call policy for IT employees.
 - Compensatory time maximum accrual will be increased from 60 to 80 hours, a definition has been added for bereavement leave and PTO has increased to 8 for the 0-1 years of service level. PTO donations will be reviewed on a case-by-case basis for qualifying events. All proposed changes will go into effect December 19th, 2021.

MOTION TO APPROVE RESOLUTION 2021-04 TO AMEND THE EMPLOYEE HANDBOOK

It was moved by Dan McCasky and seconded by Don Lombardi to Amend the Employee Handbook. The motion was voted upon and carried.

- D. Adjustment to the agenda – for the purpose of nomination and voting of officer positions on the Board for the 2022 year. Sheriff Shrader will be stepping down as President. Sheriff Shrader asked for nominations for officer positions for the Jeffcom Board. This will be effective January 2022.

MOTION: It was moved by Chief McCasky and seconded by Joe Harvey to nominate the following candidates for the officers of the Jeffcom 911 Board of Directors.

**DON LOMBARDI FOR BOARD PRESIDENT
LINK STRATE AS VICE PRESIDENT
MIKE WEEGE AS SECRETARY/TREASUER**

The motion was voted upon and carried.

VI. OLD BUSINESS

VII. EXECUTIVE SESSION

Executive session pursuant the Section 24-6-402(4)(f), C.R.S. for discussion of the Executive Director's annual review.

MOTION: At approximately 9:55am it was moved by Mike Piper and seconded by Don Lombardi to move into executive session pursuant the Section 24-6-402(4)(f), C.R.S. for discussion of the Executive Director's annual review and contract negotiations. The motion was voted upon and carried.

MOTION: At approximately 10:12am it was moved by Chris Murtha and seconded by Link Strate to reconvene the regular meeting of the Jefferson County Communications Authority board of directors. The motion was voted upon and carried.

MOTION: It was moved by Don Lombardi and seconded by Dan McCasky to approve the engagement agreement with Collins, Cole Flynn Winn & Ulmer.

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.

Meeting was adjourned at 10:14am.