



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

March 22, 2023, 9:00 am

This meeting was held in person and by 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 Don Lombardi at 9:00am. This meeting was held in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

President Don Lombardi (West Metro Fire)	Present
Vice President Joe Harvey (Golden PD)	Not Present
<i>Proxy Mike Hendershot (Golden PD)</i>	<i>Present</i>
Secretary/Treasurer Mike Weege (EFD)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Mike Piper (Arvada Fire)	Not Present
<i>Proxy Kirk Lock (Arvada Fire)</i>	<i>Present</i>
Member Chris Murtha (Wheat Ridge PD)	Present
Member Ed Brady (Arvada PD)	Present
Member Ed Loar (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Michael Brewer, Kevin Biegert, Gabrielle Rathfon, Jen Sandoval, Gina Ramirez, Laurel Strandberg, and Gayle Johnston.

Kathryn Winn of Collins, Cole, Flynn, Winn & Ulmer, PLLC

Brian Wilkerson of Talion Defense

Cathy Fromm with Fromm & Company LLC

Chris Malmgren of Pleasant View Fire Department

Eric Sonstegard of Edgewater Police Department

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

No public comment

IV. APPROVAL OF RECORD OF PROCEEDINGS

MOTION: It was moved by Chris Murtha and seconded by Ed Brady to approve the record of proceedings of the board meeting for February 16, 2023. The motion was voted upon and approved unanimously.

V. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

- February 2023 Financial Statement – Cathy Fromm with Fromm and Company LLC presented the February financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Annual membership fees are being paid, including the major one for Central Square. Total expenditures are at 17% on budget. Interest earnings are over budget for both the contingency and capital fund.

MOTION TO APPROVE THE FEBRUARY 2023 FINANCIALS

It was moved by Mike Weege and seconded by Reggie Marinelli to adopt the February 2023 financials. The motion was voted upon and carried unanimously.

B. Executive Director Update

- General Updates
 - Jeffcom currently has 85 ECS signed off, 6 CS. There are 8 additional ECS in training on the floor. They have graduated from the academy and are in week 3 of floor training.
 - A new academy starts on Monday March 27th, with 15 new hires, that will be the biggest academy Jeffcom has led. This will put staffing at 108 ECS and 6 CS.
 - The application process is currently open for the May 15th academy for both ECS and CS. At this stage we are expecting another large academy.
 - Mr. Streeter would like to come back to the board in April and discuss over hiring. Jeffcom's authorized strength is 118 ECS, with the May academy we will surpass that number. A new APCO retains assessment will be completed and Mr. Streeter will come back to the board with that number.
 - Question was asked if it would be premature or beneficial to over hire before the hiring analysis is completed. Jeffcom needs to leverage the opportunity as it takes several months to get new employees trained.
 - A cybersecurity external penetration test is currently underway.
 - A FAQ was requested as it relates to the BOT, a document will be emailed out to all the board members and a second document will be posted on our website for the members of our community.

- A management retreat was hosted earlier in the month. Mr. Streeter will be sending out a document to the board summarizing the goals and objectives for Jeffcom for the coming year.
- Mr. Streeter will be coming to the board next month with a presentation for a new phone system. The current phone system is not keeping up with technology and it is time to go out to RFP.
- Jeffcom is currently working on a draft press release for AppArmor. It is an online reporting option available to the citizens of our community.

C. Legal Update

Ms. Winn introduced Javon Quarles, he is a new associate with Collins, Cole, Flynn, Winn & Ulmer.

VI. NEW BUSINESS

No new business

VII. OLD BUSINESS

• Follow up discussion on consultant/independent Jeffcom five-year review - President Lombardi

- Funding allocation should not be part of the technical review. Chief Lombardi proposed that the funding allocation review is its own separate analysis. Brian Wilkerson has historical knowledge that can be utilized in the review. The data is more stable after 5 years. The last mini review Mr. Wilkerson only looked at how the costs were allocated to the agencies. It is requested that different methodologies be part of this review. User fees have not been reviewed since the beginning of Jeffcom. The fees were calculated based on data that came from the individual PSAPS, user fees have not been looked at from a Jeffcom data perspective. It was suggested that user fees analysis been included in the review. The way the funding models are set up, the agencies would need to know by July 1st for the next year. If the process is started now, Mr. Wilkerson felt that was doable.
- Mr. Wilkerson will complete a preliminary review in May and a final review in June.

MOTION TO DIRECT BRIAN WILKERSON TO REVIEW THE FUNDING MODELS FOR THE AGENCIES AND REVIEW THE USER FEES. THE FUNDING REVIEW WILL BE SEPARATE FROM THE TECHNICAL REVIEW.

It was moved by Chris Murtha and seconded by Ed Brady to approve Brian Wilkerson to review the funding models for the agencies and review the user fees. The funding review will be separate from the technical review. The motion was voted upon and carried unanimously.

• Technical RFP Assessments.

- Chief Weege, Chief Brady and Brian Wilkerson met to discuss the technical review.
- It was recommended the following areas are reviewed.
 - o Policy and Procedures

- Operational and Technical Opportunities for Improvement
- Technology Interface, impacts on staffing/workload
- Disaster recovery
- Process Improvements Among Agencies, including identifying the impacts of lack of standardization
- Operational staffing levels

MOTION TO APPROVE THE SCOPE OF SERVICES FOR THE TECHNICAL REVIEW. IT WAS PROPOSED THAT BRIAN WILKERSON GIVE A PROPOSAL AS A SOLE SOURCE AS HE HAS THE EXPERTISE AND INSTITUTIONAL KNOWLEDGE. THE BOARD PRESIDENT TO REVIEW AND SIGN THE CONTRACT.

It was moved by Ed Brady and seconded by Ed Loar to approve the scope of services for the technical review and allow the board president to review and sign the contract. The motion was voted upon and carried unanimously.

- Cultural RFP Assessment

- Chief Piper and Chief Harvey worked on the cultural review. It was agreed that the assessment be conducted by a company that has experience with a communication center.
- It was recommended the following areas are reviewed.
 - Assessment and analysis of current recruitment practices
 - Assessment and analysis of current retention practices
 - Assessment and analysis of current pay structure and provide recommendations
 - Conduct a full analysis of morale to include current and former staff's feeling of positivity, outlook, satisfaction, attitude and confidence that team members have at work
 - Conduct a full analysis of the current work environment to include direct observation and evaluation of the workplace, workspace, setup, and overall employee health and wellness
 - Conduct an analysis of the broad range of working conditions including hours of work, rest period, break periods, work schedules, staffing, salary scales and the physical and mental pressures associated with the job functions
 - Conduct a leadership audit which is systematic, comprehensive, and objective for all communications supervisors, managers, and executive leaders
 - Conduct a full analysis of training practices including but not limited to; entry level, on-going and/or advanced, and employee career development at all levels of the organization
 - Consultant will provide a comprehensive report to include all findings and formal recommendations

MOTION TO APPROVE THE SCOPE OF SERVICES FOR THE CULTURAL RPF. THE BOARD MEMBERS WILL SELECTIVELY INVITED COMPANIES TO THE CULTURAL RPT PROCESS.

It was moved by Chris Murtha and seconded by Ed Loar to approve the scope of services for the cultural RPF. The motion was voted upon and carried unanimously.

Board members to send suggestions to the Board President and he will send the RFT out to companies. The consultants for both the technical and cultural review will be required to work together.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Mike Weege and seconded by Ed Loar 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 9:48am.