



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

April 20, 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 Joe Harvey 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)	Not Present
Vice President Joe Harvey (Golden PD)	Present
Secretary/Treasurer Mike Weege (EFD)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Mike Piper (Arvada Fire)	Present
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, Ethan Honaman, 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

Jeff Irvin of JCECA

Mark Reeves of Lakewood Police Department

Del Kleinschmidt of Jeffco Sheriff's Office

Jim Lorenz of Wheat Ridge Police Department

Mike Hendershot of Golden Police Department

Chris Malmgren of Pleasant View Fire Department

Bob Fager of Highland Rescue

Kasey Beal of Golden Fire 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 Mike Piper to approve the record of proceedings of the board meeting for March 22, 2023. The motion was voted upon and approved unanimously.

V. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

- March 2023 Financial Statement – Cathy Fromm with Fromm and Company LLC presented the March financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Interest is over budget on both the capital and contingency fund. There have been some expenditures from the capital fund for \$43,000 for facilities, equipment, technology, and software.

B. Executive Director Update

- General Updates
 - Jeffcom had a visit last week from the 911 coordinator from NHTSA (National Highway Traffic Safety Administration) and the Director of Region 8 coordinator. It was a great meeting with the potential for funding sources. They offered some grants and that presents the opportunity for technological gains with CAD-to-CAD functionality. Jeffcom will also be participating with the Colorado Task Force on respect for highway safety.
 - March 31 was the wind event and Jeffcom received over 1200 911 calls that day. Jeffcom staff did a phenomenal job handling the calls. It began with the wind day and then the Hogback fire added to the event. The IDT vehicle was utilized to support West Metro Fire and it was a great effort by all participating. A summary report was sent out to our partnering agencies.
 - The current phone system is not keeping up with technology and it is time to go out to RFP to find a replacement. Grant funding might be an option as this will be a large financial burden. The Jeffcom IT department is looking at both cloud-based and hybrid solutions. They are in the exploratory phase and have had demonstrations with various vendors. Jeffcom is looking for board approval to go out to RFP. Board approval was given to continue and go out to RFP.
 - Thank you to everyone for your support during Telecommunicators week.
 - Jeffcom currently has 105 ECS and 7 CS. That includes 15 ECS in week four of the academy. Jeffcom has an authorized strength of 118 ECS. Human Resources is finalizing the next academy which is looking to be 10 ECS and 1 CS. That would be 5 over the authorized strength. Both the NENA and APCO retains staffing studies were completed, the NENA study recommends 130 ECS to run the center and the APCO retains recommends 177 taking into account attrition. Removing the attrition

factor, the number reduces to 144. The APCO retains also looks at maximizing all positions 24 hours a day. The number was further reduced to 138 looking at channels that close at night and training. The current authorized strength of 118 was determined from 2015 data and the call volume has changed exponentially in seven years. Mr. Streeter is asking for board approval to move forward with the new hires for the May academy and over hire five employees. Board approval was given to over hire the five employees.

- General Updates
- Cybersecurity Update – Kevin Biegert
- The annual penetration test has been completed and the report has been provided. Jeffcom scored highly in the report. Next year will be the internal penetration test. Jeffcom has ongoing testing throughout the year and then the external testing is verification of security.

C. Legal Update
No update

VI. NEW BUSINESS

- Approval of Resolution 2023-01 Designating Location to Post Notice. The Jeffcom website is the official posting location.

MOTION TO APPROVE RESOLUTION 2023-01 DESIGNATING LOCATION TO POST NOTICE

It was moved by Ed Loar and seconded by Reggie Marinelli to approve Resolution 2023-01 Designating Location to Post Location. The motion was voted upon and carried unanimously.

- Approval of Resolution 2023-02 Setting a Regular Meeting Schedule. The third Thursday of every month and the location is listed as Jeffcom with the flexibility to have virtual zoom only meetings.

MOTION TO APPROVE RESOLUTION 2023-02 SETTING A REGULAR MEETING SCHEDULE

It was moved by Ed Brady and seconded by Mike Weege to approve Resolution 2023-02 Setting a Regular Meeting Schedule. The motion was voted upon and carried unanimously.

- Approval of Resolution 2023-03 Amending the Employee Handbook. The Handbook is reviewed annually and language is amended.

MOTION TO APPROVE RESOLUTION 2023-03 AMENDING THE EMPLOYEE HANDBOOK.

It was moved by Reggie Marinelli and seconded by Mike Piper to approve Resolution 2023-03 Amending the Employee Handbook. The motion was voted upon and carried unanimously.

VII. OLD BUSINESS

- Cost Allocation Update – Brian Wilkerson
 - We just passed the five-year of operations mark for Jeffcom and pulled the data for the staffing and financial analysis. Hybrid allocation methods are becoming more popular, and they will be analyzed to see if they are appropriate for Jeffcom. The primary focus will still be to allocate activity per agency to the cost models and look at the implications.
 - Many of the models are changing the voting rights within an organization. Every agency on the board has one vote, but they are changing the number of supplemental votes based on how much an agency pays. Mr. Wilkerson is asking the board for direction if that is something they want explored further. After board discussion it was decided not to explore this model and keep it as one vote per member agency.
- RFP review for Cultural Assessment.
 - Chief Lombardi was responsible for sending the RPF's out to 5 organizations.
 - Only two proposals were received. The proposals were sent to all board members and reviewed.

MOTION TO APPROVE MOVING FORWARD WITH THE HEALTHY DISPATCHER AND ALLOWING CHIEF LOMBARDI TO SIGN THE CONTRACT

It was moved by Chris Murtha and seconded by Reggie Marinelli to approve moving forward with the Healthy Dispatcher and allowing Chief Lombardi to sign the contract. The motion was voted upon and carried unanimously.

- Chief Lombardi requested the project management team is Gabrielle Rathfon, Jeff Streeter and Michael Brewer to help facilitate the process and open access to the center. If they need any additional assistance from the board, it would be Joe Harvey and Mike Piper as they worked on the original RFP. It was requested that Mike Piper and Joe Harvey be part of the kickoff meeting.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Mike Piper and seconded by Ed Brady 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 10:01am.

Prepared by Gayle Johnston