



## **Record of Proceedings**

Jefferson County Communications Center Authority

Board of Directors

July 21, 2022, 9:00 am

This meeting was held by Zoom video conference and 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 Link Strate (Arvada PD)	Present
Secretary/Treasurer Mike Weege (EFD)	Present
Member Jeff Shrader (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 Joe Harvey (Golden PD)	Present
Member Ed Loar (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Kevin Biegert, Gabrielle Rathfon, Ethan Honaman, Gina Ramirez, Jennifer Sandoval, Laurel Strandberg and Gayle Johnston.

Kathryn Winn of Collins, Cole, Flynn, Winn & Ulmer, PLLC  
Sue Blair of Community Resource Services, LLC  
Jeff Irvin of JCECA  
Brian Wilkerson of Talion Defense

Darrel Guadnola of Wheat Ridge Police Department  
Scott Pocsik of Jeffco Sheriff's Office  
Mark Reeves of Lakewood Police Department  
Eric Sonstegard of Edgewater Police Department  
Mike Hendershot of Golden Police Department  
Alan Fletcher of Foothills Fire and 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 Jeff Shrader and seconded by Link Strate to approve the record of proceedings of the board meeting for June 16, 2022. The motion was voted upon and approved unanimously.**

**V. REPORTS**

**A. Financial and Budget Update – (CRS) Community Resource of Colorado Ms. Sue Blair**

- June 2022 Financial Statement – Sue Blair presented the June financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Total operational expenses are at 56% of budget. There were no expenditures from the contingency fund.

**MOTION TO APPROVE THE JUNE 2022 FINANCIALS**

**It was moved by Jeff Shrader and seconded by Mike Weege to adopt the June 2022 financials. The motion was voted upon and carried unanimously.**

**B. Executive Director Update**

- General Updates
  - Reminder the IDT vehicle is available for use. The trained staff will be taking the vehicle to all the agencies for a show and tell.
  - Hiring update – applications are up for the summer. Jeffcom has created a new position for a Communication Specialist. The new position will answer only admin calls. The new Communication Specialist position will be a hybrid position, working 75% from home and 25% in the office. They will not be handling 911 calls and the starting pay is less than a 911 Emergency Communication Specialist (ECS) position. The process is currently underway, receiving applications and conducting interviews. The ECS process is also underway and are planning for an ECS academy September 26<sup>th</sup>, 2022. The academy for the new position will also start in September, with 3 weeks in the academy and 6 weeks on the job training. The new employees will work onsite initially at Jeffcom and then when they are comfortable will be able to start working remotely. There is the opportunity for growth if they wish to become a 911 call taker.
  - Jeffcom has 4 new hires in the current academy which started July 18<sup>th</sup>.
  - Mr. Streeter is hosting a Town Hall Zoom meeting tonight with the employees to give them an update on the organization and thank them for their hard work through the summer.

- The phone outage over the weekend was due to a ten year old router that failed on the fiber optic network. It was the backup connectivity for the Vesta. Jeffcom IT was able to quickly get that moved over to the new fiber optic network. There was not good documentation from 2017 as to the speed of the network. IT was able to configure the settings and Jeffcom once again has full redundancy. During this time calls were transferred to Denver 911.
- CISA will be conducting both an internal and external penetration test this year. CISA will be doing this free of cost thanks to a program they have for local government.
- Jeffcom IT has hosted a couple of out of state law and fire agencies showcasing our CAD through Central Square.

C. Legal Update – Ms. Kathryn Winn

## **VI. NEW BUSINESS**

- A. Chief Lombardi administered the oath of office to Interim Chief Ed Loar who was appointed to serve as board member for Lakewood Police Department.

## **VII. OLD BUSINESS**

## **VIII. EXECUTIVE SESSION**

- Executive Session pursuant to Section 24-6-402(4)(f), C.R.S. for contract negotiations related to the renewal of the Executive Director's employment agreement.

**MOTION:** At approximately 9:25am it was moved by Joe Harvey and seconded by Jeff Shrader to move into executive session pursuant the Section 24-6-402(4)(f), C.R.S. for contract negotiations related to the renewal of the Executive Director's employment agreement. The motion was voted upon and carried.

**MOTION:** It was moved by Ed Loar and seconded by Jeff Shrader to appoint Jeff Shrader and Mike Weege as the negotiation team, with Chris Murtha as alternate, to work on contract negotiations with Director Streeter on his employment contract. The motion was voted upon and carried.

**MOTION:** At approximately 9:43am it was moved by Joe Harvey and seconded by Jeff Shrader to reconvene the regular meeting of the Jefferson County Communications Authority board of directors. The motion was voted upon and carried.

## **IX. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Ed Loar and seconded by Chris Murtha 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 9:44am.**

Prepared by Gayle Johnston