



## **Record of Proceedings**

Jefferson County Communications Center Authority

Board of Directors

April 18, 2024, 9:00 am

This meeting was held 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)	Present
Secretary/Treasurer Mike Weege (EFD)	Not Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Present
Member Kirk Lock (Arvada Fire)	Present
Member Chris Murtha (Wheat Ridge PD)	Present
Member Ed Brady (Arvada PD)	Present
Member Phil Smith (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Kevin Biegert, Gabrielle Rathfon, Gina Ramirez, Jen Gustin, Jen Sandoval, Ethan Honaman, Paul Wagner 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

John Sattler with NV5

Del Kleinschmidt with JCSO

Jim Lorentz with Wheat Ridge Police Department

Anita Koester with Lakewood Police Department

Mike Hendershot with Golden Police Department

Bob Fager with Highland Rescue

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

No public comment

### IV. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the March 21, 2024 Regular Meeting

**MOTION: It was moved by Chris Murtha and seconded by Phil Smith to approve the record of proceedings of the regular board meeting for March 21, 2024. The motion was voted upon and approved unanimously.**

### V. REPORTS

#### A. Financial and Budget Update – Fromm and Company LLC

- March 2024 Financial Statement – Cathy Fromm with Fromm and Company LLC presented the unaudited March financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. The large miscellaneous income of \$500,000 represents forfeitures from past employees that left Jeffcom that were not fully vested in the retirement fund. Dues and memberships are at 56%, most of them are paid at the beginning of the year. Total operational expenditures are at 40%. At the end of the quarter, salaries and benefits are slightly above budget at 26%. Total employment expenses are at 27%.

#### **MOTION TO APPROVE THE MARCH 2024 FINANCIAL STATEMENT.**

**It was moved by Joe Harvey and seconded by Ed Brady to approve the March 2024 financial statement. The motion was voted upon and carried unanimously.**

#### B. Executive Director Update

- General Updates
  - Thank you to everyone for attending Jeffcom’s annual awards ceremony. The support from all our partner agencies for Telecom week is much appreciated.
- 440 Indiana St Update – General contractor RFP update
  - The RFP’s for construction closed April 12<sup>th</sup>, 2024. Jeffcom has been working with Oz Architecture and John Sattler with NV5 to review the RFP’s. Contractors were required to attend a walk through before submitting a proposal. Nine contractors took part in the walk through, and four contractors submitted proposals. After reviewing the proposals, they are down to two proposals.
  - John Sattler is currently going through the RFP’s for clarification on a few items with the two contractors. Both contractors align with Jeffcom’s timeline expectations and budget requirements. We are locked in with pricing once the RFP has been awarded.

- Mr. Streeter is hoping to come back to the board next week with the RFP's and receive input from the board on the selection of the contractor. The special meeting will be held via zoom.
- Projecting the costs for the new building through the year we are at or below budget.

C. Legal Update

The addendum to the contract for the Healthy Dispatch has been drawn up and the contract has been extended to May 21, 2024 for the final report.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**VIII. EXECUTIVE SESSION**

**IX. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Chris Murtha and seconded by Kirk Lock 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 9:21am.**