



## Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

November 21, 2024, 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)	Present
Secretary/Treasurer Mike Weege (EFD)	Present
Member Reggie Marinelli (Jeffco Sheriff's Office)	Not Present
<i>Proxy Del Kleinschmidt</i>	<i>Present</i>
Member Kirk Lock (Arvada Fire)	Not Present
<i>Proxy Matt Osier</i>	<i>Present</i>
Member Chris Murtha (Wheat Ridge PD)	Not Present
<i>Proxy Eric Kellog</i>	<i>Present</i>
Member Ed Brady (Arvada PD)	Present
Member Phil Smith (Lakewood PD)	Present

Also in attendance were:

Jeff Streeter, Gayle Johnston, Gina Ramirez, Jen Sandoval, Jen Gustin, Kevin Biegert, Ethan Honaman, Candace Harris, Kyle Mickelson, Cherish Moon, Shane Palmer, Carol Burciaga, Kellie Vaughn, Lizzie McBurney, Paula Lopez, and Brooke Brunetti.

Isuri Lawson of Collins, Cole, Flynn, Winn & Ulmer, PLLC  
Brian Wilkerson of Talion Defense  
Cathy Fromm with Fromm & Company LLC  
Jeff Irvin of JCECA

Anita Koester with Lakewood Police Department  
Trisha Gerber with Arvada Police Department  
Jeremy Metz with West Metro Fire Protection District

Bob Fager with Highland Rescue  
Kasey Beal with Golden Fire Protection District

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

No public comment

Don Lombardi giving condolences to Joe Harvey and their organization for the incident that occurred. Joe Harvey thanked all agencies for their support including Jeffcom dispatch for their timely assistance.

### IV. OATHS OF OFFICE FOR NEW BOARD MEMBER

- Chief Lombardi administered the oath of office to Division Chief Eric Kellogg who was appointed to serve as proxy for the Wheat Ridge Police Department as well as to Fire Chief Kasey Beal who was appointed to serve as proxy for the City of Golden.

### V. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the September 19, 2024 Regular Meeting

**MOTION: It was moved by Matt Osier and seconded by Phil Smith to approve the record of proceedings of the regular board meeting for September 19, 2024. The motion was voted upon and approved unanimously.**

### VI. REPORTS

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

- October 2024 Financial Statement – Cathy – End of October 83 % YTD Revenues at the end of the month are at \$22,000,000 96% of budget. General Operating expenses are over at end of period – due to special projects Talion Defense, background investigations, Dues and memberships at 73%. Software ahead of budget 111% Phone systems 72%. Meeting and Office expense 100%. Facility cost 96%. AT budget 82%. Total Employment expenses at 82% and total Expenditures overall budget at 84% in general fund. 174,000 Contingency fund YTD interest, there was a loss of \$3982. At end of month over 50,000,00 cashing investment accounts. With 3.4 of unrestricted.

**MOTION TO APPROVE THE OCTOBER 2024 FINANCIAL STATEMENT. It was moved by Ed Brady and seconded by Del Kleinschmidt to approve the October 2024 financial statement. The motion was voted upon and carried unanimously.**

- 2025 Budget Discussion, Review and Consideration for Approval
  - Public Hearing (Notice published November 6, 2024)
  - No public comment

- Jeff Streeter - Member agencies see no increase for 8 years running. Additional revenue coming from Clear Creek agencies, Platte Canyon, JCECA.
- Cathy Fromm - \$25,107,405.00 big increase in general fund in personnel. Authorized 118 ECS from the beginning increase in call volume and technology and process asked for 18 additional positions taking us to 136 marker may still be a little low. Capital and contingency being conservative for interest. Capital items for next year, from general fund includes the Carbyne, lease purchase on facility, and Motorola items – transfer from general fund.

- o Resolution 2024-05 to Adopt 2025 Budget

**MOTION TO APPROVE RESOLUTION 2024-05 TO ADOPT 2025 BUDGET.**

**It was moved by Joe Harvey and seconded by Mike Weege to approve Resolution 2024-05. The motion was voted upon and carried unanimously.**

**B. Executive Director Update**

- General Updates
  - Thank you to JCECA
  - Structure: Diversify in key areas for 3 Deputy Directors, one in IT, one in Support Services and another in Operations. Operation Manager process has concluded, will have two new Managers by the first of the year. Supervisor process also closed, three have already started their training. The Lead position that is already built in our Operational structure will have 3 new leads that are already factored into the ECS positions. Great response across the organization. In the month of December APCO/ NENA will be awarding 3 different awards for Jeffcom personnel at the State level.
  - Arvada Fire will be taking on responsibility for Fairmount Fire and will be combining at the 1<sup>st</sup> of the year. Intercanyon Fire, Elk Creek Fire, North Fork Fire voted to combine to create Conifer Fire- anticipate 2025 1<sup>st</sup> Quarter.
  - Clear Creek SO having conversation with Georgetown contractual service NOT combining.
  - Red Rocks Community College approached Jeffcom to provide dispatch services. LPD gets dispatched to call after 10:00pm already. Met with Chief of Police with Red Rocks and Brian Wilkerson. Brian Wilkerson will have a look into the date for geographical area, revenue could generate about \$25,000 - \$30,000. Will gain clarity who is doing what Q1 of 2025. No timeline, complete study will be conducted.
  - Platte Canyon has been approved to take on. Platte county dispatch came to Jeffcom did a Q &A. Jeffcom is ready, they are getting radio coverage on their side sorted out. Chief Mulligan anticipates January.
  - Building update – Excited it's taking shape. Working with Metz on moving these Management offices will be moved out before 12/25. Tentative date of 12/9 to

have building signed off to us. Consoles started going in last week. Anticipating ribbon cutting and Board of Directors Meeting on same date.

- New logo – Staff felt strongly about rebranding and were directly involved in voting on designs. A lot of different designs were turned in and this was the final design that was chosen. Don Lombardi – Logo looks great and appreciates staff was involved in the process makes it more valuable.
- Carbyne Update – Dropped calls after 3 minutes, all three - Intrado, Lumen and Carbyne worked together to resolve what was a programming issue. Resolved in early November. Ethan – it had to do with the carriers themselves. Dispatchers are expected to help with 911 calls if time is available “Cherry Picking” is working once again, stats are going back up with that and the AI Bot being turned back on at the end of October.
- Rule 16: DA’s 1<sup>st</sup> Judicial – After the Defendant’s 1<sup>st</sup> appearance they have 21 days all evidence needs to be in. Creates the need for possibly 2 Recording Technician Positions. Met with Records departments, standardizes requiring everything Jeffcom has on each call – Cad reports/Telephony/ radio. Will be using the ediscovery.com platform your agencies will put in a request via records@jeffcom911 our tech will then pull CR# and incident# any evidence will be pulled and dropped into eDiscovery portal. Fire Investigators request evidence element we will get it to DA or arresting Officers. Law and Fire Ops will be made aware next week in training bulletin.

### C. Legal Update

## VII. OLD BUSINESS

- Brian Wilkerson standardization update – Standardization is one of the first thing a consolidated center does. Complexity in staffing synergy. Fall of 2023 there were a number of things agencies can do to standardize some things. This time were looking a bit deeper and complicated, but there has been some progress. Revisit priority opportunity areas, develop a post standardized approach to see the impacts to see what the areas are to pursue. Target areas - Rule 16 / Multiple non-emergency phone numbers / Data pod/ Process by which we do Response plans.
  - Ed Brady – What will be the collaboration that will look at all of this? This will have to start with the Board of Directors – Jeff Streeter – we need to get together to get greater input from Agencies. Ed – Agencies that sit on the BOD have most call for service prefer over general LAW/ FIRE OPS. Don Lombardi agrees with Ed Brady – How do we take this forward and get the right people in there in this collaboration. – Will discuss next time.
  - Mike Weege – Will it affect Service level agreement? – It could, depending on what areas are being looked at.
  - Joe Harvey – Wants standardization across the board has said so from beginning. Simplify how we are doing the job.
  - Jeff - Core functioning there are some nuances, geography etc. they adapted.

## VIII. NEW BUSINESS

- Resolution 24-6 Amending the Purchasing Policy
  - Generalized increases they have seen in special districts, increased board Treasurer and Jeff Streeter can go \$50,000-\$100,000 formal reviews after that. Informal reviews/ quotes in that range. Just changing some dollar amounts. Do not have to be appropriated in those ranges and operationally makes sense.

**MOTION TO APPROVE RESOLUTION 2024-06 TO AMMEND THE PURCHASING POLICY. It was moved by Del Kleinschmidt and seconded by Matt Osier to approve Resolution 2024-06. The motion was voted upon and carried unanimously.**

- Executive Director's Annual Review – Process discussion and appoint committee.
  - Don Lombardi appointed Matt Osier to speak with Chief Lock to co-lead with Chief Murtha work together on the Annual Review.
  - Joe Harvey – Last year reached out to Jeff Streeter for high points and new Deputy Directors for feedback.
  - Have review finalized by the end of the year to be presented in January Presentation
- Board of Directors Officer Election
  - Nomination for Board of Director President Joe Harvey

**It was moved by Don Lombardi and seconded by Phil Smith to approve the Board of Directors Nomination for Board President. The motion was voted upon and carried unanimously.**

- Nomination for Board of Director Vice President Mike Weege

**It was moved by Don Lombardi and seconded by Joe Harvey to approve the Board of Directors Nomination for Board Vice President. The motion was voted upon and carried unanimously.**

- Nomination for Board of Directors Treasurer/ Secretary Ed Brady

**It was moved by Don Lombardi and seconded by Joe Harvey to approve the Board of Directors Nomination for Board Treasurer/ Secretary. The motion was voted upon and carried unanimously.**

- Don Lombardi wanted to thank everyone for their support during his terms as Vice President and President for the Board of Directors for Jeffcom.
- There will be no Board meeting in December 2024. Will reconvene January 2025.

## IX. EXECUTIVE SESSION

### IX ADJOURNMENT

**MOTION: There being no further business to be presented it was moved by Ed Brady and seconded by Matt Osier 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 10:17 am.**

Prepared by Brooke Brunetti