



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

September 19, 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)	Present
Member Kirk Lock (Arvada Fire)	Not Present
<i>Proxy Matt Osier</i>	<i>Present</i>
Member Chris Murtha (Wheat Ridge PD)	Present
Member Ed Brady (Arvada PD)	Not Present
Member Phil Smith (Lakewood PD)	Not Present
<i>Proxy Anita Koester</i>	<i>Present</i>

Also in attendance were:

Jeff Streeter, Gabrielle Rathfon, Gina Ramirez, Jen Sandoval, Jen Gustin, Kevin Biegert, Ethan Honaman, Laurel Strandberg, Kevin Garcia, Shane Palmer, Brooke Brunetti 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

Bob Norton of Tenzinga

Jim Lorentz with Wheat Ridge Police Department

Dan Pfannenstiel with West Metro Fire Protection District

Chris Malmgren with Pleasant View Fire Protection District

Bob Fager with Highland Rescue

Kasey Beal with Golden Fire Protection District

Mike Nesbitt with Mountain View Police Department

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

No public comment

IV. APPROVAL OF RECORD OF PROCEEDINGS

- Minutes of the July 18, 2024 Regular Meeting

MOTION: It was moved by Chris Murtha and seconded by Joe Harvey to approve the record of proceedings of the regular board meeting for July 18, 2024. The motion was voted upon and approved unanimously.

V. REPORTS

A. Financial and Budget Update – Fromm and Company LLC

- August 2024 Financial Statement – Cathy Fromm with Fromm and Company LLC presented the unaudited August financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Revenues are ahead of budget at 74%. The audit was slightly over budget due to the new GASB requirements that requires additional audit work. Dues and memberships are paid in advance and are slightly above budget at 73%. Overall salaries and benefits are right on budget at 66%. Contingency fund, interest is over budget at 140% and the interest on the capital fund is over budget at 294%. Jeffcom is on track to be on budget for the end of the year.

MOTION TO APPROVE THE AUGUST 2024 FINANCIAL STATEMENT.

It was moved by Mike Weege and seconded by Reggie Marinelli to approve the August 2024 financial statement. The motion was voted upon and carried unanimously.

B. Executive Director Update

- General Updates
 - Introduction of Brooke Brunetti, as the new Executive Assistant at Jeffcom. Brooke has been with Jeffcom for two years as a communications specialist.
 - Jeffcom went through the accreditation process and passed the file review process for CALEA.
 - Hiring update – 9/12/24 nine people graduated from the academy, and they are currently completing on the job training. On 9/17/2024 nine new employees started in the academy. Jeffcom currently has 122 ECS, 104 trained and 18 in training. The next academy will start in November.
 - Clear Creek County has been onboard with Jeffcom for six months. The executive director Jeff Streeter, operations manager Jen Gustin and Brain Wilkerson meet with

the county commissioners. The commissioners are pleased with the service that Jeffcom is providing.

- The draft budget was sent out August 15, 2024. The first lease purchase payment was made for 440 Indiana St for the new building.
 - Construction at 440 Indiana St is moving rapidly. The new building is on schedule and on budget. The contractor anticipates turning the building over to Jeffcom at the end of October. Console furniture is schedule to arrive October 16th.
 - Jeffcom is currently doing some reorganizational planning. One of the changes is a new Emergency Notification Coordinator position that will be funded by JCECA. Jeffcom is working on building the registrations in the Lookout Alert and RAVE platforms. Kevin Garcia was the resident expert at Jeffcom and will be the new Emergency Notification Coordinator.
 - Trunk or Trick is scheduled for October 20th from 3-5pm. Information has been sent out to our partner agencies.
- Carbyne Update – Kevin Biegert
 - On July 30th the go live with Carbyne was executed. The initial target for go live was March but due to a few setbacks it was pushed to July. Jeffcom is the first organization in the state of Colorado to be on the Carbyne platform. Colorado does not have an I3 ESInet. Until some changes are made in Colorado on the ESInet, Jeffcom is the only organization that can utilize Carbyne. The go live process of cutting over from one system to the next went well. No calls were lost, and the process went seamlessly. Items have been identified that need to be refined. All the feedback we have received has been forwarded to Carbyne and they have already completed multiple enhancements that have been recommended to them. Jeffcom did have an issue with the administrative lines. The issue has been rectified and Jeffcom’s artificial intelligence bot has been redeployed. Jeffcom is now looking at some of the other features available with Carbyne and have started the testing phase with call triage with motor vehicle accidents.
 - Cyber Security Testing Update – Kevin Biegert
 - Jeffcom alternates their cybersecurity testing, with an internal test and odd years they do an external test. This year an external test was conducted. A full comprehensive internal test will be conducted when we move to the new building.
 - Jeffcom received the highest marks to date for the external test this year. Some categories previously Jeffcom was rated low risk, and this year was rated pass, which is the best rating you can receive. Jeffcom has been trying to identify technological resources that they don’t need to have at Jeffcom. Jeffcom was previously hosting the helpdesk internally and they transferred the risk and now it is an external managed service. IT is focused on making all external facing resources except for mobile and browser are hosted externally.

Legal Update

VI. OLD BUSINESS

- Cultural Study Follow Up – Tenzinga, Bob Norton.
- Bob Norton shared with the board an update on Jeffcom with regards to organizational changes and developments. Mr. Streeter always wants the best for Jeffcom and is excited about the process.
- Jeffcom wants to be the best and the employees are excited about the process. In a two-day employee retreat, employees developed their own vision statement, core values and communication agreement.
- Standardization must happen. Recommendation is for Brian Wilkerson to facilitate the process of standardization. It is the only way to improve functionality and flow.

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

IX ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Mike Weege and seconded by Joe Harvey 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 9:58am.