

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JANUARY 19, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Lynn Johnson  
                                 Director Nick Boukas  
                                 Director Mike Donner  
                                 Dennis Tharp, Attorney  
                                 Jeff Irvin, Executive Director  
                                 Tracy Emerson, Secretary

Excused:                   Director Mark Krapf  
                                 Director Tim McSherry

Also Present:             Diane Culverhouse, Jefferson County Sheriff's Office  
                                 Monty Heffner, Broomfield PD  
                                 Shawn Cullingford, Lakewood IT  
                                 Lisa Sorrentino, Golden PD  
                                 Nina Stringham, Arvada Fire  
                                 Tony Wilkins, West Metro Fire  
                                 Karin Marquez, Westminster PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Scott Rose, Lakewood PD (via conference call)

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

After a brief discussion, the Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Krapf and McSherry excused, approved the Minutes of December 15, 2011.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Directors' Krapf and McSherry excused, approved the Treasurer's Report.

**ADVISORY COMMITTEE REPORT**

Monty Heffner of Broomfield Police presented the following Advisory Committee Report:

- The Committee had the GeoComm conference call. Monty Heffner will be coordinating three GeoLynx Server training sessions; Administrative training, User training and Train-the-Trainer training in February.
- Four representatives from CentryLink attended the meeting and gave an overview of the RFI/RFP for the new phone installation for Lakewood PD. The

RFP, good through September 10, 2012, also provides other agencies significant discounts on their products.

- Corey Lanctot, Pictometry, attended the meeting to inform the Advisory Committee that she is available for free, on-site training for the JCECA agencies.
- Monty gave an update on his conference call with Ryan Trahan, First Call. Jeff Irvin interjected that Ryan has agreed to work on-site with West Metro Fire and Golden PD to resolve recent issues specific to those two agencies. Also, First Call will now notify agencies when new products are available. Agencies will be notified via a default icon allowing them to choose only the new products if they want to use them.
- Arvada PD is still trying to work through internal IT issues regarding their Smart 911 virtual server.
- Linda McKelvey is requesting agencies to provide the needed updates and information for the Central Office Isolation project.
- NICE will attend the Committee meetings quarterly as well as conduct monthly WebEx for NICE users.
- Beginning January 20, 2012, Lakewood and Wheat Ridge merged their SWAT into what is now called will be named West Metro SWAT.
- Vicky Pickett, Arvada PD is going to be hosting leadership training for 30 Committee members.
- The Advisory Committee together with First Call has agreed to participate in a test for the CMAS Project through FEMA. The test will involve different alerting systems.
- JCSO will be starting replacement of consoles the first week of March, 2012.

### **EXPENDITURE REQUESTS**

Jeff Irvin, Executive Director presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$14,994.00. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Directors' Krapf and McSherry excused, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$189,148.89. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote, approved the expenditure requests for items over \$10,000.00.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Jeff Irvin discussed that Pictometry is offering to do not only the fly-over in April but also the Broomfield imagery both with the higher pixel resolution. The contract payment terms would be \$29,405.00 at signing and once the hard drive imagery is shipped the bill would be an additional \$88,217.81 in 2012. In 2013, the anniversary payment of \$117,623.75 is due for a total of \$235,247.50. The estimated time from fly-over to delivery is approximately 30 days.

The Board upon motion of Director Donner pending clean up of the contract language as required by Attorney Tharp, duly seconded by Director Boukas, and by majority vote with Directors' Krapf and McSherry excused, approved the Pictometry contract.

Jeff will be researching the potential need for a contract with Language Line Services for translation services in order to get better rates.

Jeff gave an update regarding the RTD project continuing with the last mile. A summary of the costs to date will be going out next week. The contractor has been selected for the section of fiber going down to the south regional back up center and construction is on track for early February. There is continuing dialog on how to get fiber into Golden eventually.

### **ADJOURNMENT**

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Directors' Krapf and McSherry excused, adjourned the meeting.

### **NOTICE OF MEETING**

#### **FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**February 16, 2012 AT 9:00 A.M.**

1. Call to Order
2. Approval of January 19, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
  - a. Presentation by City of Lakewood – Portable Radio Replacement Funding Need
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**FEBRUARY 16, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                 Director Lynn Johnson  
                              Director Mike Donner  
                              Director Dan Gard  
                              Director Mark Krapf  
                              Dennis Tharp, Attorney  
                              Debbie Quinn, Secretary

Excused:                Director Nick Boukas

Also Present:          Jeff Irvin, Executive Director  
                              Vicki Pickett, Arvada PD  
                              Jodi Malpass, Lakewood PD  
                              Fran Kaloust, Lakewood PD  
                              Kevin Paletta, Lakewood PD  
                              Steve Kabelis, Lakewood PD  
                              Steven Gillespie, Wheat Ridge Fire  
                              Tony Wilkins, West Metro Fire  
                              Karyn Kretzel, West Metro Fire  
                              Scott Hunter, Jefferson County Sheriff's Office  
                              Monty Heffner, Broomfield PD  
                              Larry Stodden, Wheat Ridge PD  
                              Mandy Stollsteimer, Jefferson County Sheriff's Office  
                              Shane Palmer, Evergreen Fire  
                              Wes Horn, CenturyLink  
                              Barb Greibel, Broomfield  
                              Lisa Sorrentino, Golden PD  
                              Daniel Brennan, Wheat RidgePD

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

Director Johnson introduced Dan Gard as the replacement for Director McSherry. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the Minutes of January 19, 2012.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The audit is scheduled for February 27, 2012 and is the last date to close the books for 2011 requests. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the Treasurer's Report.

Minutes of February 16, 2012

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett of Arvada PD, presented the Advisory Committee Report. Greg Murdock, GeoComm presented the annual report. The MSAG is as accurate as it's ever been and corrections have been done. They have a better system in place for validation of the First Call report. They had an update on the e-document process happening with Jefferson County. This is an effort to do electronic case filing with the DA's office. This process will start small with 911 .wav type files. First Call is going to add West Metro Swat Team for notifications for the whole team. Pictometry has scheduled a spring flyover to get better resolution and update the maps. There was a conference call with some of PSAP representatives to discuss Pictometry and boundary mapping issues. Jeff is trying to establish a GIS Advisory Group to talk about not only Pictometry but a regional map and other issues. The Smart 911 installation in Arvada PD is making progress and will start moving to other agencies for installation.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$50,337.69. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$113,312.53 and tabling the portable radio request for later in the meeting. The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, approved the expenditure requests for items over \$10,000.00.

### **PORTABLE RADIO PRESENTATION**

Steve Kabelis, Lakewood PD presented the information for a one time \$800,000.00 request to replace portable radios that cannot be upgraded to P25 standard. It was a multi-agency request involving Lakewood PD, West Metro Fire, Wheat Ridge Fire and Police and Fairmount Fire. Some of the problems were radios going dead, audio quality issues, interference and calls not going through. It was an unexpected, totally unbudgeted, unanticipated need but it is tying up resources at the repeater sites. After a lot of negotiation Lakewood was able to get the 7300 platform radio for \$2247 per unit. Kevin Paletta, Lakewood Police Chief also spoke on the impact of the problem on all the agencies. It is affecting approximately 5% of the calls, in Lakewood that could be up to 30 calls a day. It impacts a large portion of the Board's population. The agencies are asking the Board for 40% of the fees and the effected agencies would be paying 60% of the cost to replace the radio. Lakewood is taking funds from some of their other programs to try to handle the expense of the situation. The amount of the request is \$1,000 per radio with the amount not to exceed \$800,000. The other agencies that would be affected the same way in the future are Arvada Fire Arvada PD and Westminster. They will have the time to plan ahead and potentially find another solution to the radio problems. It took some time to figure out that the radios were even having the problems and to try to mitigate the problems. No guarantees were given by

Harris, the radio manufacturer. Lakewood was one of the first agencies to use this radio and they feel that many other agencies across the country will be developing the same problems. Steve stated that the new radios will enhance interoperability with Denver and other agencies, regionalization will occur and they will be set up for the digital age. Repairs are easier and costs will go down for infrastructure and equipment. The radios are software driven platforms. So the changes will be a software upgrade and potentially the radios will not need to be replaced for a 10 -15 year cycle. The radios are staged at this time and once they get permission they will be ordering them by February 28th. There are currently 4 gateways for law enforcement being used to bridge the gap between the EDACs and DTR systems and this will not create the ability for those units to talk on the State DTR system.

The Board had a long discussion about whether this was a one time special funding or a program funding request. Jeff went through and talked to all the agencies about what might be expected for portable radio replacements and plugged them in to a funding model and came up with a figure of \$1,000 per radio. Director Johnson stated that he was not in favor of granting a one time emergency expenditure request of \$800,000.00 but did feel that it would then involve a commitment of 2 1/2 million dollars over time to replace radios for all the agencies. He asked Vicki for a recommendation from the Advisory Committee. The Committee was fine with using AOF funds for this request and were willing to commit excess AOF funds in any of the agencies to the request. They were concerned by setting precedent of funding radios, the fund balance, that some programs would be eliminated so they could fund this proposal. Their recommendation would be: setting a limit, some sort of benchmark, or ceiling per cost, looking at programs and eliminating those that have less impact on 911 such as the wireless data charges and then possibly looking at the surcharge again. Director Donner made a motion for a one time replacement for the radios involved for an expenditure amount not to exceed a figure of \$800,000.00. The motion was seconded by Director Krapf and approved by a majority of the Board with Director Boukas excused.

### **EXECUTIVE DIRECTOR'S REPORT**

Jeff attended a 2 day summit in Thornton on the statewide network. A letter was drafted to send out to the 56 authorities to select someone for an overview authority to formulate ideas for a statewide network. The Board asked that Jeff represent the Board on this committee. The fiber project is progressing with a path from the top of the Laramie building down to the city of Golden. The Board asked Jeff to reach out to the PSAP's for time frames for radio replacement. Director Johnson asked Jeff to get a plaque for Tim McSherry in appreciation of his contribution to the Board. The April meeting was moved to April 26th so that there would be a quorum.

### **ADJOURNMENT**

The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas excused, adjourned the meeting.

## **NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**MARCH 15, 2012 AT 9:00 A.M.**

1. Call to Order
2. Approval of February 16, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. Portable Radio Discussion
8. New Business
9. Adjournment

**MINUTES OF THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**MARCH 15, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                 Director Lynn Johnson  
                              Director Mike Donner  
                              Director Mark Krapf  
                              Director Nick Boukas  
                              Dennis Tharp, Attorney  
                              Debbie Quinn, Secretary

Excused:                Director Dan Gard

Also Present:          Jeff Irvin, Executive Director  
                              Karin Marquez, Westminster PD  
                              Tony Wilkins, West Metro Fire  
                              Pat Purdy, West Metro Fire  
                              Diane Culverhouse, Jefferson County Sheriff's Office  
                              Mandy Stollsteimer, Jefferson County Sheriff's Office  
                              Larry Stodden, Wheat Ridge PD  
                              Chris Ambrosio, Arvada Fire  
                              Lisa Sorrentino, Golden PD

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Gard excused, approved the Minutes of February 16, 2012.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The auditors were in February 27, 2012 and completed their onsite work. The [audit report reporting categories will be changed this year in order to more accurately reflect the budget line item categories we are using for accounting. format will change and the Profit and Loss column will be demonstrated every month.](#) The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director Gard excused, approved the Treasurer's Report.

**ADVISORY COMMITTEE REPORT**

Karin Marquez, Westminster PD, presented the Advisory Committee Report. The Committee had the monthly GeoComm call. March 22nd they will have training for the GeoLynx server. Smart 911 [advocates isare](#) working on the marketing implementation. The Arvada PD installation was successful and Westminster is ready to go live within the



~~next 30 days. Smart911 has an impressive marketing plan and are customizing it per agency.~~

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~~next 30 days. The advocates Smart911 has have an impressive marketing plan and are customizing it per agency.~~ Director Donner expressed his disappointment that the other  
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Agencies have not started implementing the Smart 911. Lakewood, Arvada Fire and the JCSO are just about ready, ~~with~~ West Metro and Golden ~~are is~~ looking towards the 2nd quarter for their install with Wheat Ridge trying for May. Jeff will give an update on the progress at the next meeting. ~~Brian Ryan Trahan~~, First Call gave a report ~~on speaking to reported feedback for the system failures~~ in Portland, OR. ~~The system worked as designed but it took a long time for all the calls to be disseminated due to the length of the message and the large population selected for the calls. It was customized to their agency and a very large launch at once.~~ Vicki asked for an accounting and ~~Ryan Brian~~ will report back. ~~Brian Kienle, Pictometry participated in the meeting. is on board with Pictometry and he will know some of the Jeffco issues.~~

#### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$42,705.63. The Board upon motion of Director Krapf, duly seconded by Director Donner, and by majority vote with Director Gard excused, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$341,547.38. The Board upon motion of Director Krapf, duly seconded by Director Donner, and by majority vote with Director Gard excused, approved the expenditure requests for items over \$10,000.00.

#### **EXECUTIVE DIRECTOR'S REPORT**

Jeff gave the following report: RTD fiber project:

~~\*All~~ Construction of ~~all~~ hand-holes ~~are~~ complete with the exception of Federal/Decatur location. There is a minor conflict which will be resolved soon to allow placement.

~~1.~~

\*RTD advises that completion of placement, splicing and testing of the 96 strand fiber will occur between 06/11 and 07/6/2012.

~~2.\*~~ There are two ROW railroad agreements that are in their final form awaiting execution. The agreement with City of Lakewood is in final form and ready for execution.

The Federal Center agreement is in progress and there are two parcels to be added to the agreement in the area of the AHEC building. No R-O-W road blocks appear to exist at this time. There are forty eight strands to Denver Union Station with a future discussion about connectivity and perhaps having to appropriate funds for that project. Last Mile fiber project \* It is expected that completion of placement of the fiber to the SRBC will be complete Friday.

~~1.\*~~ Construction of the section from the west terminus on Jeffco Government Campus to

the Laramie building can begin once questions have been answered regarding the location of proposed pedestrian foot bridge.

2.\* We are on-track for completion of the last mile connections to the RTD fiber backbone as soon as RTD has completed testing and has given us permission to place the fiber in service.

3. Matt Jackson, JCSO, has received a proposal from Alcatel-Lucent for a Public Safety grade microwave link from the Laramie Bldg to the Fire Tower at Golden FD. It appears from data the vendor had on file that a line-of-sight path exists but it will need to be

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~~service.~~

~~z Matt Jackson, JCSO, has received a proposal from Alcatel-Lucent for a Public Safety grade microwave link from the Laramie Bldg to the Fire Tower at Golden FD. It appears from data the vendor had on file that a line-of-sight path exists but it will need to be~~

physically confirmed before we can move forward with approval of a proposal.

4.\* IT Group will distribute fiber allocation prepared by Shawn Cullingford for purposes of IGA negotiations. We now need to meet with IT and Advisory Reps from each potential

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connector to refine fiber allocation and begin discussion regarding governance and operation & maintenance of the network.

5.2) Last week Jeff attended PUC 9-1-1 Task Force Meeting. It was a short meeting and then the first Colorado Next Gen 9-1-1 Steering Committee meeting was held. It was well attended with approximately 30 Authorities represented either in person or via teleconference. Barbara Kirkmeyer, Weld County Commissioner was elected as Steering Committee Chair. Jeff was elected as Chair of BESP subcommittee.

6.4) First Call - Ryan Trahan was out last week and provided constructive training at West Metro FD. Jeff talked with Ryan about developing mechanism whereby PSAPs are aware when a launch is taking place to avoid duplication and enhance communication/interoperability. They will explore use of existing and/or additional message boards to provide simultaneous alerting of an ENS launch.

7.5) GIS Group is looking at how many files are used for West Metro mobile files and looking at local hosting solutions on the County GIS server and possibly using the DRCOG imagery in the off years to have surrounding areas and continuous updates for less money. The Board thanked Jeff for his hard work.

Attorney Tharp gave a brief update on the wireless price variation. We are getting funds of \$1.4 to \$1.6 million and were originally given an amount of 7.5 million. The Department of Revenue will not provide the files saying they proprietary and confidential.

A discussion was held with Senator Shaffer to open a dialogue with the Department of Revenue to see if they might investigate who is paying the surcharge. It has not impacted the budget because of the conservative figures that were put into the budget.

Director Johnson recognized the service of Tim McSherry ~~foren~~ his years of service with the 911 Board from January 9, 2007 to February 14, 2012. A plaque was provided Tim who was unable to be at the meeting along with a letter of congratulations to Sheriff Mink. Director Boukas suggested copying the letter to the County Commissioners.

## ADJOURNMENT

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director Gard excused, adjourned the meeting.

## NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

APRIL 26, 2012 AT 9:00 A.M.

1. Call to Order
2. Approval of March 15, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
  - a. Regionalization Discussion
  - b. Emergency Notification System (ENS) Discussion
  - ~~e.~~
- ~~7.~~ ~~Portable Radio Discussion~~
78. New Business
  - a. Evacuation Notification Procedure Discussion- Support Services Division Chief Shrader, JCSO
  - b. Setting Emergency Telephone Charge
  - c. Electing Officers

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| 89. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**APRIL 26, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Lynn Johnson  
                                 Director Mike Donner  
                                 Director Dan Gard  
                                 Director Nick Boukas  
                                 Dennis Tharp, Attorney  
                                 Tracy Emerson, Secretary

Excused:                   Director Mark Krapf

Also Present:             Jeff Irvin, Executive Director  
                                 Karin Marquez, Westminster PD  
                                 Tony Wilkins, West Metro Fire  
                                 Diane Culverhouse, Jefferson County Sheriff's Office  
                                 Mandy Stollsteimer, Jefferson County Sheriff's Office  
                                 Larry Stodden, Wheat Ridge PD  
                                 Cindy Ferguson, Lakewood PD  
                                 Jennifer Cantrall, Lakewood PD  
                                 Jodi Malpass, Lakewood PD  
                                 Scott Rose, Lakewood PD  
                                 Shawn Cullingford, Lakewood PD  
                                 Shane Palmer, Evergreen Fire  
                                 Daryl Hollingsworth, Golden PD  
                                 Dan Brennan, Wheat Ridge PD  
                                 Ted Mink, Jefferson County Sheriff's Office  
                                 Scott Hunter, Jefferson County Sheriff's Office  
                                 Vicki Pickett, Arvada PD  
                                 Wes Horn, CenturyLink  
                                 Monty Heffner, Broomfield PD

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director Krapf excused, approved the Minutes of March 15, 2012.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director Krapf excused, approved the Treasurer's Report.

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. The Committee had the monthly GeoComm call. A Representative from Smart 911 presented an overview of the marketing project including targeted launches for special interests groups as well as strategic marketing set up with our agencies.

The Advisory Committee discussed with First Call the feedback they received from Golden and West Metro Fire. Jeff Irvin mentioned that the Denver Post sent a reporter to the meeting because they are looking to doing a series of articles to educate the public on notification systems. Jeff also reviewed the issues they had in Portland, Oregon during a system wide test that was too large to initiate at once. Vicky then mentioned that Pictometry has been working with Jeffco GIS about how to use the images.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$31,438.50. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director Krapf excused, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 in the amount of \$423,211.84. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director Krapf excused, approved the expenditure requests for items over \$10,000.00.

### **EXECUTIVE DIRECTOR'S REPORT**

Jeff Irvin welcomed guest speakers for the PSAP regionalization discussion:

Chief Dan Brennan of Wheat Ridge PD, Sheriff Ted Mink speaking for Jefferson County as well as Lakewood PD and Captain Daryl Hollingsworth of Golden PD told the Board that their agencies are in support of a communications system consolidation study and asked for the support of the Board. The Board discussed the need to conduct a study on how and what to consolidate verses a study just communicating the need to consolidate. The result of the discussion was to have the study focus on finding the best PSAP partners for consolidation.

Jeff addressed the topic of Emergency Notification System (ENS) and the wild fire on March 26, 2012. He gave an overview of the issues with the geocoding match process and discussed proposed changes in the process to include independent address verification.

Next Jeff discussed the Call Box project. The license application was approved by the Board of County Commissioners so now the contractor can now move forward with installation. He also mentioned that they had a conference call on the Last Mile project.

MinnTex needs to confirm the fiber allocation table. The audit has been completed and returned to the auditors for finalization. Jeff hopes to present the audit at the next meeting.

### **NEW BUSINESS**

- Evacuation Notification Procedure Discussion:

Chief Shrader of JCSO asked the Board to support a plan that includes a three-level evacuation system. Director Lynn Johnson made a motion that the Board support the three-level evacuation plan, by majority vote with Director Krapf excused, the Board approved the motion.

- Setting Emergency Telephone Charge:

Attorney Tharp presented a resolution for adoption by the Board that maintains the emergency telephone charge at \$.052 per month per line for VoIP, Wireless Communication and Exchange Access Facilities. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director Krapf excused, approved the resolution.

- Election of Officers:

Attorney Tharp suggested a motion, duly seconded by Director Boukas, and by majority vote with Director Krapf excused, approved to elect Chairman Lynn Johnson, Secretary/Treasurer, Mark Krapf and Vice Chairman, Michael Donner.

Jeff requested that he be able to enlist the services of Jaci Louise of 911 Solutions in helping with monthly remittance documentation and reporting. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director Krapf excused, approved to the request of \$7600.00 per year.

Vicki Pickett of Arvada PD, asked to add one last item to her Advisory Committee Report. The Committee was approached by the Chair of the Colorado TERT Team requesting permission to use the list calling function of the Emergency Notification System to call-outs, approximately 40 to 50 members.

### **ADJOURNMENT**

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director Krapf excused, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**May 17, 2012 AT 9:00 A.M.**

1. Call to Order
2. Treasurer's Report
3. Advisory Committee Report
4. Expenditure Requests
5. Executive Director Report
7. New Business
8. Adjournment



**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**May 17, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Lynn Johnson  
                                 Director Mike Donner  
                                 Director Mark Krapf  
                                 Director Nick Boukas  
                                 Director Dan Gard  
                                 Dennis Tharp, Attorney  
                                 Debbie Quinn, Secretary

Also Present:            Jeff Irvin, Executive Director  
                                 Vicki Pickett, Arvada PD  
                                 Karin Marquez, Westminster PD  
                                 Tony Wilkins, West Metro Fire  
                                 Karyn Kretzel, West Metro Fire  
                                 Jodi Malpass, Lakewood PD  
                                 Scott Rose, Lakewood PD  
                                 Diane Culverhouse, Jefferson County Sheriff's Office  
                                 Mandy Stollsteimer, Jefferson County Sheriff's Office  
                                 Monty Heffner, Broomfield PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Jen Sliemers, Arvada Fire  
                                 Lisa Sorrentino, Golden PD  
                                 Wes Horn, Century Link

Director Johnson called the meeting to order.

**TREASURER'S REPORT**

The minutes will be approved at the next meeting. Jeff Irvin presented the Treasurer's Report. With the concurrence of Treasurer Krapf, Jeff Irvin moved \$600,000 from one of the CD's to bring the Direct Deposit Account (DDA) balance up to the level required to offset bank charges. The draft audit was received and will be set for approval next month. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote, approved the Treasurer's Report.

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, presented the Advisory Committee Report. GeoComm had their conference call and did some training in Broomfield which was successful. There are some outstanding issues with the Pictometry application and making corrections to Comcast data in reference to the ALI database and the MSAG. The time delay was too long and it was an issue with TCS and Comcast. Broomfield brought forward a new ongoing training program where they were able to take sample calls to mimic live  
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situations and more effective solutions that the committee felt would be more valuable county wide. The Arvada PD E9-1-1 telephone system upgrade was successful. Vicki attended an user's conference for Smart 911 in early May. They created a caregiver's profile and a program called Smart Prepare which has an additional layer for query by emergency management. The Committee will have a WebEx to go into these programs in more detail at a later date. Jeff announced that there would be a Senior Summit in June sponsored by the County and the committee felt it would be a good place to roll out Smart 911. Westminster and Lakewood are up and running and they would like to have a June media event.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$42,660.73. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by unanimous vote, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 amount. After a brief discussion, Lisa Sorrentino, Golden PD asked the Board to table the NICE expenses for the time being. The Board upon motion of Director Krapf, duly seconded by Director Donner, and by unanimous vote, approved the expenditure requests for items over \$10,000.00 in the remaining amount of \$1,002,065.17 after taking the NICE request off for \$72,574.00.

### **EXECUTIVE DIRECTOR'S REPORT**

Jeff gave the report. He talked about the emergency notification system and gave a brief explanation of the process of geocoding, the ADE, ALI Data Exchange records from Century Link, the records that we get from VOIP Providers and the date in the citizen registration database. The conversion of those records into plotted TN's, or telephone numbers in the GIS system being the essential heartbeat of how these systems work. The Committee wants to move away from the current vendor First Call. Their contract is up on June 1st and they would like to convert to a month to month contract until a possible replacement product is found. He suggested the Board look at the short list for the RFP, ENS, Code Red, Everbridge and Send Word Now. Another suggestion was to create a new RFP and look at what other systems are out there. One of the agencies to consider is GeoComm because their technology is now ready. Some of the agencies were happy with First Call, Lakewood being one of them but the Committee were supportive of changing to a new vendor. Jeff's recommendation was to separate the two pieces out and have two stand alone systems, ideally GeoComm handing off to the ENS provider system. Scott Rose, Lakewood PD said there is the stress of training on a new system but they were not opposed to moving to a new system. The Sheriff's Office had asked for additional testing on the system but it has not been done yet. Jeff suggested that a GIS professional consultant be hired to do the comparison testing because it was too involved to just look at the data without all of the background information. Director Krapf asked for a diagram of the work flow process from GeoComm. Director Boukas suggested that they reach out to other E9-1-1 Authorities to see how they do it. The Board agreed to go to a month to month contract with First Call, start a new RFP process with the information gleaned so far and get a

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GIS professional to do the testing of the system.

Jeff went to the CO PUC Task Force meeting and was elected Chairperson. Jeff advised that he is in the process of searching for a full service accounting firm to take over the day to day bookkeeping functions that consume so much of his time.

Chief Brennan is meeting with City of Wheat Ridge Purchasing personnel to get the consolidation process moving. Attorney Tharp discussed VoIP providers who are not paying the emergency telephone charge. He specifically mentioned the Magic Jack Company who promotes themselves as the fastest growing telephone company and who does not pay the emergency charge. Arapahoe County is pursuing the matter and Director Tharp asked the Board's permission to join the action and the Board agreed to have him follow through on that action.

#### **ADJOURNMENT**

The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by unanimous vote, adjourned the meeting.

### **NOTICE OF MEETING**

#### **FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JUNE 21, 2012 AT 9:00 A.M.**

1. Call to Order
2. Approval of April 26, 2012 and May 17, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
  - a. Acceptance of Audit
  - b. Emergency Notification System (ENS) Discussion
7. New Business
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**June 21, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                Director Lynn Johnson  
                             Director Nick Boukas  
                             Director Dan Gard  
                             Dennis Tharp, Attorney  
                             Tracy Emerson, Secretary

Also Present:        Jeff Irvin, Executive Director  
                             Vicki Pickett, Arvada PD  
                             Tony Wilkins, West Metro Fire  
                             Karyn Kretzel, West Metro Fire  
                             Shawn Cullingford, Lakewood IT  
                             Diane Culverhouse, Jefferson County Sheriff's Office  
                             Larry Stodden, Wheat Ridge PD  
                             Wendy Swanhorst, Swanhorst & Company LLC

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director Gard, and by majority vote with Director Krapf and Director Donner excused, approved the Minutes of April 26, 2012 and May 17, 2012.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Gard, duly seconded by Director Boukas, and by majority vote with Director Krapf and Director Donner excused, approved the Treasurer's Report.

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, presented the Advisory Committee Report.

- The Committee had the monthly GeoComm call and an item of note was the large number of cell tower routing updates. Jeff and Vicki also mentioned that the GeoComm enterprise license is coming up for renewal soon. They are going to be conducting a test next month in order to get a better idea of overall utilization.
- The Smart 911 media launch last week included coverage on most local networks and newspapers. Enrollment statistics will be compiled in the next month.
- The Committee has gathered a group of members to work on the notification system RFP and they will be meeting next week.

Minutes of June 21, 2012

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- Lastly, Vicki mentioned that discussions with RTD are underway regarding access with fiber along the Fastracks Gold Line.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$60,956.24. The Board upon motion of Director Boukas, duly seconded by Director Gard, and by majority vote with Director Krapf and Director Donner excused, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000 amount. The total of these requests were \$173,607.35. The Board upon motion of Director Gard, duly seconded by Director Boukas, and by majority vote with Director Krapf and Director Donner excused, approved the expenditure requests for items over \$10,000.

### **EXECUTIVE DIRECTOR'S REPORT**

Jeff Irvin introduced Wendy Swanhorst of Swanhorst & Company, LLC to present the 2011 finalized audit report to the Board. A few items new to this year's report to make note of:

- Fiber-optic network capital assets
- Federal grant reimbursement
- Restructuring of audit categories

Wendy closed her presentation by stating that aside from routine accounts receivable adjustments, there were no issues with the day-to-day accounting/financial statements of the JCECA.

Next, Jeff gave an update on the RTD fiber projects:

- He is still waiting to hear from RTD regarding the costs for the extension of 48 strands from the Auraria Higher Education terminus of the backbone project to the Denver Union Station Hub as well as the possibility obtaining fiber along the Gold Line.
- RTD has informed us that the fiber is now complete. Jeff will be in contact with RTD and Dennis Tharp regarding the process for transferring ownership.
- The connection of the last mile section is moving along. The easement issues are being resolved with the County Attorney's office.

Jeff was recently alerted to an issue with the microwave path from the Laramie Building to the Golden fire tower. He will provide more information at next month's meeting.

Jeff spoke about the meeting facilitated by Chief Dan Brennan of Wheat Ridge PD regarding the consolidation talks among the 4 PSAP's (Wheat Ridge, Golden, Lakewood and Jefferson County Sheriff's Office). A first draft of the RFP will be reviewed by July 9, 2012.

Regarding the Emergency Notification System, Jeff has learned that NENA has a standard already developed that he felt would be beneficial to incorporate into the RFP process. The NENA standard should help to narrow the scope of expertise in this area. The group will review the draft on June 28, 2012.

Minutes of June 21, 2012

Jeff had a consultant prepare a proposal to complete a comparison report of the existing data set. The cost of the study was higher than anticipated however overall he felt that the process with the consultant was very constructive. One consideration that came from this process was to reach out to the variety of other County sources (voter registration, motor vehicle registration and Assessor) available to ensure we are capturing all the addresses.

### **NEW BUSINESS**

Jeff requested the Board to consider approval for utilizing the services of a special district management company for routine bookkeeping and accounting services beginning July 1, 2012 at a cost of \$48,750.00 for the remainder of 2012. By utilizing this service, it would eliminate the need to for the other accountant currently being used to generate the monthly financial reports. The total adjusted cost for the remainder of 2012 would be \$47,160.00. An RFP process for the services would be conducted for 2013. The Board upon motion of Director Boukas, duly seconded by Director Gard, and by majority vote with Director Krapf and Director Donner excused, approved the expenditure.

Dennis Tharp brought forward a resolution adopting the Colorado Special District's retention schedule, Resolution #2012-01. The Board upon motion of Director Gard, duly seconded by Director Boukas, and by majority vote with Director Krapf and Director Donner excused, approved Resolution #2012-01.

Dennis confirmed with the Board that the July meeting be moved to July 26, 2012.

Lastly, Dennis discussed appointing a committee of technical people charged with operating, allocating and maintaining the fiber policy.

### **ADJOURNMENT**

The Board upon motion of Director Boukas, duly seconded by Director Gard, and by majority vote with Director Krapf and Director Donner excused, adjourned the meeting.

**NOTICE OF MEETING**  
**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**JULY 26, 2012 AT 9:00 A.M.**

1. Call to Order
2. Approval of June 21, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**July 26, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                 Director Mike Donner  
                              Director Mark Krapf  
                              Director Dan Gard  
                              Dennis Tharp, Attorney  
                              Debbie Quinn, Secretary

Excused:                Director Lynn Johnson  
                              Director Nick Boukas

Also Present:          Jeff Irvin, Executive Director  
                              Vicki Pickett, Arvada PD  
                              Debbi Gomez, Arvada PD  
                              Tony Wilkins, West Metro Fire  
                              Karyn Kretzel, West Metro Fire  
                              Pat Purdy, West Metro Fire  
                              Jodi Malpass, Lakewood PD  
                              Diane Culverhouse, Jefferson County Sheriff's Office  
                              Monty Heffner, Broomfield PD  
                              Larry Stodden, Wheat Ridge PD  
                              Chris Ambrosio, Arvada Fire  
                              Wes Horn, Century Link

Director Donner called the meeting to order.

**APPROVAL OF MINUTES**

The Board tabled the approval of the minutes because Director Krapf and Director Donner were not present at the last meeting.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. Director Donner thanked Jeff for handling the audit. The Board upon motion of Director Gard, duly seconded by Director Krapf, and by majority vote with Director Johnson and Director Boukas excused, approved the Treasurer's Report.

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, presented the Advisory Committee Report.

- The Committee had the monthly GeoComm conference call. They have done quite a bit of wireless routing work.
- Smart 911 has gone live for Arvada Fire and will launch in August for Wheat Ridge, Golden and Broomfield. West Metro Fire is waiting for their phone



upgrade. 3, 000 people have signed up. Two new 911 phone apps, Street Safe and 911 Assist claim to help in emergencies but do not have the capability to offer the same services as Smart 911. Lakewood is doing a public service announcement for National Night Out, August 7th and have commissioned a Public Service Announcement (PSA) video that is nearly completed featuring personnel from various agencies.

- Matt Teague, First Call updated the committee on some of the items they've done to fix their product. They purchased a commercial database and manually compared database accuracy at 90%. The citizen verification shows the location and sends an e-mail showing all registered numbers of the citizen. Diane Culverhouse, Jeffco Sheriff's Office said they had a dialer problem with over 200 out of 421 calls needing to be resent because no message was attached.
- Jeff stated they were still working on the Emergency Notification System (ENS) RFP but had heard from Kimberly Culp, Larimer County Emergency Telephone Authority, who would like to form a committee to pool resources to do a RFI for the larger metro area and throughout Colorado for the notification process. This would delay the RFP process because it would not be done until the end of the year. The Board discussed the two options at length but felt the need to make a decision soon because of the recurring problems with the existing system. Jeff will talk to Kimberly to see if that timeline could be moved up and Vicki was going to check with the PSAP's to see which option they wanted to pursue. The consensus was that the committee needed to act in the very near future and could perhaps ask Kimberly if she would review the JCECA RFP and give her input in light of what the committee has contributed.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$43,246.97. The Board upon motion of Director Gard, duly seconded by Director Krapf, and by majority vote with Director Johnson and Director Boukas excused, approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over the \$10,000 amount. The Board upon motion of Director Krapf, duly seconded by Director Gard, and by majority vote with Director Johnson and Director Boukas excused, approved the expenditure requests for items over \$10,000.00 in the remaining amount of \$374,169.32.

### **EXECUTIVE DIRECTOR'S REPORT**

Jeff reported that RTD has indicated that the cost to extend the 48 strand fiber from the terminus of the 96 strand backbone at the Auraria Higher Education Center (AHEC) to the Denver Union Station (DUS) hub, which would allow for eventual connection to the Gold Line catenary fiber will cost an estimated \$62,000. The Board agreed to move ahead with this project. With regard to the last mile project, Jeff reported that the completed study indicated there is not a viable path for single hop wireless link between either the Laramie Building or the JCSO radio tower. Colorado School of Mines has been approached regarding placing equipment on one of their buildings for a repeater that would facilitate connectivity for the City of Golden. The Consolidation RFP process is moving forward and will be ready for publication soon.

**ADJOURNMENT**

The Board upon motion of Director Krapf, duly seconded by Director Gard, and by unanimous vote, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**AUGUST 16, 2012 AT 9:00 A.M.**

1. Call to Order
2. Approval of April 26, 2012 and May 17, 2012 Minutes
3. Treasurer's Report
  - a. Acceptance of Audit
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**August 16, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Lynn Johnson  
                                 Director Mike Donner  
                                 Director Nick Boukas  
                                 Director Mark Krapf  
                                 Director Dan Gard  
                                 Dennis Tharp, Attorney  
                                 Tracy Emerson, Secretary

Also Present:            Jeff Irvin, Executive Director  
                                 Vicki Pickett, Arvada PD  
                                 Tony Wilkins, West Metro Fire  
                                 Karyn Kretzel, West Metro Fire  
                                 Pat Purdy, West Metro Fire  
                                 Diane Culverhouse, Jefferson County Sheriff's Office  
                                 Monty Heffner, Broomfield PD  
                                 Jen Sliemers, Arvada Fire  
                                 Lisa Sorrentino, Golden PD  
                                 Scott Rose, Lakewood PD  
                                 Shawn Cullingford, Lakewood IT  
                                 Karen Marquez, Westminster

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote approved the Minutes of June 21, 2012 and July 26, 2012.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by unanimous vote approved the Treasurer's Report.

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, presented the Advisory Committee Report.

- Greg Murdock, GeoComm attended the Advisory Committee meeting and presented their quarterly status report.
- The Advisory Committee discussed a recent incident in which a 911 call was

- placed from a Smart phone while connected to free wi-fi. Apparently the call did not switch to the cellular data network and the call routed in via wi-fi with a location that was 12 miles off. Unknown why this happened but they are making the PSAP's aware of this issue.
- Several PSAP representatives will be attending the Jeffco Emergency Managers meeting on August 28, 2102 for a presentation on the next steps with CMAS. CMAS is a FEMA DHS project for cell tower notification for Amber alerts, weather alerts and such.
- Jeff also suggested that the Advisory Committee may want to create a special committee to oversee the information that is placed on the web site to make sure it is consistent with information being provided by our agencies.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The total of these requests were \$45,476.22. The Board upon motion of Director Donner, duly seconded by Director Gard, and by unanimous vote approved the expenditure items under \$10,000.

Jeff then presented the major expenditure requests over \$10,000.amount. The total of these requests were \$35,681.88. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous vote approved the expenditure requests for items over \$10,000.

### **EXECUTIVE DIRECTOR'S REPORT**

- Jeff announced that the regionalization RFP was issued on August 28, 2012. He presented a schedule to the board which has the consultants completing their work sometime in the first quarter of 2013. They are waiting to see what kind of responses they get and will then move forward with the process.
- Secondly, Jeff mentioned that they are about ready to launch the ENS RFP with an anticipated issuance date of August 31, 2012. The final draft review will be out early next week for final comments and legal review before launching. The schedule has a start date of November 1, 2012 with cut-over selected systems of November 30, 2012.
- The Jeffco Fiber Optic Network (JFON) group brought all the agencies together to meet on August 9, 2012 to review the policy they had developed. They also were able to appoint a few people to the committee and hope to have the entire committee established by the next meeting on August 30, 2012. Their plan is to come before the Authority at the September meeting for adoption of the new policy.
- Jeff spoke to RTD last week and they are not quite ready for the hand-off of the West Corridor fiber just yet.
- He is waiting for a firm cost estimate for the section that will connect from the terminus of the grant funded backbone fiber at Auraria Higher Education Center (AHEC) to the Denver Union Station (DUS) hub.
- It appears now that there is a not a line of sight path for microwave from Jeffco Campus to the City of Golden. Discussions are underway with Colorado School

of Mines regarding a possible path involving a combination of fiber and microwave.

- Pictometry imagery was received and Jeff is in the process of deploying it to the agencies. Jeff believes that it would be a good idea to have a viable archive of these data sets for future purposes.
- Jeff attended accounting training at the Colorado Government Finance Office Association (CGFOA).
- Regarding Smart 911, Vicki mentioned some of the communications going out to the public. Jeff showed the public service announcement video that will be aired soon.
- Scott Rose from Lakewood PD gave an update about the South Regional Backup Center. The center was utilized during a scheduled outage at the Lakewood Community Center for upgrade and repair of a genset transfer switch.

### **ADJOURNMENT**

The Board upon motion of Director Boukas, duly seconded by Director Gard, and by unanimous vote, adjourned the meeting.

### **NOTICE OF MEETING**

#### **FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**SEPTEMBER 27, 2012 AT 9:00 A.M.**

1. Call to Order
2. Approval of August 16, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
  - a. J-FON Policy Adoption
  - b. Resolution Delegating Authority to Executive Director to Sign Easements and Licenses for the Fiber Project
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**September 27, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Mike Donner  
                                 Director Mark Krapf  
                                 Director Dan Gard  
                                 Director Nick Boukas  
                                 Dennis Tharp, Attorney  
                                 Debbie Quinn, Secretary

Excused:                   Director Lynn Johnson

Also Present:            Jeff Irvin, Executive Director  
                                 Vicki Pickett, Arvada PD  
                                 Jodi Malpass, Lakewood PD  
                                 Shawn Cullingford, Lakewood IT  
                                 Diane Culverhouse, Jefferson County Sheriff's Office  
                                 Monty Heffner, Broomfield PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Barb Marquez, Westminster PD  
                                 Christy McCormick, Evergreen Fire/Rescue

Director Donner called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director Gard, and by majority vote with Director Johnson excused, approved the Minutes of August 16, 2012.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. This was the first month that Special District Management Services Inc. prepared the accounting report. The Board upon motion of Director Boukas, duly seconded by Director Gard, and by majority vote with Director Johnson excused, approved the Treasurer's Report.

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, presented the Advisory Committee Report.

- The Committee had the monthly GeoComm conference call. Stacen Gross reviewed their proposed agreement extension and associated costs for the committee.
- Jeffco Schools Security made a presentation for the Advisory Committee regarding terminology and procedures for their standard response protocol as it pertains to lockdowns and lockouts for the schools.
- Jeffco Emergency Management held a meeting this month that was attended by several Advisory Committee members with regard to the Commercial Mobile Alerting System, (CMAS). Vicki got a commitment from people to participate in a Mission Minutes of September 27, 2012

Threat Workshop to address scenarios and the problem solving process involved in order to conduct a CMAS launch. Vicki would like the group to go over emergency notifications in general and perhaps streamline the process.

- There was the 911 Summit on Monday with approximately 80 people attending.
- Smart 911 has received over 2,000 new profiles. They are still trying to get the word out. The PSA has been distributed. They have reached 1% of the population and have many forthcoming events where they will inform the public of the service.
- The Broomfield, Jeffco and Golden interoperable phone system project is progressing. A discussion was held regarding the cost savings of using Metro Optical Ethernet (MOE) rather than multiple T1s for transport in the system..

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board briefly discussed the request for renewal of Pictometry Online licensing and a request to send three people to the Pictometry Futurview Conference. Monty Heffner fielded questions from the Board regarding a request by Broomfield PD for funding for first aid training equipment replacement to be used by the Communications Center personnel in maintaining their first aid and emergency medical dispatching certifications. The Board upon motion of Director Krapf, duly seconded by Director Gard, and by majority vote with Director Johnson excused, approved the expenditure items under \$10,000 in the amount of \$60,465.91.

Jeff then presented the major expenditure requests over the \$10,000 amount. The Board upon motion of Director Gard, duly seconded by Director Boukas, and by majority vote with Director Johnson excused, approved the expenditure requests for items over \$10,000.00 in the amount of \$330,025.55. Jeff explained that the projected budget has been penetrated by 80% with 67% of the fees collected. He stated that the projected fees for 2012 had been based on an increase seen in 2011. It remains to be seen if 2012 collections will attain that projection..

### **EXECUTIVE DIRECTOR'S REPORT**

As mentioned in the Advisory Committee report, GeoComm has submitted a proposed agreement extension. Jeff will prepare an analysis for discussion during the October Planning Session. He said the agreement includes the addition of preparation and maintenance of the ENS layer to be used with the Emergency Notification System (ENS).

During a WebEx session with ENS RFP applicants. Jeff received affirmation that the JCECA approach to develop an ENS layer will help to assure accuracy of data used for notifications. Jeff received 14 responses to the Regionalization RFP. ENS RFPs applications are due October 1st and he is hoping for a good response. Vicki and Jeff received an IS-247a - Emergency Management Institute (EMI) certification for the IPAWS (Integrated Public Alert & Warning System ) document from FEMA - Federal Emergency Management Agency for DHS - Department of Homeland Security. Vicki and Jeff will serve as the Pock's - Point of Contact for the CMAS - Commercial Mobile Alert System. Jeff suggested that at least one person from each agency be trained in this protocol.

Shawn Cullingford, Lakewood IT was elected chairman of the J-FON – Jeffco Fiber Optic Network committee. They met at the end of August and went through the policy Minutes of September 27, 2012

document. October 16th is the date for the network overview for the backbone and when the Board will take actual ownership of the RTD fiber. Dean Davis, Jeffco Sheriff's Office IT Manager was elected co-chair of the committee. The purpose of the committee is to oversee the operation and maintenance of the network within the parameters set forth in the policy document that will be presented to the Board for adoption.

Jeffco hosted the Colorado 9-1-1 summit, planned and staged by the Colorado 9-1-1 Resource Center. There were 79 participants and it was very successful.

Jeff is participating in a working group preparing a draft RFI to be disseminated to the 56 9-1-1 Authorities in Colorado for comment prior to release to industry. The purpose of the RFI is to solicit opinion from industry as to the path to pursue to establish NG9-1-1 in Colorado. The group has also reached out to the Telecomm Graduate School at CU to see if they are interested in involving their students in the process.

Jeff is also chairman of the Colorado PUC 9-1-1 Task Force. The Task Force traditionally attends a hearing with the PUC Commissioners each year to report the state of 9-1-1 in Colorado. Due to schedule conflicts it was not possible to schedule the hearing. The report will be circulated to task force membership for comment and then be transmitted to the Commissioners.

Dennis Tharp mentioned that concerns about Statewide Next Gen need to be planned out. The larger authorities will start the process and that should make it easier for the remote areas to then opt in. Wireless users expect 911 service where ever they go in the State so the issue needs to be talked about and planned for but Jeff thought it was premature to discuss "a super authority" but rather have a steering committee cooperative plan to make these decisions.

### **NEW BUSINESS**

J-FON Policy Adoption – The Board discussed adoption of the J-FON Policy document. It was decided that the Board needed more time to study the policy and will discuss further and/or adopt during the October meeting.

Resolution Delegating Authority to Executive Director to Sign Easements and Licenses for the Fiber Project – Following a brief discussion, the Board upon motion of Director Krapf, duly seconded by Director Boukas, and by majority vote with Director Johnson excused, approved the resolution granting authority for Jeff to sign the easements and licenses needed for the fiber project.

Jeff stated that he would send out a calendar reminder about the October 9th meeting. **(This date has been changed to 10/16/12 at 9:00 a.m. at Evergreen Fire Rescue Admin Bldg. Training room, 1802 Bergen Pkwy., Evergreen Co 80439. Both the Planning session and regular Board meeting will be held.)**

### **ADJOURNMENT**

The Board upon motion of Director Gard, duly seconded by Director Boukas, and by majority vote with Director Johnson excused, adjourned the meeting.



**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**OCTOBER 16, 2012 AT 9:00 A.M.**

**EVERGREEN FIRE RESCUE ADMIN BLDG.**

**TRAINING ROOM, 1802 BERGEN PKWY., EVERGREEN CO 80439**

**PLANNING SESSION AND BOARD MEETING**

1. Call to Order
2. Approval of September 27, 2012 minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

October 16, 2012

The Jefferson County Emergency Communications Authority Board met in regular session at the Evergreen Fire Rescue Administration Building located at 1802 Bergen Pkwy, Evergreen, Colorado.

Present:                    Director Mark Krapf  
                                 Director Mike Donner  
                                 Director Nick Boukas  
                                 Director Dan Gard  
                                 Dennis Tharp, Attorney

Absent:                    Director Lynn Johnson

Also Present:            Jeff Irvin, Executive Director  
                                 Vicki Pickett, Arvada PD  
                                 Scott Rose, Lakewood PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Monty Heffner, Broomfield PD  
                                 Christy McCormick, Evergreen Fire  
                                 Wes Horn, Century Link  
                                 Diane Culverhouse, JCSO  
                                 Jodi Malpass, Lakewood PD  
                                 Michael Murphy, WMFR  
                                 Scot Swindall, WMFR  
                                 Karyn Kretzel, WMFR

Director Donner called the meeting to order at 9:05 a.m.

**APPROVAL OF MINUTES**

The Board upon motion duly seconded, and by majority vote approved the Minutes of September 27, 2012.

**TREASURER'S REPORT**

Jeff Irvin gave the Treasurer's Report and the Budget report through the end of September. The statements were prepared by Special District Management Services, Inc. Jeff noted that our revenues as reflected in the profit and loss report are at 72.4% and the actual expenditures are at 48.5%, though additional expenditures have already been authorized. The Board upon motion and by majority vote approved the Treasurer's Report.

## **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, gave the Advisory Committee report. GeoComm provided their monthly report. They clarified their updated quote. The mapping subcommittee met with them and discussed GIS issues. The JCSO launched an emergency notification call to a two (2) mile radius in response to a reported carjacking. Ryan with FirstCall addressed the Committee to discuss the launch. Jeff advised that he has spent considerable time studying the various notification issues. The number of lines available for emergency notifications is limited to the number of lines in the central office serving the area receiving the notifications. Emergency service notifications do not get priority over other uses of the finite number of central office lines. There were approximately 24,000 telephone numbers within the two-mile radius. 17,000-18,000 successful calls did occur. It must be kept in mind that any emergency notification system can only be put to use on a limited basis. The system works well with small notifications. The PSAP must take into consideration the density of the area being notified.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts less than \$10,000. The total of these requests were \$33,134.19. There was considerable discussion over the Wheat Ridge request for a video throw phone system. The Board upon motion and by majority vote approved the requests in the amount of \$33,134.19.

Jeff then presented the expenditure requests over \$10,000 in the amount of \$57,266.12. The Board upon motion, and by majority vote, approved the expenditure requests in the amount of \$57,266.12.

### **NEW BUSINESS**

Jeff advised the Board of the debate within the PUC 911 Task Force whether to issue an RFI to vendors for NexGen or to wait for Qwest to provide their proposal for provisioning NexGen.

Dennis Tharp advised the Board that ten Notices of Claims were received regarding the Lower North Fork Fire. These claims were presented to the insurance company. The insurance company advised that they do not believe actual lawsuits will be filed against the Authority.

### **ADJOURNMENT**

The Board adjourned the meeting.

**NOTICE OF MEETING**  
**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**DECEMBER 20, 2012 AT 9:00 A.M.**

1. Call to Order
2. Approval of September 27, 2012 and October 16, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Discussion and Approval of 2013 Budget
7. Discussion and Approval of Jefferson County Fiber Optic Network (J-FON) Policy Statement
8. Executive Director Report
9. New Business
10. Executive Director Annual Review in Executive Session  
(C.R.S. 24-6-402 (4)(f)(1) Personnel matters)
11. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**December 20, 2012**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                Director Lynn Johnson  
                             Director Mark Krapf  
                             Director Dan Gard  
                             Dennis Tharp, Attorney  
                             Tracy Emerson, Clerk

Excused:               Director Mike Donner  
                             Director Nick Boukas

Also Present:         Jeff Irvin, Executive Director  
                             Vicki Pickett, Arvada PD  
                             Jodi Malpass, Lakewood PD  
                             Diane Culverhouse, Jefferson County Sheriff's Office  
                             Monty Heffner, Broomfield PD  
                             Larry Stodden, Wheat Ridge PD  
                             Christy McCormick, Evergreen Fire/Rescue  
                             Daryl Hollingsworth, Golden PD  
                             Jen Sliemers, Arvada Fire  
                             Mike Weege, Evergreen Fire/Rescue  
                             Chris Johnson, Evergreen Fire/Rescue  
                             Bill Kilpatrick, Golden PD  
                             Jennifer Nellis, City of Wheat Ridge/Purchasing  
                             Daniel Brennan, Wheat Ridge PD

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Gard, duly seconded by Director Krapf, and by majority vote with Director Donner and Director Boukas excused, approved the Minutes of September 27, 2012 and October 16, 2012.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Gard, duly seconded by Director Krapf, and by majority vote with Director Donner and Director Boukas excused, approved the Treasurer's Report.

**REGIONALIZATION STUDY**

The Board upon motion of Director Krapf, duly seconded by Director Gard, and by majority vote with Director Donner and Director Boukas excused, approved the contract with Mission Critical Partners in the amount for \$78,625.00.

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, presented the Advisory Committee Report.

- At the November meeting representatives from NICE gave an update on recent issues and ongoing projects. They are planning to address the Committee on a regular basis which would allow them to hear direct feedback from the user agencies.
- The Committee saw a demonstration of ECATS, the information data collection software. ECATS tracks 911 trunk activity and calls from start to finish even across PSAP's. CenturyLink is considering re-selling the product and overall the Committee felt it had good potential.
- The Committee heard a report from the people who attended the Pictometry Conference. They are excited for the GIS Committee to get a strategic plan in place and start moving forward. Jeff Irvin added that the first meeting for the GIS Committee would be January 24, 2013. Training programs, both overall and dispatcher focused, are being coordinated to increase utilization of the Pictometry product.
- Vicki gave an update on the Code Red training sessions focused on helping people to feel more comfortable with the system.
- Vicky and Jeff both gave an update on the CMAS I-PAWS (Integrated Public Alert Warning System) project. They both attended the FEMA IS247A training course and are encouraging at least one representative from each agency to complete the training. Vicki is working with Jeffco Emergency Management to coordinate a workshop and trial runs in January to get a better idea of the impact of the system. Jeff mentioned they have completed the entire process with the exception of the sign off from the State.
- Lastly Vicky mentioned that approximately 5800 citizens have registered in the Smart-911 system.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Gard, duly seconded by Director Krapf, and by majority vote with Director Donner and Director Boukas excused, approved the expenditure items under \$10,000 in the amount of \$117,996.59.

Jeff then presented the major expenditure requests over the \$10,000 amount. The Board upon motion of Director Krapf, duly seconded by Director Gard, and by majority vote with Director Donner and Director Boukas excused, approved the expenditure requests for items over \$10,000.00 in the amount of \$1,273,925.46.

### **BUDGET**

Jeff Irvin presented the 2013 Budget for consideration, highlighting specific items in detail. The Board upon motion of Director Gard, duly seconded by Director Krapf, and by majority vote with Director Donner and Director Boukas excused, approved the 2013 budget in the amount of \$4,844,446.00.

The Board upon motion of Director Gard, duly seconded by Director Krapf, and by majority vote with Director Donner and Director Boukas excused, approved the appropriation of \$4,844,446.00 for expenditure in the calendar year of 2013.

**JEFFERSON COUNTY FIBER OPTIC NETWORK (J-FON) POLICY STATEMENT**

Dennis Tharp presented the J-FON Policy Statement. The Board upon motion of Director Krapf, duly seconded by Director Gard, and by majority vote with Director Donner and Director Boukas excused, approved the Policy Statement for the Jefferson County Public Safety Fiber Optic Network.

**EXECUTIVE DIRECTOR'S REPORT**

The Board upon motion of Director Krapf, duly seconded by Director Gard, and by majority vote with Director Donner and Director Boukas excused, approved the GeoComm Agreement for 2013, Emergency Communication Network Agreement, W.L. Contractor's, Inc. Agreement, Building Entrance Agreement with Jefferson County, Union Pacific Railroad License Agreement in the amount of \$7,300.00 and BNSF Railroad License Agreement not to exceed the amount of \$4,000.00.

**EXECUTIVE SESSION**

The Board went into Executive Session (per Colorado Revised Statutes §24-6-402 (4)(f)(I) to address personnel matters) for the annual review of the Executive Director. The Board upon motion of Director Krapf, duly seconded by Director Gard, and by majority vote with Director Donner and Director Boukas excused, approved the Executive Session and to not reconvene after adjournment.

**ADJOURNMENT**

The Board upon motion of Director Gard, duly seconded by Director Boukas, and by majority vote with Director Donner and Director Boukas excused, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JANUARY 17, 2013 AT 9:00 A.M.**

1. Call to Order
2. Approval of December 20, 2012 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment