

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JANUARY 18, 2018

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 Casey Tighe
 Director Ken Olsen
 Director Alan Fletcher
 Director Bob Olme
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Not Present: Director Gary Creager

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Chris Malmgren, Pleasant View Fire
 Jen Sliemers, Arvada PD
 Monte Heffner, Broomfield PD
 Missy Saggau, Westminster PD/Fire
 Erin Collard, JeffCo Budget

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Fletcher, duly seconded by Director Olme and by unanimous vote, approved the Minutes of December 21, 2017.

TREASURER'S REPORT

Jeff presented the Treasurer's Report as \$3,901,238.61 of total liabilities and equity as of December 31, 2017.

Jeff presented the total disbursements in December as \$1,107,331.58.

The Board upon motion of Director Olme, duly seconded by Director Olsen moved to engage with Swanhorst and Co for the purposes of the 2017 financial audit for an amount not to exceed \$6,000.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom presented the Advisory Committee Report. The following topics were covered:

- The attendance at the last Advisory Committee Meeting was smaller than previous meetings.
- GeoComm is preparing an in-person presentation scheduled for February or March. They attended the meeting via WebEx and gave a 2017 overview which included reporting that there were 229 MSAG errors corrected as reported by the PSAP's.
- The Emergency Notification GIS layer is at a 99.74% match rate.
- GeoComm is working with Jeffcom to make sure that all the shape files are uploaded to West.
- Onsolve (CodeRED) – a new representative has been assigned to the JCECA account and has helped with the analysis of the results from the All Call test in December. The total numbers in the database were reported. There were 115,107 phone numbers. 59,780 people signed up for text notification, 56,485 for email notification and 65,506 subscribers to weather warnings.
- Larry Stodden has fully retired. There is a celebration being planned.
- Assuming the board moves their meetings to the last Thursday of each month, the Advisory Committee will be meeting the Tuesday before the board meetings.

JEFFCOM REPORT

Vicki Pickett, Jeffcom presented the monthly report. The following topics were discussed:

- Employees of six of the eight consolidating agencies transitioned and became Jeffcom employees as of January 1, 2018.
- The dispatch employees have submitted shift bids vacation bids. The official Jeffcom schedule will start at the end of May.
- The official PSAP ID from the FCC PSAP registry has been received.
- When the physical transition to the center in February occurs, text to 911 services will continue to be provided via the GEM web-based solution. Jeffcom is going to transition to the integrated IP based SMS to 911 in the months following. There will not be a gap in coverage.
- Training for employees has been going in earnest. The board is finalizing policies today in their meeting and employees are training with the integrated EMD/EFD software to be used with the CAD system.
- Director Olsen asked if there was going to be a great deal of training needed for employees transitioning from the PSAP's. Vicki expressed that some PCAPS only deal with Fire and EMS or Law enforcement calls currently so all employees will need to be trained, additionally all employees will need to be familiar with geography. The employees trained in law enforcement calls will transition to TriTech and employees trained in fire and EMS calls will need to be trained in the TriTech software.
- Director Tighe asked if there are controls in place to ensure IPAWS doesn't send out an accidental message. Vicki explained that there are plenty of controls in place to prevent mistakes.

- The cash flow for Jeffcom is good so far. They are receiving their first quarter checks from the agencies. There is \$1.27 million in the bank and they have begun payroll.

EXPENDITURE REQUESTS

Jeff presented the 2018 agency expenditure requests for the month of January for amounts of \$10,000 or less. After a general discussion, the Board upon motion of Director Fletcher, duly seconded by Director Olme and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$9,899.25.

Jeff presented the 2018 agency expenditure requests for the month of January for amounts of \$10,000 or more. After a general discussion, the Board upon motion of Director Tighe, duly seconded by Director Olme and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$423,443.75.

EXECUTIVE DIRECTOR REPORT

- Jeff confirmed the moving of the JCECA meetings to the 4th Thursday of the month at 10:00am in Hearing Room 1 located at 100 Jefferson County Parkway, Golden, CO 80401.

NEW BUSINESS

- Ryan Tharp gave an update regarding the Public Utilities Commission.
 - The rules of PUC governing for 911 service as it relates to Century Link's service has been approved.
 - TracPhone withdrew its application once it became clear the application was going to be contested. A lobbyist may have been hired to work to get the law changed.
 - Century Link's Next Gen 911 Tariff is moving along. There have been weekly meetings for review of the tariff and costs. JCECA, Adams and Arapahoe counties have hired an expert witness to present costs at the PUC hearing which is scheduled in late July; although there is hope that a settlement will be possible before the hearing.
- Jeff and Ryan discussed the legislation that has been introduced:
 - A bill to limit the amount of radio encryption public safety can use.
 - A bill that provides different penalties for not calling 911.
 - The Colorado Information Sharing Consortium and Department of Public safety are pushing a bill to help fund the CISC to offset some of the local cost.
- Airbus has applied to be a Basic Emergency Service provider which could make them a competitor with Century Link for 911 service to PSAP's.
- Director Olme asked if there have been responses to the letters regarding telephone service provider (TSP) underpayments. Jeff advised that there have been no responses as of yet but he will look into what will motivate TSP's to respond and hopefully remit correctly.
- The board expressed their appreciation for Jeffcom's hard work during the transition.

ADJOURNMENT

Director Tighe adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
FEBRUARY 22, 2018 AT 10 A.M.
JEFFERSON COUNTY COURTS & ADMIN BUILDING
100 JEFFERSON PKWY, HEARING ROOM 1, GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. January 18, 2018 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
 - a. Report of status of collections efforts.
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
FEBRUARY 22, 2018

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 Casey Tighe
 Director Ken Olsen
 Director Alan Fletcher
 Director Bob Olme
 Attorney Ryan Tharp
 Debbie Quinn, Clerk

Excused: Director Gary Creager

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Jeff Streeter, Jeffcom
 Missy Saggau, Westminster PD/Fire
 Monty Heffner, Broomfield PD
 Chris Malmgren, Pleasant View Fire

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Fletcher and by unanimous vote, approved the Minutes of January 18, 2018.

TREASURER'S REPORT

Jeff Irvin did not present the Treasurer's Report due to the audit process reconciliation. The cash on hand was \$575,567 and Jeff felt comfortable with where things are with expenditures going out and emergency telephone charge (ETC) payments coming in. The cash on hand is a little tighter than normal but he feels that by end of April or beginning of May with the collection of higher ETC fees the report should be reconciled.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom presented the Advisory Committee Report. They had a small group at the meeting and the following topics were covered:

- The GeoComm representative was on site and they are working on the Jeffcom project getting the Tritech Legacy system cleaned up. They found 30 MSAG errors and are continuing to update the information. The ECN data is at 99.7% match rate for CenturyLink and Comcast records and will continue working with GIS contacts to make sure they are receiving the updates.
- Onsolve (CodeRED vendor) is working on adding citizen updates in Arvada Westminster and Broomfield. After some analysis they have figured out that they have 300 TDD lines County- wide. Onsolve is adding in capability for some of the users to make throttling adjustments and slowing down the launch for lower population areas so they don't get clogged with failure notices.

JEFFCOM EXECUTIVE REPORT

Jeff Streeter, Jeffcom Executive Director reported a one-month setback to the first phase cutover due to QOS testing with CenturyLink. Redundancy was failing with calls dropping and garbled calls with two documented failures. Century Link and Airbus accepted responsibility for the engineering flaw and are in the process of fixing the problems. The new dates for Phase I cutover are March 12th for Golden PD, March 13th, Jeffco Sheriff and March 14th West Metro Fire. The next week they will begin Phase II with Arvada Fire/Police and Wheat Ridge Police with a two-week gap followed by Evergreen Fire and Lakewood moving over to Jeffcom. Jeff stated that there will be some fiscal impact which he is willing to hand off to Century Link to pay.

They are busy with training in all categories. Jeffcom is contracting with GroundFloor Media on a comprehensive media release program. They will do press releases as the cutovers take place with the larger media blast reserved for the culmination of the project. The media package will include a year-long push on social media which will brand Jeffcom, speak to the cost savings, educate the public on Onsolve, Smart 911, Text to 911 and express the enhanced service with the consolidation.

Director Olme left the meeting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less in the amount of \$26,996.35. He then presented the agency expenditure requests for amounts over \$10,000 for \$234,362.33. The Board, upon motion of Director Olsen, duly seconded by Director Fletcher and by unanimous vote, approved the combined total of expenditure requests in the amount of \$261,358.68.

EXECUTIVE DIRECTOR REPORT

- JCECA is hosting the Colorado PUC Taskforce meeting on March 8th followed by the Colorado 911 Resource Meeting at the West Metro Fire Building.
- Jeff would like to attend the May APCO Broadband summit with the Board's permission.

Attorney Ryan Tharp discussed the following items:

- A bill was introduced in the legislature to create a 911 State Oversight Board. Ryan has concerns with the powers the new Board may have and will continue to monitor the situation.
- CenturyLink filed their initial tariff for NextGen911 and submitted a new proposal following the county recommendations. The Counties, Jeffco, Arapahoe, Adams and Montrose engaged an economist as an expert witness to discuss the price of the tariff and they are hopeful there will be a settlement in the next month or so. After the settlement and the tariff is in place, 911 authorities will be able to initiate the NextGen911 process.
- Ryan will send copies of the legislation and his opinions to the Board members, so they can gather information and discuss it at the next meeting.
- Airbus is filing an application for BESS (Basic Emergency Service Provider). They must provide a statewide average cost. CenturyLink is already a BESS for Colorado. The concerns are having two BESSs in one state. The meeting is scheduled for March 30th.

Jeff discussed the collection efforts for the telephone service provider (TSP) underpayments. A letter was sent to Verizon on December 20th to which there has been no response. Jeff contacted KPMG who provides remittance accounting services to Verizon. He subsequently received a call from Daisy Carrera, Verizon, who advised that she is in the process of amending the returns that were called into question. Jeff advised that he is monitoring returns as they are received to make sure TSP's are remitting at the correct rate.

ADJOURNMENT

The meeting was adjourned by Director Tighe.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
MARCH 22, 2018 AT 10:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. February 22, 2018 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MARCH 22, 2018

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 Gary Creager
 Director Ken Olsen
 Director Alan Fletcher
 Director Bob Olme
 Attorney Ryan Tharp
 Debbie Quinn, Clerk

Excused: Director Casey Tighe

Also Present: Jeff Irvin, Executive Director
 Missy Saggau, Westminster PD/FD
 Jay Johnson, Broomfield PD
 Monty Heffner, Broomfield PD
 Chris Malmgren, Pleasant View Fire

Director Fletcher called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the Minutes of February 22, 2018.

TREASURER'S REPORT

Executive Director Irvin presented the Treasurer's Report for month of January 2018 and \$455,466.37 of cash disbursements for the month. In 2018 the accountants for JCECA will be preparing financials after they have accrued the revenue applicable to the month being reported. This means that going forward the financial reports will lag by one month i.e.: at the April meeting the report for February will be presented. The Board upon motion of Director Olme, duly seconded by Director Creager and by unanimous vote, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

Missy Saggau, Westminster PD/FD presented the Advisory Committee Report. The following topics were covered:

- GeoComm – a representative will be attending the Advisory Committee meeting in person in April. They reported that the emergency notification system (ENS-CodeRED data validated at a 94.7% match rate in February.
- NICE- no new tickets to review.
- CenturyLink – a work ticket for installation of a 10MB ethernet link for radio connectivity between Evergreen Fire Rescue and Jeffcom was initiated.
- Onsolve (CodeRED vendor) – monthly reporting has changed so it spans each month rather than the thirty-day period prior to the Advisory Committee meeting.

JEFFCOM EXECUTIVE REPORT

Jeff Streeter, Jeffcom Executive Director was unable to attend due to activity associated with the second phase of agency cutover. Director Olme advised that the first three agencies were set up with minimal problems and the second phase is in progress. No calls were missed. Executive Director Irvin advised that the South Regional Backup Center (SRBC) equipment is being installed.

EXPENDITURE REQUESTS

Executive Director Irvin reviewed the status of expenditure authorizations, revenue and budget penetration to-date. The board has authorized expenditure requests equivalent to 24% of the budget, 15% of anticipate revenue has been received to-date. Revenue at the increased emergency telephone charge rate is now being collected.

Executive Director Irvin advised that he received a positive response from Verizon acknowledging that they remitted at the \$0.52 rate rather than the \$0.70 rate for February through August 2015. They will be amending the returns and remitting the amount owed as a result of this errors.

Executive Director Irvin advised that the cash balance will be increasing and at a comfortable level the end of May. He presented the agency expenditure requests for amounts of \$10,000 or less in the amount of \$20,732.21. He then presented the agency expenditure requests for amounts over \$10,000 for \$91,541.00. The Board, upon motion of Director Olsen, duly seconded by Director Olme and by unanimous vote, approved the combined total of expenditure requests in the amount of \$112,273.21. Going forward the expenditure requests will be combined into one summary.

Executive Director Irvin and Commander Jay Johnson, Broomfield PD discussed two expenditure requests for budgeted projects for the Broomfield PSAP that will come forward later in the year:

- Radio upgrade costs for which ADCOM requests confirmation that JCECA will fund. The board gave permission for Executive Director Irvin to issue a letter of confirmation.
- North Central Region CAD to CAD project – Commander Johnson advised it is likely North Metro Fire Protection District will submit the matching funds to the North Central Region and then seek reimbursement from JCECA.

Director Olme commented that the monies for these projects were budgeted and that the Board gave their consent by approval of the budget.

EXECUTIVE DIRECTOR REPORT

- Colorado PUC 9-1-1 Advisory Taskforce – JCECA hosted the task force meeting on 03-08-18. Executive Director Irvin summarized the topics discussed at the meeting.
- J-FON cost recovery/operational cost sharing – Ryan Tharp, JCECA Legal Counsel, advised the board that he and Executive Director Irvin have discussed with Don Wood, Wood & Wood PC, who is expert on Telecom Costing Rate Analysis, the development of a cost allocation plan for J-FON. Executive Director Irvin requested that the board approve engaging the services of Mr. Wood to work on splitting up the operational cost allocation in a fair manner including maintenance costs, replacements costs and consultant fees for both bandwidth users and allocated fiber strand users.

The plan will encompass:

- Construction costs of \$950,000 apportioned fairly
- Figure out ongoing monthly/yearly use fees.
- Prepare IGA template.

The Board upon motion of Director Creager, duly seconded by Director Olme and by unanimous vote, approved the motion to move forward with the Metro Rail Line Cost Distribution Analysis, including legal fees, in an amount not to exceed \$10,000.

Attorney Ryan Tharp discussed the following Colorado Legislature activities:

- A bill creating the 911 State Oversight Board failed but legislators did ask the PUC to annually produce a “State of 911” report.
- The bill that would limit encryption of public safety radio traffic failed.
- The bill that would have created a duty for citizens to report incidents to 9-1-1 failed.
- The bill that would allocate funding to purchase public safety radios to allow school personnel to communicate directly with first responders is still pending. Ryan will continue to monitor the status. Executive Director Irvin advised that rural communities seem to be encouraging passage of this bill. It is not likely that it would benefit metro area agencies unless the scope of use of the monies were to be expanded for equipment to assist in-building radio coverage.
- Director Olme asked about the collection efforts for the telephone service provider (TSP) underpayments. Executive Director Irvin advised that he anticipates receipt of the Verizon monies the first week of April.

ADJOURNMENT

The meeting was adjourned by Director Fletcher.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
APRIL 26, 2018 AT 10:00 A.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. March 22, 2018 Regular Meeting
4. Treasurer's Report
 - a. 2017 Financial Statements - Independent Auditor's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 26, 2018

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Gary Creager
 Director Ken Olsen
 Director Alan Fletcher
 Director Bob Olme
 Attorney Ryan Tharp
 Katelyn Kellogg, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Jeffcom
 Missy Saggau, Westminster PD/FD
 Russ Bowers, Westminster PD/FD
 Monty Heffner, Broomfield PD
 Chris Malmgren, Pleasant View Fire
 Wendy Swanhorst, Hinkle & Company
 Dawn Priday, Hinkle & Company
 Jim Hinkle, Hinkle & Company

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote, approved the Minutes of March 22, 2018.

TREASURER'S REPORT

Executive Director Irvin presented the Treasurer’s Report acknowledging for the record cash disbursements of \$1,346,345.79 for the month of February 2018 and \$188,418.98 for the month of March 2018. The Board upon motion of Director Olsen, duly seconded by Director Olme and by unanimous vote, approved the Treasurer’s Report.

Representative Wendy Swanhorst of Hinkle & Company presented the audit of the financial statements of the JCECA as of and for the year ending December 31, 2017. A copy of the report will be posted to the JCECA public web at

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom, presented the Advisory Committee Report. The following topics were covered:

- GeoComm – a representative attended the Advisory Committee meeting and presented the quarterly report.
- Onsolve (CodeRED) – Westminster had the highest citizen notification enrollment (CNE) portal usage for the month.
- BRO/WES 9-1-1 Phone System Upgrade Project – anticipated cutover dates: Westminster PSAP 05/30/18, Broomfield PSAP 05/31/18.
- Public Relations (PR) - Director Olme asked if there is a PR plan to encourage citizen enrollment. Executive Director Irvin advised that JCECA has contributed to Jeffcom public relations funding with the specific intent of enhancing outreach for the CodeRED, Smart9-1-1 and Text to 9-1-1 programs. Executive Director Irvin attended the Rave Mobile Safety Summit that was held in Denver. The summit had panel discussions about successfully getting information out to citizens.

JEFFCOM EXECUTIVE REPORT

Vicki Pickett, Jeffcom, presented the Jeffcom Executive Report. The following topics were covered:

- All agencies are in house as of April 4, 2018. Lakewood was the last agency to come on board. Currently, staff is working on identifying issues and streamlining processes.
- The windy day last week was the highest call load day so far since Jeffcom went live. There were 2,727 incoming phone calls. The standard is one call taker can take 20 calls an hour. Staff is working on gaining efficiencies with call taking.
- Staff worked on cross training.
- Jeffcom went live last week with Central Fire Dispatch which combines the fire agencies into a different radio talk-group to balance the work load.
- Everyone is gaining familiarity of neighborhoods and territories which has been a process at times. Everyone must work the call taking function which can be difficult because there's large territory that is unfamiliar to call takers. Additionally, agencies must call in for certain tasks and getting used to the administrative processes & geographic differences has been a challenge.
- A huge geographic area in the computer aided dispatch system was included.
- Call takers had to be trained on what is in their jurisdiction and what isn't.
- Jeffcom staff is working on hiring as the staff is around 20 people understaffed. 4 new employees started 2 weeks ago and 3 more are starting next week.
- A dispatcher did an EMD on a baby delivery and successfully delivered the baby on phone before paramedics got there.
- There was also a one-month old baby that needed CPR and the dispatcher walked a citizen through CPR on the phone which saved the baby's life.
- The Jeffcom Board decided to eliminate meeting twice a month and are meeting on the 3rd Thursday of every month.

- There was a soft open that included PR and stories with local TV news and the Denver Post. A large launch of the facility has not been planned yet. A PR firm has been hired to help with informational videos.

EXPENDITURE REQUESTS

Executive Director Irvin presented the agency expenditure requests for April 2018 for \$556,532.98. The Board, upon motion of Director Olme, duly seconded by Director Creager and by unanimous vote, approved the total of expenditure requests in the amount of \$556,532.98.

The board was presented with and Executive Director Irvin discussed the attached JCECA 2018 Expenditure Analysis rev 042618.

EXECUTIVE DIRECTOR REPORT

Executive Director Irvin reported:

- That he is attending the APCO Broadband Summit in Arlington, VA the first week of May 2018.
- Attorney Tharp reported on the status of the ongoing NG9-1-1 Tariff process. Currently, they are working through the price and service levels for Century Link's tariff offering. Meetings will hopefully wrap up in the next month or two.
- SB 18-1184 went before the Colorado Senate Finance Committee. It is unclear if there were attempted changes to the bill. The 2018 legislative session ends on May 9, 2018. Attorney Tharp and Executive Director Irvin are tracking the status of the bill.
- The VESTA (fka Airbus) BESP application has been going slowly. They waived the deadline for when PUC must make a determination.
- TracFone has filed another application to be an ETC provider to offer lifeline service. JCECA intervened in the fall to voice concern that TracFone should be paying 9-1-1 fees. There is language in the federal Omnibus bill that may preempt them from the fees. While there is not a huge financial impact from TracFone's lack of fees, it's possible it could be a larger financial impact depending on how the implications from the bill.
- Executive Director Irvin presented a video from the 911HelpNow.com website that promotes a pendant style device for calling 9-1-1. JCECA purchased one of these devices and Vicki Pickett, Jeffcom, will perform testing. There is concern among participants of the Colorado PUC 9-1-1 Advisory Task Force as to the level of information devices of this nature present to a 9-1-1 call taker. Director Olme pointed out that these devices tend to use a lot of resources because the person who pushed the button is very difficult to find.

NEW BUSINESS

Director Olme recognized the staff of Jeffcom regarding how hard they've worked to address the issues of the project and the work they've done to create a successful

program.

ADJOURNMENT

The meeting was adjourned by Director Tighe.

JCECA 2018 Expenditure Analysis rev 042618

Summary of Expenditure Requests

Month	NTE Authorized
Jan (12/21)	1,002,927
Jan (01/18)	433,343
Feb	261,359
Mar	112,273
Apr	556,533
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	
Total	2,366,435

Summary of ETC Fees Collected

Month	ETC		
Jan	530,061		
Feb	477,614		
Mar	820,637		
Apr	807,841	anticipate add'l	220,000 additional
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Total	2,636,153		

Total of auth expended and in pay queue to-date

1,795,376 76% of amount authorized

Remainder of authorized to be expended

571,059

Total all expenditures to-date

1,814,972 from QB P-L

04/26/18

Total all expended + remainder

2,386,031

19%

of budget

12,350,667

Anticipated ETC Fees 2018

10,966,865

ETC Fees Collected

2,636,153

as of

04/26/18

Percent of Adj Anticipated Collected

24%

4 mos div X 12

33%

DDA balance

04/26/18 1,067,651

ICS balance

04/26/18 500

Cash on hand

04/26/18 1,068,151

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
MAY 24, 2018 AT 10 A.M.
JEFFERSON COUNTY COURTS & ADMIN BUILDING
100 JEFFERSON PKWY, HEARING ROOM 1, GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. April 26, 2018 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
May 24, 2018

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Gary Creager
Director Ken Olsen
Director Bob Olme
Attorney Ryan Tharp
Dylan Trujillo, Clerk

Excused: Director Alan Fletcher
Director Casey Tighe

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Jeffcom
Missy Saggau, Westminister PD
Russ Bowers, Westminster PD
Monty Heffner, Broomfield PD

Director Olme called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Creager, duly seconded by Director Olsen and by unanimous vote, approved the Minutes of April 26, 2018.

TREASURER'S REPORT

Executive Director Irvin presented the Treasurer’s Report for the month. Financial statements as of March 31, 2018 compiled by Fiscal Focus Partners LLC showing total cash of \$292,214.31. Accounts receivable showing \$1,541,063.54 and prepaid expenses of \$188,400.26 for total current assets of \$2,021,678.11. Total capital assets net accumulated depreciation of \$4,892,310.75 for total assets of \$6,913,988.86. Total cash disbursements for the month of April totaled \$315,743.25.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom, presented the Advisory Committee Report. The following topics were covered:

- **GeoComm** – the validation accuracy for the emergency notification system (ENS)

continues to be at a high level of accuracy. GeoComm is working with Jeffcom to improve the map data for use in the TriTech CAD system. Executive Director Irvin discussed with the GeoComm representative the generation of a list of addresses for TTY users sensed during the last ENS all-call test. The list will be used for outreach to provide information regarding Text To 9-1-1 and Smart911.

- **Onsolve (CodeRED)** – the Onsolve representative gave the month update and advised that Broomfield, with 57 entries, had the highest number of citizen notification portal enrollments last month. User interface for CodeRED was discussed regarding the user friendliness of the application. There was a discussion regarding review of other vendor offerings.
- **Product Demonstration** – representatives from Carbyne, Inc. conducted a WebEx presentation to demonstrate their software products that purport to provide high location accuracy for 9-1-1 calls. They are looking for PSAP's in the area who are willing to beta test.
- **NICE** – representatives attended the meeting via WebEx and gave updates on open service tickets.

JEFFCOM EXECUTIVE REPORT

Vicki Pickett, Jeffcom, presented the Jeffcom Executive Report. The following topics were covered:

- A full month has passed since the consolidation was completed, Staff continues to work through the changes.
- Over 60,000 phone calls have occurred in the first month.
- GeoComm is assisting in working through some of the issues regarding map updates. Individual agencies are working through missing addresses and tracking exactly what is taking place.
- Approval was given from the Jeffcom board last week to hire a GIS an in-house specialist to assist the CAD Administrator. This will not eliminate the need for GeoComm's services.
- Staff is working with Onsolve and the emergency managers of the jurisdictions served to standardize templates so the messages being sent out are consistent.
- Staff is ensuring that call groups are combined in emergency notifications. Staff is also working on who has permission to launch these notifications.
- Up to now Text to 9-1-1 has been facilitated using the web-based GEM application. This requires that staff log into five separate accounts to monitor for incoming messages. Implementation of a new IP based integrated system will occur next month and will eliminate the need for the GEM accounts.
- Central fire is shifting resources with regard to how different jurisdictions are handling response areas.
- There was a discussion about calls per individual per hour and work load.
- Staff has reached out to law agencies that handle a lot of basic administrative calls to put in calling trees, so they can limit the number of calls that are being forwarded. Most of the agencies have done this and there is still work being done to get every agency on board.
- If Jeffcom were to max out the 40 9-1-1 trunks, calls immediately forwarded to Denver County so no 9-1-1 caller will get a busy signal.
- Jeffcom is actively hiring. Turn over occurred during the transition.

EXPENDITURE REQUESTS

Jeff Irvin presented the agency expenditure requests for May 2018 for \$975, 506.88. The Board, upon motion of Director Olsen, duly seconded by Director Creager and by unanimous vote, approved the total of expenditure requests in the amount of \$975.506.88.

Jeff also explained that they received the final bill from TriTech totaling \$531.971.65. There was some difficulty in executing a payroll expenditure for Jeffcom due to this bill. Director Olme showed some concern in TriTech's bill regarding product warranty; ensuring that there was some type of contingency plan in the event the system was to crash shortly after paying the final bill. Vicki Pickett explained that the warranty was an estimated year, and after the year maintenance will kick in.

EXECUTIVE DIRECTOR REPORT

- Attorney Ryan Tharp explained that the county has been working with CenturyLink to negotiate a settlement with regard to the NG9-1-1 tariff. Productive conversations have occurred recently regarding the terms and conditions of service.
- Several 9-1-1 Authorities regarding the Century Link terms and conditions.
- If agreement cannot be reached with regard to the NG9-1-1 tariff, the existing tariff will remain in place.
- Currently there is no alternative to Century Link. VESTA (fka AirBus), now a subsidiary of Motorola, has filed an application to become a basic emergency service provider (BESP) in Colorado. The proposed rates that Motorola would apply appear to be more expensive than that of CenturyLink.
- Jeff Irvin stated that he attended a meeting with the PUC and others to discuss combining of information regarding telephone service providers (TSP's) in order to increase the accuracy of a central list to be used for notifications and to help determine if TSP's are reporting/remitting correctly in areas served. There was discussion of standardizing returns and reporting by VoIP TSP's.
- Jeff is planning to attend a "Mountain Connect Conference," in Vail Colorado this June. The conference is focuses on the community of people operating fiber optic systems.
- In, July, the task force meeting will be in Rifle. Jeff is also planning to attend and present findings regarding the 9-1-1 Help Now device.

OLD BUSINESS

Director Olme asked is Verizon submitted the corrected minutes and check. Jeff explained the amended returns and a check for the amount under-remitted in 2015 was received.

NEW BUSINESS

No new business was presented.

ADJOURNMENT

The meeting was adjourned by Director Olme.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
JUNE 28, 2018 AT 10 A.M.
JEFFERSON COUNTY COURTS & ADMIN BUILDING
100 JEFFERSON PKWY, HEARING ROOM 1, GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. May 24, 2018 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
 - a. Discussion of 2019 Budget Planning Process
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
June 28, 2018

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Gary Creager
Director Ken Olsen
Director Bob Olme
Attorney Ryan Tharp
Gunnar Vincens, Clerk

Excused:

Director Casey Tighe
Director Alan Fletcher

Also Present:

Jeff Irvin, Executive Director
Vicki Pickett, Jeffcom
Monty Heffner, Broomfield PD

Director Olme called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Creager, duly seconded by Director Olsen and by unanimous vote, approved the Minutes of May 24, 2018.

TREASURER'S REPORT

Executive Director Irvin presented the Treasurer’s Report for the month. Financial statements as of April 30, 2018 compiled by Fiscal Focus Partners LLC showing total cash of \$1,072,288.46. Accounts receivable showing \$1,200,363.11 and prepaid expenses \$169,261.60 for total current assets of \$2,441,913.17. Total capital assets net accumulation of \$4,892,310.75 for total assets \$7,334,223.93. May disbursements were \$1,442,061.40. The following anomalies within the financial statements were discussed:

1. Statement of Revenues, Expenses and Changes in Net Position
 - a. Total phone system item percentage of 155.56 was a coding error due to the phone system update continuing into 2018, Will be corrected in future statements
2. Jeffcom Transition Costs
 - a. Showing 148.91% overage, due to previously approved projects being

carried over to 2018. This may lessen the amount available for payroll reimbursement to Jeffcom in 2018.

The Board upon motion of Director Creager, duly seconded by Director Olsen and by unanimous vote, approved the Treasurer's report.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Jeffcom, presented the Advisory Committee Report. The following topics were covered:

- NICE - reported 11 cases opened in June and two currently open cases.
- GeoComm - advised there is still some confusion as to who the appropriate contacts are for the various agencies with regard to data updates now that the Jeffcom consolidation is complete. They reported a 99.23% match rate for emergency notification system data.
- Onsolve (CodeRED) - working with Jeffcom to update access to different paging groups to resolve technical issues between agencies and groups. Lakewood had the highest number of citizen notification portal (CNE) registrations with 761 new residential numbers and 30 businesses. Onsolve is also implementing an upload site for GeoComm for more secure and efficient data transfers. Executive Director Irvin and Grey LaCerte, JCSO Emergency Management participated in a conference call with Onsolve representatives regarding planned future updates and upgrades to improve functioning of the CodeRED system.

JEFFCOM EXECUTIVE REPORT

Vicki Pickett, Jeffcom, presented the monthly Jeffcom report. The following topics were covered:

- Jeffcom has been live for 3 months as of July 4, 2018
- Recruiting efforts have been fast and furious to replace the staff lost during the recent turn over to combat being short staffed. Currently, there are 2 just out of training, 4 currently in training and 8 in background checks along with oral boards being conducted this week. There are currently at least 35 open positions which need to be filled.
- Reasons were discussed as to why there were so many open positions. Pickett reports that with the recent transition, the amount of changes to work load, culture, responsibilities among others lead them to expect a few departures.
- Other efforts to combat short staffing also include cross-training personnel to increase their flexibility to handle both LE and fire/EMS traffic.
- Currently, Jeffcom is averaging 65,000 incoming calls per month with July 4th being an unknown factor. Some agencies are implementing firework hotlines but quite a few are not which will increase the amount of calls to dispatch.
- Backup center work continues. The electrical work has been finished and the phone positions are in and the only work remaining will be Radio and CAD.
- Jeffcom will be hiring a new GIS specialist to assist with their needs beyond GeoComm.

Director Irvin volunteered the use of his office to the new GIS Specialist. Director Irvin further reported that he would be able to continue working from his home office and such a move would not have a great impact on his duties or responsibilities. After some discussion, the Board agreed this was acceptable.

Pickett further reported on the anticipated use of space and expansion within their current offices. While the floor space available for cubicles and call positions is adequate for current and future uses, space for individual offices is increasingly scarce. This led to a discussion regarding the use of space between Jeffcom and West Metro Fire Protection both now and into the future. Pickett reminded the board that Jeffcom's personnel and resource needs are not yet certain due to the short time they have been live.

Pickett also discussed lingering technical issues and their impact on the recent shooting in Westminster. In boundary areas, 911 calls from cell phones may be routed incorrectly. She reported that these are issues expected of their current system and will only be truly fixed once Jeffcom is able to upgrade to a NextGen system.

EXPENDITURE REQUESTS

Director Irvin presented the agency expenditure requests for June 2018 for a total of \$321,256.06. Director Irvin reported that he has found a company which will scan and destroy the paper documents he has been storing in his office. Director Olsen asked about where the documents were archived, and Director Irvin reported they are saved in the Google cloud with Carbonite and a physical hard drive backup.

Approximately \$0.5M was budgeted for the Broomfield PSAP for 2018 in anticipation of costs associated with the FRCC system upgrades. ADCOM has billed \$228,391.52. It is now expected that the remainder will not be due until 2019. Director Irvin will see to it that it is included in the 2019 budget planning.

Upon motion of Director Olsen, duly seconded by Director Creager and by unanimous vote, approved the total of expenditure requests in the amount of \$975,506.88.

EXECUTIVE DIRECTOR REPORT

Executive Director Irvin presented a cash flow analysis which covered the following:

- Currently, the Board has authorized expenditures equaling 41% of budget
- Anticipated fees collected were approximately 46% after 6 months, which was higher than expected as the higher rates not being implemented until February or March.

Irvin then presented a Cash Flow analysis prepared as requested by Director Olsen. His analysis focused on the amount of cash going into and out of the DDA (Direct Deposit Account), which serves as the main account for JCECA revenue receipt and disbursements. This analysis reflects revenue and expense on a cash basis to-date and then projects anticipated revenue and disbursements on a monthly basis for the

remainder of the fiscal year. Using these figures, Irvin can better arrange finances to keep roughly \$200-250,000 in the DDA at any given time. Irvin anticipates that the budget fund balance will be thin again at the end of the year, mostly due to the money spent on Jeffcom transition costs being higher than originally budgeted. This may affect the amount available to reimburse Jeffcom for payroll expenses year end.

Irvin then discussed the 2019 budgeting process with the Board. Director Olme, after a brief discussion with Irvin, agreed to move up the deadline for a draft budget from the end of October to the August meeting. A brief discussion followed regarding the formatting of future budget documents for greater clarity and understanding. Director Olsen, after a brief discussion, requested that they consider increasing the minimum reserve requirement for future budgets to avoid similar situations in the future. Irvin also reported that he will be authorizing CenturyLink to begin their disconnection process for the lines no longer needed for the consolidated PSAP's. This will decrease monthly costs. There will not be a budget retreat this year. Instead the draft budget discussion will take place during the August board meeting.

Irvin reported that he attended the Mountain Connect Conference which provided him insight into how rural communities are working to expand their broadband capacity. This is important for the future of transport for NG911. He will also be attending the Colorado PUC 911 Advisory Taskforce meeting in Rifle in July and alerted the board that he is planning to attend a conference at the Illinois Institute of Technology in October. They have an NG911 track that he last attended in 2012 and found very educational..

Attorney Ryan Tharp was then asked to provide an update and covered the following topics:

- They are still working with CenturyLink regarding the NG911 tariff. The scheduled hearing has been pushed back to later this year to allow for more negotiation time. Things are proceeding as expected.
- VESTA (AirBus) BESP application discussion are continuing at a slow pace. They have just requested permission to file supplemental testimony which must be received before any further action can be taken.
- TracPhone is the only group making quick progress. There will be testimony filed next month.

Irvin was asked to participate in an editorial committee assisting with a report generated by the Colorado PUC 911 Advisory Task Force on the state of 911 in Colorado. Work has almost been completed and will produce an informative document for the State Legislature.

NEW BUSINESS

Director Olme made comments regarding how he was pleasantly surprised regarding the projected amount of cash on hand for the end of the year considering the investments and other expenditures they have had. The board recognized the staff of Jeffcom with regard to how hard they've worked to address the issues of the project and

the work they've done to create a successful program.

ADJOURNMENT

The meeting was adjourned by Director Olme.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
JULY 26, 2018 AT 10 A.M.
JEFFERSON COUNTY COURTS & ADMIN BUILDING
100 JEFFERSON PKWY, HEARING ROOM 1, GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. June 28, 2018 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Jeffcom Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment