

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 25, 2024

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met via a virtual Google Meet.

Present: Director Alan Fletcher
 Director Mike Clement
 Director Mike Kulp
 Director Dave Lester
 Director Tracy Kraft-Tharp
 Attorney Ryan Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
 Ana Cendejas, Jefferson County Clerk to the Board
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Michael Garcia, Pinnacle Consulting Group, Inc.
 Jacinda English, Broomfield PD
 Kathleen Schaefer, Broomfield PD
 Jennifer Gustin, Jeffcom911
 Kevin Biegert, Jeffcom911
 Kinde Yetemegn, Jeffcom911
 Lara Mitchell, Westminster PD/FD

Director Fletcher 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 Lester and by unanimous vote, approved the Minutes of March 28, 2024.

TREASURER'S REPORT

Micael Garcia, Pinnacle Consulting Group, Inc. (PCGI), presented the unaudited financial statements through March 31, 2024 (copy attached). Mr. Garcia advised that for the month ending 03/31/24 we had total revenues of \$4,073,690. Those were offset by total expenditures for the same quarter of \$4,403,904. The ending fund balance is in the positive at \$3,524,135. We are projected, at year end, to have revenues exceed total expenditures.

The Board upon motion of Director Kulp and duly seconded by Director Clement and by unanimous vote, approved the Treasurer’s Report.

Mr. Garcia then presented the cash encumbrance report (copy attached) showing actuals through Q1. The projected cash position at the end of 2024 is \$5,419,261.

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for April 2024 (copy attached). The Board upon motion of Director Lester and duly seconded by Director Kulp and by unanimous vote, approved the March 2024 expenditure requests in the amount of \$1,578,366.82.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English advised nothing to report.
- **Jeffcom ECC** – Mr. Brewer thanked the board for authorizing the switches for the JFON network that will enhance and support their ability to implement the call processing equipment for Carbyne; true Next Generation capability with that system. He said they are super excited and doing the internal training for the operations side while IT is working through the implementation phase. They anticipate it will be live by the end of May. Last week at the Navigator conference in Washington, D.C. IAED (International Academy of Emergency Dispatch) recognized one of our dispatchers, Miranda Rosso, as the dispatcher of the year. The Jeffcom board, at their meeting last week, approved the selection of a general contractor. It is anticipated they will be in the new building (440 Indiana St) Q1 of next year.
- **Westminster ECC** – Ms. Mitchell thanked the board for approving the Arctic Wolf expenditure. She said otherwise Westminster is status quo, nothing further to report.

EXECUTIVE DIRECTOR'S REPORT

Lookout Alert – Mr. Irvin presented and discussed the stats worksheet (copy attached). He reported that there were 700 opt-ins since the March meeting for a total of 183,320. Mobile Reach data remained at 466,194.

LEGAL COUNSEL REPORT

Mr. Tharp discussed the lobbyist activity. He said they have been hearing the most about SB24-139, the 9-1-1 enterprise bill that looks like it will pass. On other matters:

- CenturyLink (CL) Tariff Amendment – we continue to monitor this matter that does not appear to affect us (JCECA) monetarily.
- CL Network Improvement Plan – we continue to monitor this matter that mostly pertains to rural areas.

NEW BUSINESS

Director Kulp advised they and other agencies have been conducting wildland interface training. They have involved Jeffcom in the training. He thanked Jeffcom and said that it had been well received. There was a discussion of IDT utilization with Mr. Brewer.

ADJOURNMENT

The meeting was adjourned by Director Fletcher.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2023 and March 31, 2024.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in black ink that reads "Tracee L. Kaminski". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.
April 16, 2024

Offices Located in Loveland and Denver

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Serving our clients and community through excellent dependable service.


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		
BALANCE SHEET		
December 31, 2023 and March 31, 2024		
	Unaudited Actual 12/31/2023	Unaudited Actual 3/31/2024
Assets		
Current Assets		
Cash, Checking	\$ 551,005	\$ 1,396,008
Cash, Savings	2,396,205	1,170,158
Accounts Receivable	1,851,378	1,968,659
Prepaid Expense	302,281	224,734
Total Current Assets	\$ 5,100,869	\$ 4,759,558
Long-Term Assets		
Construction in Progress	\$ 4,090,785	\$ 4,090,785
Infrastructure	25,895	25,895
Right of Ways	568,082	568,082
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(401,718)	(401,718)
Total Long-Term Assets	\$ 5,148,658	\$ 5,148,658
Total Assets	\$ 10,249,527	\$ 9,908,216
Liabilities		
Current Liabilities		
Accounts Payable	\$ 1,246,519	\$ 1,235,422
Total Current Liabilities	\$ 1,246,519	\$ 1,235,422
Total Liabilities	\$ 1,246,519	\$ 1,235,422
Fund Equity		
Net Investment in Fixed Assets	\$ 5,148,658	\$ 5,148,658
Fund Balance		
Nonspendable	302,281	224,734
Unassigned	3,552,069	3,299,402
Total Fund Equity	\$ 9,003,008	\$ 8,672,794
Total Liabilities and Fund Equity	\$ 10,249,527	\$ 9,908,216
	=	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	03/31/24	03/31/24	03/31/24
Revenues						
9-1-1 fee (ETC)	\$ 12,178,876	\$ 18,153,248	\$ 18,153,248	\$ 3,430,735	\$ 3,425,025	\$ 5,710
9-1-1 fee (prepaid)	1,701,970	1,815,325	1,815,325	432,210	446,826	(14,616)
PUC Statewide 9-1-1 Trust Reimbursement	789,245	726,130	726,130	186,792	186,532	260
Interest Income	46,205	10,000	107,000	23,953	10,000	13,953
Miscellaneous Income	12	500	500	-	125	(125)
Total Revenues	\$ 14,716,308	\$ 20,705,203	\$ 20,802,203	\$ 4,073,690	\$ 4,068,509	\$ 5,181
Expenditures						
Administrative	\$ 320,563	\$ 307,153	\$ 303,258	\$ 77,679	\$ 73,588	\$ 4,091
Agency Operating Fund - BRO	1,198,241	1,377,977	1,377,977	344,494	344,494	-
Agency Operating Fund - WES	1,997,068	2,296,628	2,296,628	574,158	574,157	1
Agency Operating Fund - JEFFCOM	10,118,480	11,636,252	11,636,252	2,909,064	2,909,063	1
Disaster & Recovery Plan (DRP)	38,656	63,654	63,654	13,156	21,390	(8,234)
GIS System	196,766	190,962	202,248	-	-	-
Line Charges	786,570	674,648	674,648	169,007	168,662	345
Notification Systems (ENS)	153,993	210,640	374,286	66,979	63,660	3,319
Special Projects	1,650,600	1,395,887	1,418,887	249,368	262,021	(12,654)
Total Operating Expenditures	\$ 16,460,937	\$ 18,153,801	\$ 18,347,838	\$ 4,403,904	\$ 4,417,035	\$ (13,130)
Revenues over/(under) Expenditures	(1,744,629)	\$ 2,551,401	\$ 2,454,365	\$ (330,215)	\$ (348,526)	\$ 18,311
Beginning Fund Balance	5,598,979	5,727,182	3,854,350	3,854,350		
Ending Fund Balance	\$ 3,854,350	\$ 8,278,583	\$ 6,308,715	\$ 3,524,135		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	4,115,234	4,538,450	4,586,960	4,538,450		
Unrestricted	(1,010,884)	2,990,133	971,755	(1,764,315)		
Ending Fund Balance	\$ 3,854,350	\$ 8,278,583	\$ 6,308,715	\$ 3,524,135		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	03/31/24	03/31/24	03/31/24
Administration						
Accounting	\$ 86,120	\$ 84,500	\$ 79,323	\$ 14,405	\$ 16,125	\$ (1,720)
Bank Charges	1,316	7,416	7,416	4,764	3,654	1,110
Executive Director (ED)						
401k & Benefits	25,092	26,548	26,548	6,273	6,637	(364)
Mileage Reimbursement	39	518	518	-	130	(130)
Payroll Tax	10,240	10,271	10,271	2,622	2,568	54
Wages & Salaries	132,141	128,510	128,510	33,035	32,127	908
Insurance	5,636	6,069	6,069	1,376	1,517	(141)
Legal	25,928	31,827	31,827	8,753	7,957	797
Meeting & Misc						
Admin Web/Listserve	833	484	484	-	121	(121)
Meeting & Misc - Other	10,038	4,371	4,371	2,427	1,093	1,334
Phone/Web Conferencing	147	437	437	-	109	(109)
Office Supplies & Postage	822	849	849	391	212	179
Payroll Expenses	22,211	5,135	5,135	3,631	1,284	2,348
Public Web	-	218	1,500	-	55	(55)
Total Administrative Expenses	\$ 320,563	\$ 307,153	\$ 303,258	\$ 77,679	\$ 73,588	\$ 4,091
Agency Operating Fund (AOF)						
Broomfield	\$ 1,198,241	\$ 1,377,977	\$ 1,377,977	\$ 344,494	\$ 344,494	\$ -
Westminster	1,997,068	2,296,628	2,296,628	574,158	574,157	1
Jeffcom	10,118,480	11,636,252	11,636,252	2,909,064	2,909,063	1
Total Agency Operating Fund (AOF)	\$ 13,313,789	\$ 15,310,857	\$ 15,310,857	\$ 3,827,716	\$ 3,827,714	\$ 2
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 38,656	\$ 63,654	\$ 63,654	\$ 13,156	\$ 21,390	\$ (8,234)
Total Disaster & Recovery Plan (DRP)	\$ 38,656	\$ 63,654	\$ 63,654	\$ 13,156	\$ 21,390	\$ (8,234)
GIS System						
GIS System Support	\$ 196,766	\$ 190,962	\$ 190,962	\$ -	\$ -	\$ -
MSAG, wireless auditing contracted services	-	-	11,286	-	-	-
Total GIS System	\$ 196,766	\$ 190,962	\$ 202,248	\$ -	\$ -	\$ -
Line Charges						
Call Box MRC	\$ 6,201	\$ 9,888	\$ 9,888	\$ 2,019	\$ 2,472	\$ (453)
ESInet	780,369	659,610	659,610	165,888	164,902	986
Other	-	5,150	5,150	1,100	1,288	(188)
Total Line Charges	\$ 786,570	\$ 674,648	\$ 674,648	\$ 169,007	\$ 168,662	\$ 345
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 10,542	\$ 18,540	\$ 18,540	\$ 6,543	\$ 5,635	\$ 908
ENS	126,900	188,387	227,883	60,437	57,097	3,340
VoIP Record Extract	16,551	3,713	3,713	-	928	(928)
ENS Systems Support	-	-	124,150	-	-	-
Total Notification Systems (ENS)	\$ 153,993	\$ 210,640	\$ 374,286	\$ 66,979	\$ 63,660	\$ 3,319
Special Projects						
Call Box Project	\$ 1,720	\$ 6,896	\$ 6,896	\$ 140	\$ 507	\$ (367)
Fiber Special Projects	659,602	500,000	523,000	48,392	41,667	6,726
Fiber Optics	1,779	-	-	-	-	-
Last Mile Fiber Project	313,140	400,000	400,000	25,672	33,333	(7,661)
North Metro	-	100,000	100,000	-	8,333	(8,333)
Equipment Refresh Project	344,683	-	23,000	22,720	-	22,720
J-FON O&M	608,042	494,400	494,400	16,156	41,200	(25,044)
Smart911	89,161	94,591	94,591	22,290	23,648	(1,358)
Special Projects Contingency	292,075	300,000	300,000	162,389	155,000	7,389
Total Special Projects	\$ 1,650,600	\$ 1,395,887	\$ 1,418,887	\$ 249,368	\$ 262,021	\$ (5,928)
Total Expenditures	\$ 16,460,937	\$ 18,153,801	\$ 18,347,838	\$ 4,403,904	\$ 4,417,035	\$ (6,404)

**Jefferson County Emergency Communications Authority
2024 Cash Projection Report**

	January Actual	February Actual	March Actual	Q1 Actual	Q2 (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 2,947,210	\$ 2,764,138	\$ 2,206,562	\$ 2,206,562	\$ 3,199,973	\$ 4,149,499	\$ 5,099,016
<i>Expected Inflows:</i>							
2024 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 4,189,115	\$ 838,881	\$ 1,872,295	\$ 6,900,291	\$ 5,606,816	\$ 5,606,816	\$ 5,606,816
<i>Expected Outflows:</i>							
2024 Obligations (As projected, less paid)							
Administrative Total	\$ 29,472	\$ 22,622	\$ 30,067	\$ 82,160	\$ 73,699	\$ 73,699	\$ 73,699
Agency Operating Fund (AOF) Total	1,109,482	1,275,905	1,275,905	3,661,292	3,883,188	3,883,188	3,883,188
Disaster & Recovery Plan (DRP) Total	-	-	13,156	13,156	16,833	16,833	16,833
GIS System Total	11,286	-	-	11,286	59,892	59,892	59,892
Line Charges Total	55,760	57,409	55,838	169,007	168,484	168,459	168,468
Notification Systems (ENS) Total	4,772	4,424	3,902	13,098	119,158	119,158	119,158
Special Projects Total	214,204	36,097	133,823	384,125	342,725	341,674	341,674
Total Expected Outflows	\$ 1,424,976	\$ 1,396,457	\$ 1,512,691	\$ 4,334,125	\$ 4,658,369	\$ 4,657,292	\$ 4,651,691
Net Inflows/Outflows	\$ 2,764,138	\$ (557,576)	\$ 359,604	\$ 2,566,166	\$ 948,447	\$ 949,523	\$ 955,125
Estimated Cash Position	\$ 2,764,138	\$ 2,206,562	\$ 2,566,166	\$ 2,566,166	\$ 3,514,613	\$ 4,464,136	\$ 5,419,261

JCECA - 2024 Apr Expenditure Request Authorization 042424 0748					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2024-012		JCECA	JFON JCECA-JeffCoNET Collaboration NE Loop construction & PM svcs	SpProj	195,665.80
2024-013		SRBC	Replacement switches to accommodate Carbyne CPE	SpProj	48,430.56
2024-014		Multi	BRO/WES Arctic Wolf Cybersecurity renewal yr 2 of 5	SpProj	58,365.71
2024-015		Multi	ECC distributions for May 2024	AOF	1,275,904.75
				Total	1,578,366.82
Expenditures Approved by Executive Director (signature):					

Lookout Alert Stats		
Date	Opt-In Recipients	+ / -
01/25/2024	178,141	
02/22/2024	181,519	3,378
03/28/2024	182,620	1,101
04/25/2024	183,320	700
Date	All Loaded Public Data	+ / -
01/25/2024	437,673	
02/22/2024	466,194	28,521
03/28/2024	466,194	0
04/25/2024	466,194	0

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
MAY 23, 2024, AT 9 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

There will not be a physical meeting. The virtual meeting can be attended via Google Meet at the link below or by calling in via telephone.

<https://meet.google.com/viq-cvys-edu>. Use of computer audio (headset/mic) works best or join by phone: 413-459-4200, PIN: 669 173 972# - press *6 to mute/unmute your phone.

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - i. April 25, 2024, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
 - a. City and County of Broomfield (Broomfield PD PSAP).
 - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
 - i. Presentation re: IDT Utilization, Jennifer Gustin, Jeffcom911
 - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director’s Report
7. Legal Counsel Report
 - a. Lobbyist activity report.
8. New Business
 - a. Resignation of Director Clement, consideration of appointment of Broomfield PD Deputy Chief Goodell to complete vacated term.
9. Adjournment.

For Information regarding the Jefferson County Emergency Communications Authority (JCECA) please visit the website <https://jceca.org/> or contact: Jeff Irvin, Executive Director, 303-539-9410, jirvin@jceca.org.