

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JANUARY 16, 2014

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 William Rush
 Director Mark Krapf
 Director Chris Ambrosio
 Director Casey Tighe
 Ryan Tharp, Attorney
 Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Monty Heffner, Broomfield PD
 Brian Zoril, Foothills Fire
 Christy McCormick, Evergreen Fire

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Minutes of November 20 and December 19, 2013.

TREASURER'S REPORT

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

ADVISORY COMMITTEE REPORT

Monty Heffner, Broomfield PD, presented the Advisory Committee Report. The following topics were covered:

- The Committee had the monthly GeoComm conference call. The new Project Management Representative, Deb Rozeboom was on the call. Deb and Andy Ecker are planning to attend the February meeting for a face-to-face introduction. GeoComm has also added another team member, Jim Spoden.
- During the call they also discussed that there were 266 MSAG errors for 2013 which is a significant drop since 2008.
- GeoComm is continuing work on validation of data used for the Emergency

Notification System (CodeRED). There was a brief discussion of work completed with regard to wireless consulting services.

- Vicki Pickett, Arvada PD, advised that her PSAP has been receiving wireless calls from Verizon users who have active accounts which present as non service initialized (NSI) calls in the ALI display. Vicki asked that PSAP's experiencing similar incidents forward the information to her so she can follow-up with Verizon.
- NICE gave their monthly update to the committee. They had two cases and both have been resolved. They are also doing some work with Lakewood and Westminster regarding minor issues and upgrades.
- The Committee held their annual officer nominations. Vicki Pickett, Arvada PD, was unanimously voted in to remain in her position as Chairperson. Karin Marquez, Westminster PD & FD will now serve as Co-Chairperson and Jen Sliemers, Arvada Fire will be the new Secretary.
- There will be a conference call with the PIO's in preparation for the annual all-call test of the CodeRED system. Vicki Pickett, Arvada PD, came forward to mention that she will follow up with the Board regarding the March 5th launch.
- Vicki also mentioned that one item originally on the agenda was the West Metro CAD presentation and that they were not able to get all their information together in time for the Committee to review. However Vicki did send out an electronic copy to the Board members summarizing the Committee's recommendation for future CAD funding guidelines. This topic will be discussed at the February meeting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Rush, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$13,127.92.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$1,218,226.78.

EXECUTIVE DIRECTOR'S REPORT

Jeff presented the Executive Director's Report.

- The policy statement for the Jefferson County Public Safety Fiber Optic Network (J-FON) has been revised. Ryan Tharp added that these revisions haven't changed the underlying policy but instead clarifies some of the language, so that other entities using J-FON are more comfortable about the potential financial obligations.

The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by unanimous vote, adopted the Jefferson County Public Safety Fiber Optic Network Policy Statement.

- Jeff discussed the Indefeasible Right of Use Agreement (IRU) with Colorado School of Mines (CSM) for the use of CDOT fiber. This would provide a connection from the Jefferson County government campus to CSM which will facilitate a microwave connection into the City of Golden, giving them access to the J-FON Network.

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by unanimous vote, adopted the Indefeasible Right of Use Agreement with Colorado School of Mines.

Jeff then discussed the following topics:

- J-FON Fiber Allocation Meeting -
Splices are complete to the point of lighting it up very soon so we need to get a router in place and make decisions on how it will be used and allocated. The discussion also included records retention and maintaining the data allocation.
- IP Deregulation Bill -
Jeff discussed his recent involvement with the legislature regarding the IP Deregulation Bill, specifically the 9-1-1 language we would like included. The Colorado Technology Association (CTA) presented the language they plan to include in the Bill and similar to language recommended to the 9-1-1 Community, it recognizes PUC's role in regulating basic emergency service. Director Tighe provided additional information about this Bill and its' impact.
- Regionalization Study and Denver University (D.U.) -
Director Johnson asked Jeff to provide a recap about his meeting with Denver University's Daniels College of Business regarding the regionalization study. Jeff said that he, Chief Wick of Arvada PD, Chief Brennan, Joe Casa and Larry Stodden all of Wheat Ridge PD, as well as Chief Kilpatrick of Golden PD met with the D.U. representatives following their tour of the Arvada PD. The representatives asked about how we plan to proceed with study, the use of existing labor, costs and the time frame for the proposal. They were told we would like to see a response as soon as possible regarding their costs and services so the Board can decide whether or not to enlist them.

NEW BUSINESS

Election of Officers

- The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the election of Director Johnson to continue as Chairman.
- The Board upon motion of Director Johnson, duly seconded by Director Krapf, and by unanimous vote, approved the election of Director Tighe as Vice Chairman.
- The Board upon motion of Director Johnson, duly seconded by Director

Ambrosio, and by unanimous vote, approved the election of Director Krapf as Treasurer.

Rate Discussion

- Ryan Tharp lead an informal discussion on the topic of increasing the emergency telephone charge rate. After providing a brief summary of the process and requirements, Jeff showed a list of the emergency telephone rates from across the state for comparison as well as the average. Jefferson County's rate is in the lower tier compared to the rest of the state. It was suggested that that this topic be added to February or March's agenda for full discussion. Jeff suggested a study session prior to the meeting so that the Board is more informed and prepared before the public session. Jeff will follow up with the Board on the plan and schedule.

EXECUTIVE SESSION

The Board went into Executive Session (per Colorado Revised Statutes §24-6-402 (4)(f)(l) to address personnel matters) for the annual review of the Executive Director. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Executive Session.

The Board reconvened after the Executive Session.

The Board upon motion of Director Tighe, duly seconded by Director Rush, and by unanimous vote, approved the 3% salary increase retroactive to January 1, 2014 and \$700 for Executive Director, Jeff Irvin.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**FEBRUARY 20, 2014 AT 9:00 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 January 16, 2014 Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
FEBRUARY 20, 2014

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 William Rush
 Director Mark Krapf
 Director Chris Ambrosio
 Director Casey Tighe
 Dennis Tharp, Attorney
 Debbie Quinn, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Karen Marquez, Westminster PD/FD
 Emily Peek, Westminster PD/FD
 Anna Marie Vallero, Westminster PD?FD
 Monty Heffner, Broomfield PD
 Diane Culverhouse, JCSO
 Scott Hunter, JCSO
 Mike Murphy, West Metro FD
 Karyn Kretzel, West Metro FD
 Pat Purdy, West Metro FD
 Scot Swindall, West Metro FD
 Eric Simmons, Fairmount FD
 Paul Smith, MetCom
 Mike Weege, Evergreen Fire Rescue
 Christy McCormick, Evergreen Fire Rescue
 Jen Sliemers, Arvada FD
 Ryan Tharp, Fairfield and Woods P.C.

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the Minutes of January 16, 2014.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. He reported the audit will start on Monday, February 24, 2014. Jeff mentioned that he will be discussing with the accountants

including a contingency amount in future budgets in order to lessen the need for supplemental requests. Director Johnson mentioned that the Budget was at 97% penetration which is what the Board wanted. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

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

- The Committee had an onsite visit with GeoComm with Deb Rozeboom and Andy Ecker present. They discussed the 99.32% match rate of the GIS data which is great and the access to the regional map via the GeoLynx server. Many PSAPs are not using the map but realize the value of it and wondered about a remote host to access the map for interagency events. GeoComm will get back to the committee with a quote for that program.
- NICE gave their monthly update to the committee and discussed their outstanding tickets.
- Scott Sisman, representative for Rave Mobile Safety gave a presentation with some software updates to Smart 911 which included texting with any mobile phone and being able to ping any and all phones listed on a profile. They also previewed a school safety feature with a panic button which would route to the PSAP closest to the school. The limitation was that the PSAP must have the Smart 911 application for it to work.
- Vicki discussed the CAD funding recommendations document that the Advisory Committee put together for the Board. Director Johnson stated that it was good to have guidelines to rely on as long as the PSAPs realized that each request would be considered on its own merits.
- Vicki reported that she was working with Verizon officials on the 911 calls that were providing the incorrect provider information. She did file a complaint with the FCC and PUC contacts and is hopeful that Verizon technicians will be able to fix the problem.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$63,336.01.

Jeff then presented the agency expenditure requests for amounts over \$10,000. A long discussion ensued regarding the multi-agency request for funding for regional CAD system for West Metro Fire, Evergreen Fire Rescue and Arvada Fire. Arvada Fire is committed to the project but has already invested a lot of money in the equipment they have and want the time to check out the new CAD system. The Board agreed to move forward with the request but Jeff said he will follow through with Arvada Fire on a commitment letter from their agency. The Board upon motion of Director Tighe, duly seconded by Director Krapf, and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$1,742,121.00.

EXECUTIVE DIRECTOR'S REPORT

Jeff presented the Executive Director's Report.

- Jeff asked for Board approval to move forward in the shared CAD system request with Jefferson County and Golden PD. Scott Hunter, JCSO, stated that Jeffco has the capability to host the CAD system and wanted to send out a RFP or RFI to three vendors, TriTech, Intergraph and New World. The Board mentioned that they really want to stress the interoperability and the economics of responsibly managing the money and consolidating but at the same time do not want to dictate which agency does what and yet encourage regionalization county-wide. The Board would like more of a consensus as to how the different PSAP's could cooperatively work at regionalization in a broader scope with the CAD systems but will endorse the start of the Jefferson County and Golden request for information.
- Jeff presented three items (enumerated below) with regard to J-FON fiber and permissions needed for RTD to move forward with planning and construction.
- 1) DUS Area Scope Gap - estimated cost of not to exceed \$40,000 in 2014 in order to complete raceway/microtube installation work to accommodate routing of public safety fiber cable through the "Denver Union Station (DUS) Throat" area into the DUS Data Center.
- 2) NorthMetroLine - estimated cost of \$800,539 for 144 strand Public Safety Fiber Cable to extend north from DUS to 124th Ave. Jeff had a conference call with the J-FON leadership and representatives from the City of Thornton and ADCOM to discuss how they might partner in this project. Though they could not commit their agencies, they recognized the great opportunity this presents and indicated their willingness to share in the cost of the project. Jeff will expand these discussions to include Commerce City and others that might participate. RTD has indicated the work will not be completed nor will monies be due until sometime in late 2015 or early 2016. RTD has advised that they need a commitment to this build from JCECA as soon as possible in order to exercise their option in the contract for the portion of the fiber project. Jeff will be requesting permission to send a letter of commitment to RTD with regard to this project.
- 3) GoldLine - estimated cost of not to exceed \$1.5 million for 144 strand fiber cable to extend from DUS to a terminus at Ward Rd in Arvada, CO. The majority of billings from RTD with regard to this project will not be received by JCECA until 2015.

After a brief discussion of the 3 issues the Board agreed that they are committed to the fiber projects for the public safety network and that it is the backbone for NexGen. They support the projects, with the understanding that it would be a total of at least \$2.34 million expended on the project. Director Krapf suggested applying for federal grant monies to help with some of the expenses. ETC support meeting with law enforcement CEO's for implementation on regionalization. Jeff mentioned that the law enforcement CEOs and Director Krapf met on 02/18/14 to discuss an implementation proposal received from Revolution Advisors LLC. He further mentioned that he understands there is an MOU in process with the City and County Managers with regard to regionalization

- PUC is sponsoring a NexGen workshop to discuss all 911 issues on February 25th.
- The annual CodeRED all-call test is scheduled for on March 5, 2014. Agency PIOs have or will be posting news releases to alert citizens in Jefferson and Broomfield counties and encourage registration in the Citizen Notification Enrollment (CNE)

portal at your911.net.

Dennis Tharp brought up the retroactive salary for Jeff's pay increase. The Board agreed to approve the raise back to his hire date of October 12th and asked Jeff to remind them to do his review in October next year.

Dennis also discussed the PUC NexGen workshop on February 25th. The PUC want to hear from people about statewide averaging and 911 issues. Dennis said that the metro areas implicitly subsidize the rural areas. Dennis advised that there is discussion as to what the minimum amount of connectivity or bandwidth is needed as it pertains to statewide averaging. There is no state agency to regulate 911 but Dennis felt that a statewide agency was not really necessary because the Emergency Telephone Charge can be used to provide any needed services for 911. The Board concurred with Dennis' opinions on where the PUC should go with the recommendations. He also suggesting adding the Emergency Telephone Charge Discussion to the agenda for the next meeting.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

MARCH 20, 2014 AT 9:00 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 February 20, 2014 Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director Report

8. New Business
 - a. First Net Presentation – Bob Fifer
 - b. Discussion on Setting the Emergency Telephone Charge
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
REGIONALIZATION STUDY SESSION
March 17, 2014

The Jefferson County Emergency Communications Authority (JCECA) Board met at the West Metro Fire Rescue headquarters, 433 S Allison Pkwy, Lakewood, CO 80226 to discuss regionalization efforts.

Present: Director Lynn Johnson
 Director Mark Krapf
 Director William Rush

Also Present: Jeff Irvin, JCECA Executive Director
 Don Wick, Arvada PD
 Kevin Paletta, Lakewood PD
 Larry Stodden, Wheat Ridge PD
 Joe Cassa, Wheat Ridge PD
 Dan Brennan, Wheat Ridge PD
 Mark Krapf, Metro Fire Protection District
 Bill Kilpatrick, Golden PD
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Dennis Tharp, JCECA counsel

Director Lynn Johnson called the meeting to order at 3:04pm.

Jeff Irvin led a discussion about funding for a joint PSAP coming from JCECA. Using public records available over the Internet, he estimated the five PSAPs at issue (Arvada, Lakewood, Sheriff's office, Golden and Wheat Ridge) spend approximately \$20 million on their 911 communications systems.

The police chiefs expressed that the Mission Critical Partners Study did not go far enough in determining the expenses and savings associated with actual consolidation. They would like a more specific study looking at the finances. Additionally, the report should address funding mechanisms, operational issues, personnel issues, governance, security and disaster recovery, facilities and technology, and infrastructure. It was advised that the Chiefs communicated with Brian Wilkerson, managing director for Resolution Advisors, LLC. Mr. Wilkerson submitted a proposal to perform the services. Discussion was had whether to use Resolution Advisors, LLC or place the report project out to bid. It was generally believed that placing the requested report out to bid would not result in a better product or a significantly better price. This is so because most of the companies responding no one will have heard of before. Resolution Advisors, LLC is also a company located in Jefferson County, and there would be frequent access to the individuals preparing the report.

Director Krapf noted that it was premature to discuss implementation when no decision has been made regarding consolidation. Such could be reviewed in the future if necessary. Executive Director Jeff Irvin was instructed to get more information on performing the study. The meeting was adjourned at 4:18pm.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MARCH 20, 2014

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 William Rush
 Director Mark Krapf
 Dennis Tharp, Attorney
 Tracy Emerson, Clerk

Excused: Director Chris Ambrosio
 Director Casey Tighe

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Karen Marquez, Westminster PD/FD
 Monty Heffner, Broomfield PD
 Diane Culverhouse, JCSO
 Mike Murphy, West Metro FD
 Karyn Kretzel, West Metro FD
 Pat Purdy, West Metro FD
 Scot Swindall, West Metro FD
 Eric Simmons, Fairmount FD
 Jen Sliemers, Arvada FD
 Vanessa Johns, Evergreen FD
 Larry Stodden, Wheat Ridge PD
 William Kilpatrick, Golden PD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Rush, and by majority vote, approved the Minutes of February 20, 2014.

TREASURER'S REPORT

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

FIRSTNET PRESENTATION

Bob Fifer, City of Arvada councilman at Large introduced Brian Shepherd, Kim Coleman and Ed Mills from the State of Colorado Office of Information Technology (OIT) who made an informational presentation regarding the FirstNet program (see attached copy of presentation slides)

ADVISORY COMMITTEE REPORT

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

- GeoComm presented their monthly status report via conference call:
 - There was discussion regarding a recent announcement by CenturyLink that they may be ending their relationship with Intrado with regard to maintaining the ALI database. It is anticipated that responsibility for maintaining the ALI database may move from Intrado to CenturyLink within the next year. GeoComm confirmed that they foresaw no issues with regard to MSAG maintenance should this occur.
 - GeoComm continues to validate data provided by ECN for the CodeRED Emergency Notification System. They reported a match rate of 99.13%.
 - GeoComm reported on the status of wireless auditing and advised they continue to work on issues regarding some Verizon subscribers with active accounts presenting to PSAPs as non-initialized.
 - A discussion about the GeoLynx server proved that there is still some interest in keeping the server to provide regional map access for the PSAPs. GeoComm will discuss this further and present a proposal.
- NICE gave their monthly report to the Committee. They have resolved and closed the three open tickets from last month. NICE reviewed the ongoing projects with Broomfield and Westminster. The Westminster project is on track however Karen was not sure of the status of the Broomfield project. They also discussed new features for 2014 that will provide access to RTD. The Committee feels there will be interest from many agencies regarding the video feeds and how this can further leverage the partnership with RTD.
- CodeRED – the all-call notification test was completed on March 5, 2014. They made over 311,000 calls in approximately three hours. In general no major issues were noted and one report showed a connection rate of 85 to 92%. As a result of this notification they had an additional 2000 people signed up that day.
- Pictometry – Westminster will be coordinating an upcoming training session.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Rush, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$41,258.74.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Rush, duly seconded by Director Krapf, and by majority vote, approved the expenditure items over \$10,000 in the amount of \$73,953.00.

EXECUTIVE DIRECTOR'S REPORT

Jeff Irvin presented the Executive Director's Report. The following topics were covered:

- There was a meeting held this month with RTD to discuss the West Corridor project and remaining Right of Way issues. They hope to have everything finalized very soon.
- A regionalization study session was held on Monday. Revolution Advisors, LLC has submitted a proposal to offer their consultant services. They would review the acquisition and merger aspect, specifically the costs and human resource issues related to the regionalization. Jeff requested authorization from the Board to further negotiate with Revolution Advisors. Then based upon the outcome of the negotiation as well as the opinions of the study session group, they could then move forward with this consultant so they can meet the MOU deadline. Money was budgeted in 2014 for these types of services.

(At 10:18 a.m. Director Tighe arrived and attended the remainder of the meeting)

The Board upon motion of Director Krapf, duly seconded by Director Rush, and by majority vote, authorized Legal Council and Executive Director to negotiate an agreement with Revolution Advisors, LLC to proceed with the project for financial feasibility for consolidation in an amount not to exceed \$100,000.00.

NEW BUSINESS

Dennis Tharp discussed the limitations of the Jefferson County Fiber Optic Network (J-FON) Committee and getting a commitment from the entities to acknowledge those limitations. The J-FON Policy was created so the entities would be in compliance with the policy. Lakewood will not participate because they feel there are so many issues involved. At this point, Dennis is trying to get a consensus from the other entities and if a lot of other entities have problems then an IGA may have to be created.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**APRIL 17, 2014 AT 9:00 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 March 20, 2014 Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 17, 2014

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 Chris Ambrosio
 Director Casey Tighe
 Ryan Tharp, Attorney
 Debbie Quinn, Clerk

Excused: Director William Rush

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Karin Marquez, Westminster PD/FD
 Monty Heffner, Broomfield PD
 Diane Culverhouse, JCSO
 Mike Murphy, West Metro FD
 Karyn Kretzel, West Metro FD
 Pat Purdy, West Metro FD
 Eric Simmons, Fairmount FD
 Alan Fletcher , Fairmount FD
 Christy McCormick, Evergreen Fire Rescue
 Jenny Jesmer, Evergreen Fire Rescue
 Jen Sliemers, Arvada FD
 Jeff Bybee, North Metro FD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the Minutes of March 20, 2014.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

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

- The Committee had the GeoComm update call. Accuracy rate is at a historic high. Jeff reported that due to personnel changes Neustar was unable to provide an extract for GeoComm for use in the Emergency Notification (ESN) system but it appears the problem has been resolved.
- NICE gave their monthly update to the committee. Lakewood is in the RFP process for the new logging recorder purchase. There is an issue with the language line and long wait times due to service requests for healthcare in Spanish. Jeff and Karin Marquez both filed complaints about the issue. The committee had scheduled a demo with another vendor but they had a conflict and will attend the May Advisory Committee meeting instead.
- The Committee had a call from Brittany Commander with CodeRED. She explained system upgrades that will be available in the CodeRED Next system to which all users will migrate. The Committee agreed not to migrate until the wildfire season is over. ECN will conduct a demonstration of the Next system during the May meeting.
- Vicki discussed AOF requests from non – PSAP agencies. They are considering using the leftover AOF funding at the end of the year for these groups to bring forward requests for consideration to the Board.
- Century Link has promoted Chris Brown and will be appointing a new representative.
- Vicki updated the Committee on the Verizon switch problem with no record found. The Verizon technicians adjusted the setting by lowering the threshold in the Arvada police switch and now have 90% of their issues resolved. Arvada is having issues with a few other carriers and has been told that this will be as good as it gets for these calls. They will continue to track their issues.
- Vicki reminded the Board that the 911 banquet was on April 18th.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$56,898.94.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$104,810.80. Jeff presented an analysis of incoming fees and outgoing expenses. The budget is 37% expended and 74% of the budget earmarked or authorized for expenditure at this point in time and have received 25% of collections..

EXECUTIVE DIRECTOR'S REPORT

Jeff presented the Executive Director's Report.

- The draft audit report has been received and is under review. Swanhorst & Co. will likely present the report at the May meeting. They did suggest modifications for yearend accrual adjustments.
- RTD has provided a refined cost projection for the GoldLine Fiber Optics of \$1.3 million. They are requesting a firm commitment letter. The US 36/BRT project is on

hold pending resolution of finding connectivity to the GoldLine fiber. This is due to a lack of space in the CDOT conduit that RTD is using from Federal east. The MinnTex consultant is looking for other connections. The North Metro Line project is moving forward. The J-FON leadership and representatives from the City of Thornton and ADCOM are excited about the project. Next week there is a meeting with the stakeholders to work out the proposed uses before they meet with RTD.

- Had a J- FON policy discussion with some questions from Lakewood IT concerning how the policy is written and how service level agreements might be constructed. Andrew Wright with Lakewood, Dave Zebarth, Dean Davis and others are getting together to discuss how they could take a different approach to how they are allocating bandwidth and creating agreements for the allocation of bandwidth. Jeff is reviewing examples from a Martin County Florida article showing how they handle this issue. They are reviewing the policies now.
- The legislature is processing 5 different bills regarding 911.
- Century Link (CTL) is looking at increasing the 911 tariff. After a lot of discussion with the 911 Authorities it appears that they have decided not to request an increase in 2014. Wes Horn, CTL Sales Representative advised they have a big presentation scheduled to show what they are proposing for the future.
- Washington State had a major outage for over 6 hours. They have a NexGen system. They are working to determine the root cause.
- Director Tighe wanted to underscore how important the work the Board and Advisory Committee does and how much he appreciates all the hard work they do in light of the recent domestic violence tragedy in Denver.
- Director Johnson asked about the fact that we were 25% through the year with 75% of the budget expended and if the surcharge should be put on the agenda for discussion. Jeff said he is confident that the expenses left will be covered except for possibly the RTD expenditure and he will keep a close eye on the situation.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**MAY 15, 2014 AT 9:00 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. April 17, 2014 Regular Meeting Minutes
 - b. April 28, 2014 Study Session with RA Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director Report
8. New Business
 - a. Revolution Advisors – update on status of Regionalization Feasibility Work
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 28, 2014

The Jefferson County Emergency Communications Authority Board met in special session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado, on Monday, April 28, 2014.

Present: Director Lynn Johnson
 Director Mark Krapf
 Director Chris Ambrosio
 Director William Rush
 Ryan Tharp, Attorney

Excused: Director Casey Tighe

Also Present: Jeff Irvin, JCECA Executive Director
 Brian Wilkerson, Revolution Advisors, LLC
 Kortni Clemmons, Revolution Advisors, LLC
 Phil Kirmuss, Revolution Advisors, LLC
 Jean-Luc Moreau, Revolution Advisors, LLC
 Shanyn Cascia, Golden Police Dept
 Kevin Paletta, Lakewood Police Dept
 Larry Stodden, Wheat Ridge Police Dept
 Vicki Pickett, Arvada Police Dept
 Mike Weege, Evergreen Fire Rescue
 Daryl Hollingsworth, Golden Police Dept
 Jodi Malpass, Lakewood Police Dept
 Joe Cassa, Wheat Ridge Police Dept
 Bill Kilpatrick, Golden Police Dept
 Don Wick, Arvada Police Dept
 Ted Mink, Jefferson County Sheriff's Office
 Dan Brennan, Wheat Ridge Police Dept

Director Johnson called the meeting to order at 3:00 pm.

BACKGROUND

The Jefferson County Emergency Communications Authority ("JCECA") entered into a contract with Revolution Advisors, LLC "(RA)" pursuant to which RA will perform a regionalization feasibility study. The purpose of this meeting was to gather information and set expectations between RA, JCECA, and the participating fire and law enforcement agencies.

REVOLUTION ADVISORS PRESENTATION

INTRODUCTION

Mr. Wilkerson began the presentation by giving an introduction to RA and the team that would be performing the study. Mr. Wilkerson, Ms. Clemmons, Mr. Kirmuss, and Mr. Moreau would be the primary people to perform the study.

PROJECT PLAN

Mr. Wilkerson reviewed the weekly schedule for the project and identified key milestones and preliminary target dates for those milestones. The milestones are as follows:

- Criteria matrix (discussed below)
- All data gathered and site visits completed
- Preliminary feasibility study completed
- Gather feedback on preliminary study
- Revise and complete feasibility study
- Technology roadmap recommended solutions
- Final feedback solicited
- Final recommendations
- Final talking points

The entire project is anticipated to be completed in early July, 2014.

DATA GATHERING AND VALIDATION

Of concern to JCECA and many of the fire and law enforcement agencies was data gathering and accuracy. In previous work with other consultants, some of the underlying data was not accurate. Therefore, JCECA and the agencies wanted to ensure that RA confirmed the data it gathered. RA proposed a data gathering method whereby RA would confirm existing data before relying on it and collect new data when and where necessary. As part of that process, RA would visit the public safety answering points (“PSAPs”) and meet with key stakeholders from each agency. Finally, RA proposed regular meeting with JCECA and the agencies to ensure that everyone was comfortable with the data.

CRITERIA MATRIX

One of the first steps of the project is to create a criteria matrix to which any final solutions could be judged. The criteria matrix was created at the meeting. A criteria matrix is a list of benefits to be sought and detriments to be avoided from any proposed solution. In defining the criteria, Mr. Wilkinson asked questions such as:

- What benefits do you hope to gain?
- What must the solution include?
- What should the solution not include?
- Other consideration?

Additionally, JCECA and the fire and law enforcement agencies were asked to prioritize the list of benefits and detriments so that RA could understand the relative importance of each criterion in proposing potential solutions.

The criteria matrix is not a list of solutions. Rather, the idea is to judge the solutions that RA proposes against the criteria matrix. This is a method to judge how well any proposed solution addresses (or fails to address) the desires and concerns of JCECA and the fire and law enforcement agencies as it pertains to regionalization.

JCECA and the fire and law enforcement agencies identified a number of criteria for the

matrix. Prominent among the criteria were customer service/service levels, political aspects of regionalization, cost, control, operational matters (talk groups, functionality, collaboration), and resource utilization, among others.

NEXT STEPS

RA proposed RA, JCECA, and the fire and law enforcement agencies should meet regularly, possibly weekly or bi-weekly, to review the progress of the project, to ensure that RA was on the right track, and to ensure that JCECA and the agencies were comfortable with everything.

ADJOURNMENT

Upon conclusion of the presentation, the Board adjourned the meeting at 4:18 pm.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 22, 2014

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 Chris Ambrosio
 Director Casey Tighe
 Director William Rush
 Ryan Tharp, Attorney
 Debbie Quinn, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Karin Marquez, Westminster PD/FD
 Monty Heffner, Broomfield PD
 Emery Carlson, Indian Hills Fire
 Christy McCormick, Evergreen Fire Rescue

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by unanimous vote, approved the Minutes of April 17 and April 28, 2014.

TREASURER'S REPORT

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

ADVISORY COMMITTEE REPORT

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

- The Committee had the GeoComm status report. It was reported that data validation accuracy rate is at 99.4%. Geo Comm is preparing a proposal that will restore access to the Regional Map in the PSAPs and provide situational display of location of all 9-1-1 calls in the service area to host situational awareness.
- NICE gave their monthly update to the committee. Arvada Fire, Westminster and Lakewood have open projects.
- Century Link announced due to promotions we will have a new field technician to

- work with they hope to introduce him at the next Advisory Committee meeting.
- Century Link continues to work to abate the Cassidian workstation logoff issues intermittently affecting four PSAPs (ARFD, ARPD, EVFR & WES). Rich Snelling is working with them to set up the active projects. It will be necessary, at some point, to take all four sites down for installation of new equipment. A backup plan is being discussed.
 - There was a discussion of the recent ALI feed failures that affected several PSAPs and how the problem has been remedied so as to prevent future failures of the same nature.
 - Rick Cummings, Strategic Account Executive for The Language Line Services LLC attended the meeting and discussed staffing issues resulting in long wait times for Spanish interpreters. This was precipitated by a large demand for service requests for assistance with healthcare sign-up. They are working to address the issues. Rick noted that 90% of the market is using their product. They did offer a price drop from \$1.20 to .86 and will make public safety a priority. The Committee agreed to have them continue service for another year. They are also working on a text translation program.
 - Jim Erickson, CodeRED, attended the meeting to give a demonstration of the CodeRed NEXT system to which JCECA PSAPs will eventually migrate. Due to WiFi issues he was unable to complete the demonstration and will reschedule. The Committee discussed timing of the migration given the upcoming potential wildfire season.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$55,228.16.

Jeff then presented the agency expenditure requests for amounts over \$10,000.

The Board upon motion of Director Rush, duly seconded by Director Ambrosio, and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$188,232.84.

Jeff presented an analysis of incoming fees and outgoing expenses. The budget is 68% expended and 46% of the budget is earmarked or authorized for expenditure at this point in time. We have received 33% of collections so that is right on track. Jeff said that the RTD expenditures will be the determining factor for the need for a special appropriation. He wants to put that discussion off for a month to see what those expenditures will be. Swanhorst & Co. will present the audit report at the June meeting. Jeff set up a meeting for a status report with Revolution Advisors for next Tuesday May 27 at 2:30 at Golden City Council Chambers. They have met individually with all agencies except Evergreen Fire/Rescue.

Jeff informed the Board that FCC released information regarding the status of interim text to 911. NENA will present a formal request for text to 911. The Advisory Committee will consider this topic at their next meeting. Jeff is hoping to have more information at the next meeting.

NEW BUSINESS

Ryan Tharp and Jeff Irvin discussed RTD's request for funding confirmation letters. RTD needed letters from JCECA stating that JCECA was going to pay a certain amount for the Gold Line fiber project and the North Metro Rail Line fiber project. The board reviewed the request and asked why JCECA did not have an IGA to cover this. Ryan explained that an IGA was in the works, but RTD needed the letters because of federal funding requirements. Ryan had prepared a resolution for the Board. After reviewing the resolution, the Board asked that the resolutions be changed to reflect a "not to exceed" amounts rather than a fixed costs for the projects. After a brief discussion, the Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the not to exceed amount for the North Metro Rail Line in the amount of \$800,539.

The Board upon motion of Director Ambrosio, duly seconded by Director Tighe, and by unanimous vote, approved the not to exceed amount of \$1,300,000 for the Gold Line fiber.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

JUNE 19, 2014 AT 9:00 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. May 22, 2014 Regular Meeting Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 27, 2014

The Jefferson County Emergency Communications Authority Board met in special session at the Golden City Council Chambers, 911 10th Street, Golden, Colorado 80304, on Tuesday, May 27, 2014.

Present: Director Lynn Johnson
Director Mark Krapf
Director Chris Ambrosio

Excused: Director Casey Tighe
Director William Rush

Also Present: Ryan Tharp, Attorney for JCECA
Jeff Irvin, JCECA
Jen Sliemers, Arvada FD
Vicki Pickett, Arvada PD
Mike Weege, Evergreen Fire Rescue
Christy McCormick, Evergreen Fire Rescue
Bill Kilpatrick, Golden PD
Daryl Hollingsworth, Golden PD
Shanyn Cascia, Golden PD
Ted Mink, Jefferson County SO
Jeff Shrader, Jefferson County SO
Scott Pocsik, Jefferson County SO
Scott Hunter, Jefferson County SO
Diane Culverhouse, Jefferson County SO
Kevin Paletta, Lakewood PD
Jodi Malpass, Lakewood PD
Karyn Kretzel, West Metro Fire Rescue
Dan Brennan, Wheat Ridge PD
Joe Cassa, Wheat Ridge PD
Larry Stodden, Wheat Ridge PD

Brian Wilkerson, Revolution Advisors, LLC
Kortni Clemmons, Revolution Advisors, LLC
Phil Kirmuss, Revolution Advisors, LLC

Director Johnson called the meeting to order at 2:40 pm. The meeting started at 2:30, but the Board did not have a quorum until 2:40.

BACKGROUND

The Jefferson County Emergency Communications Authority (“JCECA”) entered into a contract with Revolution Advisors, LLC (“RA”) pursuant to which RA will perform a regionalization feasibility study. On April 28, JCECA held a meeting with RA and other stakeholders to gather information and set expectations between RA, JCECA, and the

participating fire and law enforcement agencies. The purpose of the May 27 meeting was for RA to update JCECA and the stakeholders on the process, delays and challenges, and get feedback from the stakeholders on the progress.

REVOLUTION ADVISORS PRESENTATION

KEY TASKS STATUS

Mr. Wilkerson began the presentation by giving an overview of the status of key tasking in completing the process. To May 27, RA has primarily been busy collecting data and identifying other public safety communications consolidations projects nationwide that will be used as benchmarks for this consolidation study.

On the data gathering front, RA reported that it has been delayed by nearly 2 weeks due to difficulty collecting some data from the stakeholders. RA has yet to receive data from Evergreen Fire. Most of the data is or will be double or triple checked; that process may take a few additional days as well.

For benchmarking comparisons, RA reported it identified 13 examples of consolidated public safety communications. Ten of those have completed consolidation; an additional 3 are in the process of consolidation. RA has reached out to many of these consolidations to gather information on lessons learned, efficiencies, difficulties, etc.

KEY MILESTONES

Mr. Wilkerson noted that the project was delayed by 2 weeks. That pushed the final delivery date back from July 9 to July 23. Milestone dates between May 27 and the final delivery date were also pushed back.

CRITERIA MATRIX REVIEW

Prior to the meeting, RA sent out the criteria matrix to JCECA and the stakeholders for review. The criteria matrix was developed at the last meeting. It is a set of desired outcomes, ranked from high to low, against which any potential suggestions can be compared. During the meeting, Mr. Wilkerson solicited feedback on the criteria matrix. There was little discussion of the criteria matrix. Mr. Wilkerson explained that some of the criteria was fairly objective (*i.e.*, cost savings) and so could be compared objectively, while other criteria was subjective (*i.e.*, benefit to stakeholders) and so RA would assign values to the subjective criteria to gauge how well a suggestion addressed that criteria.

KEY DATA REVIEW

Mr. Wilkerson presented on the number of staff positions per agency and the staffing levels. He explained that determining the number of call takers relative to 911 calls, and the number of supervisors relative to call takers, was important because it helped determine baseline staffing levels for a consolidated PSAP.

Mr. Wilkerson also addressed open staff positions. Those were important, he explained, because his goal was that “everyone who has a job and wants a job should get a job” – basically meaning that the goal was to not cut current staff in any consolidation effort, but rather to use the open staff positions to move people around. The Board and the stakeholders seemed to agree with this.

Mr. Wilkerson also suggested that the goal was to maintain or improve service levels rather than seek the lowest common denominator. This required RA to accurately determine the service level at each PSAP rather than seek the lowest level of service common among all PSAPs.

Finally, Mr. Wilkerson presented on salaries of PSAP staff. RA did not have individual data on staff salaries, but did have a range of salaries and was able to determine the average salary for a given position across all participating agencies. The Board and the stakeholders requested the RA obtain more granular data on salaries for the different positions that took into account length of service and benefits packages. The Board and stakeholders also requested that this information be presented in a scatter plot graph to show the relative distribution of salaries. One concern if consolidation takes place is the standardization of salaries, so determining a fair salary and benefits level is important.

NEXT STEPS

RA proposed to deliver the next report on June 9. On June 16, JCECA and the stakeholders will hold another meeting with RA at the Jefferson County Sheriff's Office. At that meeting, RA will present on the June 9 report.

ADJOURNMENT

Upon conclusion of the presentation and discussion, the Board adjourned the meeting at 3:15 pm.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
REGIONALIZATION STUDY SESSION
June 16, 2014

The Jefferson County Emergency Communications Authority (JCECA) Board met in the South Classroom at the Jefferson County Sheriff's Complex, 200 Jefferson County Pkwy, Golden CO for a presentation and discussion of a Preliminary Regionalization Feasibility Report by Revolution Advisors, LLC.

Present: Director Lynn Johnson
 Director Mark Krapf
 Director Chris Ambrosio
 Director Casey Tighe
 Dennis Tharp, JCECA Legal Counsel

Also Present: Jeff Irvin, JCECA Executive Director
 Jodi Malpass, Lakewood PD
 Jen Sliemers, Arvada FPD
 Jon Greer, Arvada FPD
 Christy McCormick, Evergreen FPD
 Don Wick, Arvada PD
 Bill Kilpatrick, Golden PD
 Mike Weege Evergreen FPD
 Larry Stodden, Wheat Ridge PD
 Karyn Kretzel, West Metro FPD
 Diane Culverhouse, JCSO
 Steve Kabelis, City of Lakewood
 Scott Pocsik, JCSO
 Kevin Paletta, Lakewood PD
 Daniel Brennan, Wheat Ridge PD
 Joe Cassa, Wheat Ridge PD
 Dan McCasky, Lakewood PD
 Jeff Shrader, JCSO
 Vicki Pickett, Arvada PD
 Brian Wilkerson, Revolution Advisors, LLC
 Phil Kirmuss, Revolution Advisors, LLC

Director Johnson called the meeting to order at 3:08 PM. In addition to Director Johnson, Directors Ambrosio and Krapf were present. Director Tighe arrived at 3:48 PM.

The topic of the meeting was the draft Regional 911 Preliminary Feasibility Study dated June 9, 2014. Brian Wilkerson, Revolution Advisors, LLC conducted the presentation and reiterated that additional information was necessary. There were budget gaps in the following areas: facilities, capital purchases, and the cost of benefits paid by the employer. Mr. Wilkerson will follow up contacting each PSAP identifying specifically the information he needs from that PSAP.

The group determined that Option 4 would not be further pursued. The group determined that to address the disparate radio systems currently in use across the agencies, Option 1 (ISSI) and Option 2 [Universal Communications Platform (UCP)] would be pursued. The group agreed to use a 10 hour work shift as a standard basis for calculating the number of employees.

The meeting adjourned at 4:46 PM.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JUNE 19, 2014

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 Mark Krapf
 Director Chris Ambrosio
 Dennis Tharp, Attorney
 Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Ryan Tharp, Fairfield and Woods, P.C.
 Jen Sliemers, Arvada Fire
 Jodi Malpass, Lakewood PD
 Scott Hunter, JCSO
 Karin Marquez, Westminster PD/FD
 Monty Heffner, Broomfield PD
 Diane Culverhouse, JCSO
 Karen Sweet, JCSO
 Wendy Swanhorst, Swanhorst and Company, LLC

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the Minutes of May 22, 2014.

TREASURER'S REPORT

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

Wendy Swanhorst of Swanhorst & Company, LLC presented the finalized 2013 Audit Report.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD, presented the Advisory Committee Report. The following topics were presented:

- Deb Rozeboom from GeoComm attended the meeting to give the monthly status report. GeoComm did their quality assurance on the addressing and determined our

accuracy rate to be at 99.51%. There was a discussion regarding the time necessary for changes to be reflected in the routing of a 9-1-1 call from a residence should the residence address be changed by the county. Jeff suggested having citizens contact their local PSAP to set up a test E911 call to see how the address is displayed and routed. If not routing correctly the PSAP can submit a discrepancy report for correction. Director Tighe added that he would ask Planning and Zoning to contact Jeff to discuss a possible procedure as it relates to addressing.

- The Committee is reviewing a GeoComm proposal for a GeoLynx hosted server. A beneficial feature of the new system is that it would provide situational awareness for the entire JCECA service area by plotting the location of all 9-1-1 calls in real-time.
- NICE discussed open tickets during their monthly update. They also mentioned that they have a new application coming out that will archive “Text to 9-1-1” messages.
- Century Link attended and introduced Phil Spittler, the new Area Plan Supervisor for E911 and Customer Service Specialists (CSS) who replaced Chris Brown subsequent to his promotion assignment. The Committee asked them to discuss their solution for “Text to 9-1-1”. They offer a TCS solution that is web-based, and currently only offered through Verizon. It is an interim solution that would require dispatchers to monitor a site since it is not integrated with the phone system. No decisions have been made yet and the Committee is going to get more feedback from the PSAP’s. There was a discussion of the needs of the speech and hearing impaired community with regard to this service.
- Cassidian’s new “Best of Five” product is specific for E911 texts and can be archived. This new platform does not require the dispatcher to log into a separate website and is fully integrated. However for the JCECA PSAP’s this would require a “forklift” upgrade which is at least two years out.
- Smart 911 presented the new version of their offering that was recently introduced. Arvada PD has upgraded and the remaining PSAP’s will hopefully be upgrading soon. The upgrade includes the ability to initiate SMS text messages to any wireless SMS capable phone regardless of whether they have a Smart 911 profile or not. The user would still need to call 9-1-1, for the PSAP to be able to text them back, so it is not a “Text to 9-1-1” solution.
- The Committee voiced their frustration to Revolution Advisors regarding the amount inaccurate and confusing information being received which is slowing down the overall Regionalization Feasibility Study process. Revolution Advisors agreed to communicate directly with the individual PSAP’s regarding the information that is needed from certain agency’s verses blanket communication to all PSAP’s.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$44,705.71.

Jeff then presented the agency expenditure requests for amounts over \$10,000.

The Board upon motion of Director Ambrosio, duly seconded by Director Krapf, and by majority vote, approved the expenditure items over \$10,000 in the amount of \$279,672.00.

Jeff informed the Board that FCC released information regarding the status of interim text to 911. NENA will present a formal request for text to 911. The Advisory Committee will consider this topic at their next meeting. Jeff is hoping to have more information at the next meeting.

NEW BUSINESS

Ryan Tharp and Jeff Irvin discussed RTD's request for funding commitment letters.

ADJOURNMENT

Director Tighe adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**JULY 17, 2014 AT 9:00 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 June 19, 2014 Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JULY 17, 2014

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 Chris Ambrosio
Director Casey Tighe
Director William Rush
Dennis Tharp, Attorney
Tracy Emerson, Clerk

Excused: Director Mark Krapf

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Arvada PD
Jodi Malpass, Lakewood PD
Diane Culverhouse, JCSO
Scott Hunter, JCSO
Karen Sweet, JCSO
Monty Heffner, Broomfield PD
Larry Stodden, Wheat Ridge PD
Brian Zoril, Foothills FD
Christy McCormick, Evergreen Fire Rescue

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the Treasurer's Report.

ADVISORY COMMITTEE REPORT

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

- The Committee had the GeoComm conference call which included a discussion regarding hosting of the proposed GeoLynx Server with 9-1-1 Call Plotting System locally.
- NICE gave their monthly update to the committee during which they reviewed outstanding tickets and projects. An Engineer from NICE gave a presentation regarding their solution for logging of "Text to 9-1-1" messages.
- Century Link reviewed the status of repair tickets and discussed options for "Text to

- 9-1-1” messaging and associated costs.
- There was a general discussion regarding the technical issues of implementation of “Text to 9-1-1” messaging.
- The last topic mentioned was a problem regarding several non-initialized calls received in the course of one day. Century Link looked into this issue and then responded to the Committee saying that it had been caused by Intrado network and problems that have since been resolved.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$35,922.54.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items over \$10,000 in the amount of \$334,602.74.

EXECUTIVE DIRECTOR REPORT

- First Jeff reviewed the budget summary year-to-date and we are tracking at 59% as of July 11, 2014. He also stated that we have collected 50% of anticipated fees as of June 30, 2014.
- Next Jeff discussed projected expenditures that need to be allocated such as those for J-Fon fiber optic network project.
- There was a discussion regarding the RFP process the City of Lakewood is conducting with regard to login system upgrade and/or replacement. Jodi Malpass, Lakewood PD reported on the status of the process.
- Jeff mentioned that the bill for the full amount of the Gold Line segment funding will probably not be due in 2014. The resolution and commitment letter have been issued.
- With regard to the North Metro segment he pointed out that monies have been included in his projections.
- Next, Jeff and Dennis Tharp discussed executing an increase of the ETC during 2014. Jeff’s recommendation was to increase our surcharge amount to \$.70 per month, per subscriber line. Our surcharge is currently at \$.52. Dennis recommended that we ask for public comment by advertising the JCECA meeting date to the public of when a decision would be made on this increase. The Board decided to vote on a surcharge increase at the August 21, 2014 meeting. Dennis will coordinate the advertising.
- Jeff then spoke about the recent J-FON meeting. They have been speaking with CDOT about a value swap for fiber optic conductivity which may result in an equitable trade with RTD of available fiber or a microduct chamber going out to DIA.
- Jeff then went into a discussion about the situation with the Golden microwave link. Since School of Mines campus is no longer an option, they are exploring a link from the Dakota building to a Bonvue water tank then over into Golden. There is an estimated cost of somewhere between \$54,000 and \$137,000

depending on the bandwidth and the quality of the link. Golden wants to move forward with an RFP process in order to pinpoint the actual costs. He continued by talking about how Arvada would like to run fiber along Highway 93 down to 68th Avenue for regional RMS systems and redundant connections for additional PSAP's. Jeff has also spoken with CDOT about the possibility of this option. Jeff asked the Board if they would consider funding the Golden project if they presented the actual costs involved. The Board gave Jeff the affirmation to let Golden move ahead with the process.

- Jeff concluded with a summary of the recent Colorado PUC 9-1-1 Advisory Taskforce meeting.

NEW BUSINESS

Dennis Tharp presented a supplemental resolution for the Public Safety Fiber Along the North Metro Rail Line. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by majority vote, approved the resolution.

ADJOURNMENT

The Board upon motion of Director Tighe, duly seconded by Director Rush, and by majority vote, adjourned the meeting.

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**AUGUST 21, 2014 AT 9:00 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. June 19, 2014 and July 17, 2014 Regular Meeting Minutes
4. Treasurer's Report
5. Regionalization Feasibility Study
 - a. Presentation of Final Study Report by Revolution Advisors
 - b. Comments by Participating Agency CEOs
 - c. Discussion
6. Advisory Committee Report
7. Expenditure Requests
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
AUGUST 21, 2014

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 Chris Ambrosio
 Director Casey Tighe
 Director William Rush
 Dennis Tharp, Attorney
 Debbie Quinn, Clerk

Also Present: Jeff Irvin, Executive Director
 Scott Rose, Lakewood PD
 Fran Kaloust, Lakewood PD
 Jodi Malpass, Lakewood PD
 Michael Murphy, WMFR
 Karyn Kretzel, WMFR
 Pat Purdy, WMFR
 Don Lombardi, WMFR
 Jen Sliemers, Arvada FD
 Vicki Pickett, Arvada PD
 Christy McCormick, Evergreen Fire Rescue
 Kevin Paletta, Lakewood PD
 Don Wick, Arvada
 Bill Kilpatrick, Golden PD
 Ryan Tharp, Fairfield & Woods, P.C.
 Barb Griebel, Broomfield PD
 Monty Heffner, Broomfield PD
 Daryl Hollingsworth, Golden PD
 Joe Cassa, Wheat Ridge PD
 Daniel Brennan, Wheat Ridge PD
 Larry Stodden, Wheat Ridge PD
 Emery Carson, Indian Hills FD
 Chris Longshore, Arvada
 John Anderson, Evergreen Fire
 Bob Walter, Evergreen Fire
 Nancy Duncan, Jefferson County Budget
 Karin Marquez, Westminster PD
 Mike Creisman, Westminster PD
 Russ Bowers, Westminster PD
 Jon Greer, Arvada FD
 Brian Zoril, Foothills FD
 Curt Rogers, North Fork FD
 Alan Fletcher, Fairmount FD

Bob Olme, Wheat Ridge FD
Bill Easterling, Genesee FD
Clint Fey, Jefferson County Emergency Management
Randy Simpson, Inter-Canyon FD
Ted Mink, Jefferson County Sheriff
Scott Pocsik, Jefferson County Sheriff
Jeff Shrader, Jefferson County Sheriff
Karen Sweet, Jefferson County Sheriff

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by unanimous vote, approved the Minutes of June 19 and July 17, 2014.

TREASURER'S REPORT

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

REGIONALIZATION FEASIBILITY STUDY

Brian Wilkerson, Revolution Advisors, presented the results of the Regionalization Feasibility Study. (attached) Dan Brennan, Wheat Ridge Police, spoke for the sheriff's office and the police departments. He mentioned that the chiefs are very supportive of regionalization and feel that although they already provide great service, regionalization will ensure the continuation of the best service to the public. They are committed to move forward, think it is an exceptional center and agree to collaborate on the project. Revolution Advisors is meeting with the city and county managers at West Woods Golf Course in Arvada on September 11, 2014 to present the report to them and gain their support. They will then get the support of the elected officials. The Chiefs did ask the Board for the use of a consultant to guide them through the regionalization process, hiring of an Executive Director as soon as possible and help with the IGA process. John Greer, Arvada Fire stated that the Fire Departments are staunchly behind the regionalization efforts. Don Lombardi, West Metro Fire Chief said that the police and fire units will collaborate together to get this regionalization effort moving forward. He asked what documentation they needed to provide to the Board from the City and County Managers. Chief Kilpatrick suggested they get a signoff after the September meeting showing the consensus from the Managers present. Brian Wilkerson stated that they are comfortable laying the groundwork for the preliminary steps in setting up a regionalization center. Director Rush made a motion, duly seconded by Director Ambrosio, and by unanimous vote, approved their broad and general support for the regionalization effort going forward. Jeff mentioned that he would be coming forward with Budget numbers in the next meeting and setting up the groundwork for the Executive Director search.

ADVISORY COMMITTEE REPORT

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

- The Committee had the GeoComm conference call. There was 99.4% match rate. They discussed the hosting of the proposed GeoLynx Server with 9-1-1 Call Plotting System locally. West Metro Fire offered to host the equipment but they are going to table this item until 2015.
- NICE gave their monthly update to the committee during which they presented their newest version of "Text to 9-1-1", that provide the capability of logging exchanges.
- TCS presentation "Text to 9-1-1" - they do 93% of the business throughout the country. They use a GEM 911 web based system accessed via web browser. They have had success with Phase II capability. They demonstrated the interface. Vicki said that the training and administration of this product appeared to be easy. It's a basically free service paid for by the wireless providers. The system will integrate with Smart 911.
- Century Link update presented and discussed a spreadsheet showing all the service calls for the previous month.
- Budget discussion ensued with a review of all items being proposed.
- The transition of Century Link taking over the ALI service has been delayed by the PUC.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Rush, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$48,960.79.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Rush, duly seconded by Director Ambrosio, and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$164,284.46.

EXECUTIVE DIRECTOR REPORT

- Jeff brought forward a request not to exceed \$16,000 for the RTD/U.S. 36 infrastructure. The Board upon motion of Director Ambrosio, duly seconded by Director Tighe, and by unanimous vote, approved the request in an amount not to exceed \$16,000 for the infrastructure costs. Dennis Tharp, attorney will prepare a resolution and send it to the Chairman for signature.
- Jeff received the \$1.3 million bill for the full amount of the Gold Line segment funding. This was not expected until 2015. The IGA is not completed and the Board will need to reassess the Budget and perhaps propose a special allocation to pay this bill early.
- This brought up the concern about the budget report and how the regionalization will affect the 2015 budget. Jeff suggested that all PSAPs submit their current needs and this information will then be processed with the regionalization budget concerns to come up with a full budget. He is planning an October retreat to

discuss all budget concerns.

- Next, the Board discussed executing an increase of the ETC surcharge during 2014. They decided to table this discussion until the meeting on the budget. Jeff will have more information and budget figures for the regionalization effort and the fiber optic projects at that time.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

SEPTEMBER 18, 2014 AT 9:00 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. June 16, 2014 Regionalization Study Session and August 21, 2014 Regular Meeting Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
 - a. Regionalization – update on status of process. Request for funding of additional consultant services.
 - b. 2015 Budget – presentation and review of 2015 Budget Workbook.
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
SEPTEMBER 18, 2014

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 Chris Ambrosio
 Director Casey Tighe
 Director William Rush
 Dennis Tharp, Attorney
 Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
 Larry Stodden, Wheat Ridge PD
 Emery Carson, Indian Hills FD
 Ryan Tharp, Fairfield & Woods, P.C.
 Karen Sweet, Jefferson County Sheriff's Office
 Vicki Pickett, Arvada PD
 Monty Heffner, Broomfield PD
 Christy McCormick, Evergreen Fire & Rescue
 Jen Sliemers, Arvada Fire
 Fran Kaloust, Lakewood PD
 Jodi Malpass, Lakewood PD
 Bob Olme, Wheat Ridge FD
 Joe Marcus, Inter-Canyon board
 Randy Simpson, Inter-Canyon FD
 Curt Rogers, North Fork FD
 Brian Zoril, Foothills FD
 Alan Fletcher, Fairmount FD
 Scott Hunter, Jefferson County Sheriff's Office
 Mike Weege, Evergreen Fire & Rescue
 Wes Horn, Century Link

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by unanimous vote, approved the Minutes of June 16, 2014 and August 21, 2014.

TREASURER'S REPORT

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

ADVISORY COMMITTEE REPORT

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

- The Committee had the GeoComm conference call. Emergency notification data has a 99.67 percent match rate to the GIS data.
- NICE discussed open tickets during their monthly update. There was a long discussion about "Text to 9-1-1", and use of the TCS-GEM application. The Committee agreed that the method they demonstrated for this process is very user friendly and easy for the dispatchers. The Committee decided to move forward with primary PSAP's first because the Fire PSAP's are involved in a CAD project right now. Karen Marquez, Westminster PD/FD has agreed to let the Westminster be the default for Text to 9-1-1 messages initially until all PSAP's have been deployed and trained. The Committee is waiting for documentation from TCS regarding IT's involvement in the implementation. This information will provide them with a better estimation of when they will go live with this application. Jeff has already sent the Request for Service letters to the "big four" telephone service providers (AT&T, Sprint, T-Mobile and Verizon) in order to begin the process.
- Vicki gave a brief update on Century Link regarding the persistent log-off problem affecting the Arvada PD/FD, Westminster and Evergreen systems. They did have a major hardware switch-out to address some of the log-off issues on the phone positions. Things seem to be leveling out and improving.
- At the Colorado PUC 9-1-1 Advisory Task Force meeting this month there was a great presentation regarding how people with disabilities access 9-1-1. The presentation included a demonstration on how to make a video relay call. Overall the attendees found the presentation to be very informative with regard to why Text to 9-1-1 is so important to this community.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Rush, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$38,551.75.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Rush, and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$466,517.03.

EXECUTIVE DIRECTOR REPORT

- Jeff reported that Dennis Tharp has advertised the discussion of the increase of the ETC for the October meeting.
- With regard to the regionalization process, they had a good meeting with the city

managers last week and they were very receptive to Revolutionary Advisor's report. Although the mountain area agencies have made a lot of progress with the establishment of the mountain fire dispatch and they are very pleased with the service levels, the Chiefs have a few concerns that they will not be included in discussions or asked for input. Jeff is planning to meet with the mountain area Chiefs to provide them with an update on the process and upcoming plans. Chief Weege came forward to give specific examples of their concerns especially about additional costs that need to be recognized. He also expressed the difference in the service levels of the mountain agencies verses metro area agencies. They would like to see a ninth seat be added to the Governance Committee that would provide mountain area agencies representation. After Jeff has met with the mountain area agencies, he will bring the information back to Brian Wilkerson. There was a discussion of a Statement of Work provided by Revolution Advisors to provide additional services (copy attached). The Directors were concerned that the timeline presented was too compressed and authorized Jeff to work with Brian Wilkerson to modify the timeline so as to not extend past Q1 2015.

The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the expenditure for Revolution Advisors, not to exceed \$20,000 for additional services.

- A budget retreat with Revolution Advisors was scheduled for October 30, 2014. Evergreen Fire Department will host the meeting that will begin at 8:30 a.m. and Jeff will set up the appointment.
- Jeff then gave an update regarding RTD. They are still in continued negotiations with CDOT.
- Jeff mentioned that he has requested a proposal from GeoComm that would add a map layer to help discern the numbers of subscribers in the areas of the agencies served by JCECA.
- Jeff gave a brief overview of the Colorado PUC 9-1-1 Advisory Task Force meeting and advised that voting member elections will be held at the November meeting.

NEW BUSINESS

Director Johnson then reminded the Board about the Executive Session to conduct Jeff Irvin's annual evaluation. The Executive Session will be held immediately following the October 16, 2014 Board Meeting.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**OCTOBER 16, 2014 AT 9:00 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 September 18, 2014 Regular Meeting Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
 - a. Discussion of Setting of Emergency Telephone Charge (ETC)
9. Executive Session
 - a. Discussion of Legal Matters with Counsel
 - b. Executive Director Annual Review
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
OCTOBER 16, 2014

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 Chris Ambrosio
Director Casey Tighe
Ryan Tharp, Fairfield & Woods, P.C
Debbie Quinn, Clerk

Excused: Director Mark Krapf
Director William Rush

Also Present: Jeff Irvin, Executive Director
Jen Sliemers, Arvada FD
Vicki Pickett, Arvada PD
Bill Kilpatrick, Golden PD
Karin Marquez, Westminster PD
Mike Weege, Evergreen FD
Alan Fletcher, Fairmount FD
Eric Simmons, Fairmount FD
Curt Rogers, North Fork FD
Jon Slaughter Pelegri, North Fork FD Board
Page Whitesides, North Fork FD Board
Craig Howe, Jefferson County Sheriff
Scott Hunter, Jefferson County Sheriff

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote approved the Minutes of September 18, 2014.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the Treasurer's Report and \$192,789.43 of claims for the month of September.

ADVISORY COMMITTEE REPORT

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

- The Committee had the GeoComm conference call. There were no issues.
- NICE gave their monthly update to the committee and reviewed their repair tickets.
- Broomfield discussed the status of their logging system upgrade project and the First In station alerting request submitted by North Metro Fire District. The committee requested additional detail and will schedule a conference call later this month to discuss further.
- Century Link discussed the service calls for the previous month.
- “Text to 9-1-1” report – Arapahoe County will be the first to go live with this program. The JCECA has been waiting on TCS to provide required information for the agency IT departments. Once the IT departments can get set up JCECA will be set to go live with their program release. Vicki mentioned that Laramie County has a set of policies and procedures that they have shared and that can be used by our agencies as a template to set up policies.
- The committee has decided to wait until the 2015 1st quarter to implement the “Next” upgrade of CodeRED. CodeRED has advised this prudent given the size of our system and that they are working carrying over some features that appear in the existing system but were left out of the new system.
- Colorado Resource Center is hosting the annual 911 Goes to Denver event in Hearing Room 1 here in Jefferson County Courts & Administration Building on December 5th.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$58,124.14.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Ambrosio, duly seconded by Director Tighe, and by majority vote, approved the expenditure items over \$10,000 in the amount of \$276,225.12, with the total for both expenditure requests being \$334,349.26.

EXECUTIVE DIRECTOR REPORT

Jeff discussed the summary of revenues up to this point in the Budget. JCECA has expended 69% of authorized appropriations, collected 75% of expected ETC charges and expended 71% of the budget as of 9/30/2014. Jeff said with the expected expenditures they should not need a special appropriation unless something unforeseen would come up.

DISCUSSION ON SETTING THE EMERGENCY TELEPHONE CHARGE (ETC)

The Board briefly discussed setting the emergency telephone charge. Jeff went over future budget expenditures with estimated figures for the consolidation and used a calculator formula showing consolidation and without consolidation. With wireless data costs, CAD maintenance, the investments of the fiber optics network, Regionalization and Phase II funding, expenditures have been going up. The rate has not been increased for 10 years or more. The Board decided to wait and make the decision on the rate charge at the October 30th Budget Planning Session so that all the Board members would be included in the decision. Director Johnson did ask for any public

comment on the rate increase and nobody came forward. The Board asked Ryan Tharp to advertise again in case the public would like to comment on the potential rate increase at the next meeting. Jeff will also place the information on the JCECA website.

EXECUTIVE SESSION

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved going into Executive Session.

The Board went into Executive Session (per Colorado Revised Statutes §24-6-402 (4)(b) and (f)(l) for the annual review of the Executive Director and discussion of legal matters with counsel.

The Board reconvened after the Executive Session.

The Board members all expressed their satisfaction with Jeff and said he had done a very good job, especially with the extra work on the Regionalization Project.

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the 2% salary increase retroactive to October 1, 2014 and authorized a \$1500 bonus for Executive Director, Jeff Irvin.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**NOVEMBER 20, 2014 AT 9:30 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. October 16, 2014 and October 30, 2014 Budget Planning Session Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
 - a. 2015 Budget – presentation and review of final draft of 2015 Budget Workbook.
8. New Business
9. Adjournment

*** Note meeting time change**

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
OCTOBER 30, 2014

The Jefferson County Emergency Communications Authority Board met in special session at the Evergreen Fire Rescue Training Room, 1802 Bergen Pkwy, Evergreen, CO 80439.

Present: Director Lynn Johnson
 Director Chris Ambrosio
 Director Casey Tighe
 Director Mark Krapf
 Director William Rush
 Ryan Tharp, Fairfield & Woods, P.C

Also Present: Jeff Irvin, Executive Director
 Jen Sliemers, Arvada FD
 Vicki Pickett, Arvada PD
 Karin Marquez, Westminster PD
 Bill Kilpatrick, Golden PD
 Mike Weege, Evergreen FPD
 Alan Fletcher, Fairmount FPD
 Eric Simmons, Fairmount FPD
 Curt Rogers, North Fork FPD
 Jon Slaughter Pelegrin, North Fork FPD Board
 Page Whitesides, North Fork FPD Board
 Craig Howe, Jefferson County Sheriff's Office
 Scott Hunter, Jefferson County Sheriff's Office
 Steve Nelson, Jefferson County Sheriff's Office
 Karen Sweet, Jefferson County Sheriff's Office
 Jeff Bybee, North Metro Fire Rescue District
 Tony Coraggio, Broomfield PD
 Christy McCormick, Evergreen FPD
 Jodi Malpass, Lakewood PD
 Steve Kabelis, City of Lakewood
 Mike Murphy, West Metro FPD
 Pat Purdy, West Metro FPD
 Rebecca Fuller, West Metro FPD
 Karyn Kretzel, West Metro FPD
 Larry Stodden, Wheat Ridge PD
 Bob Olme, Wheat Ridge FPD
 Brian Zoril, Foothills FPD
 Emery Carson, Indian Hills FPD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

REVIEW OF THE BUDGET

Jeff Irvin presented the 2015 draft budget for the Board's consideration. The budget worksheet included an option to show the effects of the proposed regionalization effort for the PSAPs and to show the impact of increasing the emergency telephone charge from \$0.52 to \$0.70.

EMERGENCY TELEPHONE CHARGE

The budget projected expenditures out for five years. Even without the regionalized communications center, the extended budget projections projected that the Authority would run a deficit in future years. With the regionalized communications center, the deficits would accumulate faster. After a lengthy discussion, including a discussion of the benefits to citizens from a fully funded E-911 system, the Board unanimously approved a motion to increase the emergency telephone charge from \$0.52 to \$0.70.

FURTHER BUDGET DISCUSSION

Director Tighe left the meeting soon after the vote on the emergency telephone charge. With the remaining four Directors present, the Board continued to discuss the 2015 budget. Several budget items were changed based upon the consensus of the Board and the other stakeholders present in the room. Several other budget items were identified and assigned to the Advisory Committee for further discussion and analysis. Director Rush left the meeting prior to its conclusion.

ADJOURNMENT

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

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
NOVEMBER 20, 2014

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 Chris Ambrosio
Director Mark Krapf
Director Casey Tighe
Ryan Tharp, Fairfield & Woods, P.C
Tracy Emerson, Clerk

Excused: Director William Rush

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Arvada PD
Jodi Malpass, Lakewood PD
Larry Stodden Wheat Ridge PD
Michael Murphy, West Metro Fire & Rescue
Karyn Kretzel, West Metro Fire & Rescue
Page Whitesides, North Fork FD Board
Bob Olme, Wheat Ridge Fire Protection District
Brian Zoril, Foothills Fire Protection District
Eric Simmons, Fairmount FD
Curt Rogers, North Fork FD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Ambrosio, duly seconded by Director Tighe, and by majority vote approved the Minutes of October 16, 2014 and the Minutes of the October 30, 2014 Budget Planning Session.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the Treasurer's Report and Accounts Payable Claims in the amount of \$529,780.56.

ADVISORY COMMITTEE REPORT

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

GeoComm

- During the monthly GeoComm conference call, they announced that a new representative, Hanna Lord, has been assigned to our account.
- Vicki also mentioned that the match rate for the map data is excellent, both with the MSAG and Emergency Notification data.

NICE

- The representative from NICE discussed the outstanding tickets as well as new developments in their services. One of the developments they are offering to a few agencies is that of a Network Operations Center (NOC) where they would have people monitoring the network remotely. At this point NICE is just introducing the concept and wanting feedback on our PSAP's interest level. The next step for NICE will be to provide the Committee with more details including the cost of the system.
- NICE also discussed new features to their software. A specific feature of interest is an index search on speech. By just using key words, it will pull any conversations that include those topics. This feature also includes the technology to identify emotions through voice stress analysis which would be very helpful when conducting a quality assurance program with your call center.
- NICE has switched out their TIER I support staff which hopefully will reduce some of the complaints from some of the PSAP's.

Century Link

- Century Link reported on the PSAP tickets from the last several months. Specifically a virus was discovered in the north interoperable system (ARFD, ARPD, EVFR, WES) which they had to mitigate. The concern was the closed network, so the only way the virus could have been introduced was most likely from a jump drive that may have been input in one of the servers. Unfortunately Century Link is not able to track where it originated.
- Vicki discussed the number of tickets that had been handled in the last few months which really highlighted the cost effectiveness of the maintenance contract.

CodeRED

- The CodeRED Representative, Brittney Commander, discussed that the CodeRED "Next" upgrade is now available. While they were creating the upgrade they lost a few of the features that our PSAP's utilize. Brittney advised the Committee to wait to upgrade until they get the lost functions back into the new version.
- Overall, the Committee feels that CodeRED has done a great job as a company and a system with very few complaints from the PSAP's.

Budget Retreat Follow- up Items

- First they reviewed the past expenditures and the percentage level of use with the AOF. The Committee's goal was to decrease the budget without hindering operations. They came to an agreement of a 25% reduction with this budget item. This decision will be monitored throughout the year.
- The second item discussed was Program Fund Prioritization. The five programs were reviewed and prioritized in order of importance as they relate to PSAP support.

The priority list in order of importance:

1. CAD Maintenance
 2. Regional CAD
 3. Radio Consoles
 4. Radio Software
 5. Wireless Data
- The other two items that were reviewed for prioritization were Cop-Link and the Regional Back-up Center.
 - CAD Maintenance was discussed further regarding invoice line items and directly connecting them to the function of maintenance.
 - Next the Committee discussed the Regional Back-up Center regarding the idea of dividing disciplines by location.
 - Adding a location by utilizing the third floor of Westminster's building plan was suggested.

NICE

- Vicki referred back to an item of note regarding NICE. They have discussed with the Committee the idea of providing a hosted solution for logging recorders. This task would require a lot of local needs and work-arounds. NICE is considering offering this software as a service.

SMS to 9-1-1

- The PSAP's have been talking to their IT departments regarding a timeline for "SMS to 9-1-1" implementation. The interest and urgency of this task is to hopefully have our implementation near the same time as the other counties. The benefits of building momentum would result in reduced confusion and better awareness.

North Metro Fire Proposal

- The Committee did discuss the proposal from North Metro Fire's expenditure requests. Since their meeting, Jeff has received the needed information so it can be reviewed at an upcoming Committee meeting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$44,421.88.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by majority vote, approved the expenditure items over \$10,000 in the amount of \$274,565.18, with the total for both expenditure requests being \$318,987.06.

EXECUTIVE DIRECTOR REPORT

- Jeff reviewed the final draft of the 2015 budget in detail and asked for direction from the Board moving forward. After discussing the open items, the budget is at \$7,833,98.00. Jeff will be presenting the final budget at the December 18, 2014 Board meeting.
- Next Jeff reviewed the 2014 year-to-date expenditure totals.

NEW BUSINESS

Ryan Tharp provided an update on the PC Task Force meeting and the topic of submissions of comments to the FCC in opposition to the desire of Track Phone to have Life Line phones exempted from emergency telephone charges nationwide.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**DECEMBER 18, 2014 AT 9:00 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 November 20, 2014 Minutes
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Presentation of 2015 Budget for Adoption
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
DECEMBER 18, 2014

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 Chris Ambrosio
 Director Mark Krapf
 Director William Rush
 Director Casey Tighe
 Dennis Tharp, Attorney
 Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 Jen Sliemers, Arvada FD
 Bill Kilpatrick, Golden PD
 Karin Marquez, Westminster PD
 Alan Fletcher, Fairmount FD
 Eric Simmons, Fairmount FD
 Curt Rogers, North Fork FD
 Jon Slaughter Pelegrin, North Fork FD Board
 Jodi Malpass, Lakewood PD
 Ryan Tharp, Fairfield & Woods, P.C.
 Kyle Souhrada, Pictometry
 Brian Zoril, Foothills FD
 Christy McCormick, Evergreen Fire & Rescue
 Karyn Kretzel, West Metro FD
 Mike Murphy, West Metro FD
 Jeff Bybee, North Metro FD
 Monty Heffner, Broomfield PD
 Wes Horn Century Link
 Larry Stodden, Wheat Ridge PD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Rush, duly seconded by Director Ambrosio, and by unanimous vote approved the Minutes of November 20, 2014.

TREASURER'S REPORT

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

Report and \$778,645.28 of claims for the month of November.

ADVISORY COMMITTEE REPORT

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

GeoComm

- Deb Rozeboom from GeoComm attended the meeting for her quarterly on-site visit.
- The Emergency Notification data is still excellent as it continues to track at a 99.68% match rate to the GIS data.
- GeoComm has completed 70% of the wireless consulting audits on the County's cell towers.

NICE

- NICE gave their monthly update to the Committee and reviewed the open repair requests.
- They have asked to meet with the Committee in early 2015 to discuss some of their new offerings including the implementation of the Network Operations Center (NOC).

Century Link

- Century Link gave their update and reviewed the outstanding tickets.
- The recent tickets with the Westminster/Arvada phone system have decreased in numbers and level of seriousness as a result of good trouble-shooting and resolution.

SMS to 9-1-1

- The Committee had a conference call with a representative from TCS. TCS will be the provider for the SMS to 9-1-1 solution with the web browser. During the call they discussed the details of what is involved and the processes that need to be in place.
- Vicki also mentioned that once this program is implemented, Verizon has contacts for public outreach.
- She also discussed that the boundaries for SMS to 9-1-1 are a little different. This could mean that a wireless call will route to the correct PSAP, but the text message may not or visa-versa. We are providing our boundary maps to TCS so they can start the building in the process.
- Vicki clarified that only text messages can come across the SMS to 9-1-1 web browser. Photos and videos are not available at this point.
- Vicki then addressed the implementation steps. Agreements which include the boundary area assigned are in place with the PSAP's who will receive the text messages.
- For now the text messages will route to the primary PSAP's and they will then pass anything additional onto the secondary agency.
- In general this is a fairly straight-forward process which involves receiving the text messages by logging into a secure web site. However there are some PSAP's that do not have internet access on their CAD workstations and a few locations that have had to work with their IT departments regarding firewall restrictions.
- Ensuring that the boundary maps are correct and that the PSAP's are trained is of

course a priority in the implementation process.

- The benefits of this system is the ability to have multiple conversations at once, utilizing different workstations and switching dispatchers during a conversation when there is a shift change.
- For testing purposes, the plan is to go live with Verizon first, but not to the public. The intent is to have all carriers available.

CodeRED

- Lastly, Vicki discussed that Jeff has been working with CodeRED to complete the steps necessary for access to the Integrated Public Alert and Warning System (IPAWS).
- IPAWS enables us to display emergency alert messages on highway signs or send out text messages to anyone with a cell phone (and a signal) in a given geographic area, without having to pre-register. This is an excellent option for people who are out of town visiting.
- Jeff and Vicki have completed the FEMA certification training and a couple people from each PSAP will also attend certification training. In order to launch a notification event, people must be certified through FEMA.
- This system is geared for local, life-threatening emergencies such as fires, floods or a dangerous person in the area.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$87,697.44.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$395,083.78, with the total for both expenditure requests being \$482,781.22.

2015 BUDGET ADOPTION

Jeff began the budget discussion with the Pictometry agreement for the flights in 2015. He requested that the Board authorize him to execute the agreement now and also approve the entire invoice to be paid in full in 2015.

The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by unanimous vote, approved Jeff Irvin to execute the Pictometry Agreement now and have the total invoice paid in 2015.

Continuing the discussion of the 2015 budget, Jeff mentioned that one issue will be if Wheat Ridge is going to upgrade their phone system. There is money in the 2015 for a stand-alone upgrade however there may be an option of moving it into the regional center. Jeff will report back next month on the decision.

The Board upon motion of Director Tighe, duly seconded by Director Rush, and by

unanimous vote, approved the 2015 Budget.

The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved to appropriate \$8,514,431.00 to be expenditures in 2015.

EXECUTIVE DIRECTOR REPORT

Jeff discussed the RTD Gold Line IGA and the commitment of \$1.3 million for the cost of the project. Jeff requested that the Board give him the permission to move in the direction of giving RTD a letter of commitment that when the IGA is signed we will give them \$1.15 million and the remainder of upon acceptance at the end of the project. Jeff would come before the Board for the actual authorization before issuing the check. It was agreed that Jeff would send the commitment letter. Dennis Tharp added gratitude and appreciation for RTD's support in public policy and safety in this important initiative that reaches far beyond Jefferson County.

Regarding the Regionalization project, Jeff mentioned that there is a meeting on December 22, 2014 with the CEO's and the IGA in process. As soon as we have the IGA in hand it will be forwarded to our legal department.

ADJOURNMENT

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

NOTICE OF MEETING

FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

**JANUARY 15, 2015 AT 9:00 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 – December 18, 2014
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
9. Adjournment