

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**January 27, 2022**

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

Present:                    Director Alan Fletcher  
                                 Director John Prejzner  
                                 Director Tracy Kraft-Tharp  
                                 Director Mike Clement  
                                 Director Mike Kulp

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Kristy O’Hayre, Broomfield PD  
                                 Gina Ramirez, Jeffcom  
                                 Nick Brown, Carbyne Regional Salesperson  
                                 Maylee Barazza, JeffCo Clerk to the Board of Directors

Director Kulp called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Kraft-Tharp, duly seconded by Director Clement and by unanimous vote, approved the Minutes of December 30, 2022.

**TREASURER'S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 12/31/21 (copy attached). Ms. Kaminski began by reviewing the Balance Sheet on page one. She noted that Prepaid Expense was \$319,916 due to payment of large Onsolve and RAVE Mobile Safety invoices. These will be expensed monthly in 2022. Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report noting that we ended the year with revenues over the budgeted amount and expenses under the budgeted amount. She advised she had no concerns at all and that she is projecting the Authority will end the year with a fund balance of \$6,042,275.

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

Ms. Kaminski reviewed the Cash Encumbrance report (copy attached). She advised that the report shows the inflows and outflows for December with an estimated cash position of \$5,203,128.

## **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for January (copy attached).

The Board upon motion of Director Kulp, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the expenditure requests for the month of January 2022 in the amount of \$1,042,248.08.

## **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Kristy O’Hayre reported that they were working on filing the new positions that were approved and on getting their RAVE implementation going.
- Jeffcom ECC – Gina Ramirez reported they are continuing to hire, no other updates.
- Westminster ECC – no report.

## **EXECUTIVE DIRECTOR’S REPORT**

Mr. Irvin reported little or no activity at the PUC this month. There was a meeting of statewide 9-1-1 authorities to discuss a tariff that might bundle ESnet cost averaged services. Mr. Irvin advised that RAVE Alert implementation continues. There will be a virtual meeting next week to discuss cutover dates and branding.

## **LEGAL COUNSEL REPORT**

Mr. Tharp advised that DISH Network filed an application with the PUC to become an eligible telecommunications carrier. This would give them access to federal Lifeline program monies to offer telecommunication services. From their point of view, it would also allow them to get some of the bigger broadband grants that are being approved by congress. To put in rural broadband across the state you must be an eligible telecommunications carrier in each state you want to get the grant money. Mr. Tharp recommended we intervene to insure they pay 9-1-1 fees if the application is approved.

## **NEW BUSINESS**

There was no new business.

## **EXECUTIVE SESSION**

There was no executive session.

## **ADJOURNMENT**

Director Fletcher adjourned the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2020 and December 31, 2021. We have also prepared the accompanying 2022 adopted budgets of revenues, expenditures, and funds available prepared on the modified accrual basis.

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

*Amanda Kay Carter*

Pinnacle Consulting Group, Inc.  
January 24, 2022


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY				24-Jan-22
BALANCE SHEET				
December 31, 2020 and December 31, 2021				
		Audited	Unaudited	
		Actual	Actual	
		12/31/2020	12/31/2021	
<b>Assets</b>				
Current Assets				
Cash, Checking		\$ 4,005,727	\$ 5,216,203	
Cash, Savings		505	505	
Accounts Receivable		1,794,965	1,762,484	
Prepaid Expense		2,418	319,916	
Total Current Assets		\$ 5,803,615	\$ 7,299,108	
Long-Term Assets				
Construction in Progress		\$ 3,965,578	\$ 3,965,578	
Infrastructure		25,895	25,895	
Right of Ways		568,082	568,082	
West Corridor Fiber Optic		865,614	865,614	
Accumulated Depreciation		(304,798)	(353,258)	
Total Long-Term Assets		\$ 5,120,371	\$ 5,071,911	
<b>Total Assets</b>		<b>\$ 10,923,986</b>	<b>\$ 12,371,019</b>	
<b>Liabilities</b>				
Current Liabilities				
Accounts Payable		\$ 1,049,524	\$ 1,256,833	
Total Current Liabilities		\$ 1,049,524	\$ 1,256,833	
<b>Total Liabilities</b>		<b>\$ 1,049,524</b>	<b>\$ 1,256,833</b>	
<b>Fund Equity</b>				
Net Investment in Fixed Assets		\$ 5,120,371	\$ 5,071,911	
Fund Balance				
Nonspendable		2,418	319,916	
Unassigned		4,751,673	5,722,359	
<b>Total Fund Equity</b>		<b>\$ 9,874,462</b>	<b>\$ 11,114,186</b>	
<b>Total Liabilities and Fund Equity</b>		<b>\$ 10,923,986</b>	<b>\$ 12,371,019</b>	
		=	=	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							24-Jan-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS							
December 31, 2020 Actual, 2021 Amended Budget							
Year-to-date Actual, Budget and Variance through December 31, 2021							
2022 Adopted Budget							
Modified Accrual Budgetary Basis							
GENERAL FUND	2020	2021	Actual	Budget	Variance	2022	
	Audited	Amended	Through	Through	Through	Adopted	
Revenues	Actual	Budget	12/31/21	12/31/21	12/31/21	Budget	
9-1-1 fee (ETC)	\$ 11,635,368	\$ 11,729,068	\$ 11,793,074	\$ 11,729,068	\$ 64,006	\$ 11,736,000	
9-1-1 fee (prepaid)	226,186	1,078,096	1,229,859	1,078,096	151,763	1,229,859	
PUC Statewide 9-1-1 Trust Reimbursement	579,828	690,000	635,858	550,000	85,858	550,000	
Interest Income	-	2,000	-	-	-	5,000	
Miscellaneous Income	8,170	500	-	-	-	500	
<b>Total Revenues</b>	<b>\$ 12,449,552</b>	<b>\$ 13,499,664</b>	<b>\$ 13,658,791</b>	<b>\$ 13,357,164</b>	<b>\$ 301,627</b>	<b>\$ 13,521,359</b>	
<b>Expenditures</b>							
Administrative	\$ 237,546	\$ 253,432	\$ 237,272	\$ 253,432	\$ 16,160	\$ 269,415	
Agency Operating Fund - BRO	769,737	973,239	973,239	973,239	-	909,613	
Agency Operating Fund - WES	1,282,895	1,621,633	1,621,633	1,621,633	-	1,516,021	
Agency Operating Fund - JEFFCOM	6,500,000	8,221,742	8,221,742	8,221,742	-	7,681,175	
Disaster & Recovery Plan (DRP)	75,739	60,000	28,435	60,000	31,565	61,800	
GIS System	168,000	176,400	176,400	176,400	-	185,400	
Line Charges	622,270	604,189	498,157	604,189	106,032	628,476	
Notification Systems (ENS)	125,200	132,141	143,829	132,141	(11,688)	136,105	
Special Projects	410,500	1,369,546	469,900	1,369,546	899,646	1,410,632	
<b>Total Operating Expenditures</b>	<b>\$ 10,191,887</b>	<b>\$ 13,412,322</b>	<b>\$ 12,370,607</b>	<b>\$ 13,412,322</b>	<b>\$ 1,041,715</b>	<b>\$ 12,798,637</b>	
<b>Revenues over/(under) Expenditures</b>	<b>2,257,665</b>	<b>\$ 87,342</b>	<b>\$ 1,288,184</b>	<b>\$ (55,158)</b>	<b>\$ 1,343,342</b>	<b>\$ 722,722</b>	
<b>Beginning Fund Balance</b>	<b>2,496,426</b>	<b>4,165,213</b>	<b>4,754,091</b>			<b>4,974,674</b>	
<b>Ending Fund Balance</b>	<b>\$ 4,754,091</b>	<b>\$ 4,252,555</b>	<b>\$ 6,042,275</b>			<b>\$ 5,697,396</b>	
<b>Components of Ending Fund Balance</b>							
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000			\$ 750,000	
Operating Reserve (Target 25% of Expenditures)	2,547,972	3,353,081	3,359,552			3,199,659	
Unrestricted	1,456,119	149,474	1,932,723			1,747,737	
<b>Ending Fund Balance</b>	<b>\$ 4,754,091</b>	<b>\$ 4,252,555</b>	<b>\$ 6,042,275</b>			<b>\$ 5,697,396</b>	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							24-Jan-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2020 Actual, 2021 Amended Budget							
Year-to-date Actual, Budget and Variance through December 31, 2021							
2022 Adopted Budget							
	2020	2021	Actual	Budget	Variance	2022	
	Audited	Amended	Through	Through	Through	Adopted	
	Actual	Budget	12/31/2021	12/31/2021	12/31/2021	Budget	
<b>Administrative</b>							
Accounting	\$ 50,587	\$ 55,000	\$ 44,512	\$ 55,000	\$ 10,488	\$ 65,900	
Bank Charges	5,515	1,000	2	1,000	998	-	
Executive Director (ED)							
401k & Benefits	26,308	24,295	23,756	24,295	539	25,024	
Mileage Reimbursement	69	474	-	474	474	488	
Payroll Tax	8,744	9,400	9,218	9,400	182	9,682	
Wages & Salaries	112,542	117,605	118,781	117,605	(1,176)	121,133	
Insurance	6,052	5,419	5,997	5,419	(578)	5,721	
Legal	16,424	30,000	26,643	30,000	3,357	30,900	
Meeting & Misc							
Admin Web/Listserve	205	239	259	239	(20)	267	
Meeting & Misc - Other	5,350	4,000	2,897	4,000	1,103	4,120	
Phone/Web Conferencing	420	400	155	400	245	412	
Office Supplies & Postage	1,116	1,000	410	1,000	590	1,030	
Payroll Expenses	4,214	4,400	4,642	4,400	(242)	4,532	
Public Web	-	200	-	200	200	206	
Total Administrative Expenses	\$ 237,546	\$ 253,432	\$ 237,272	\$ 253,432	\$ 16,160	\$ 269,415	
<b>Agency Operating Fund (AOF)</b>							
Broomfield	\$ 769,737	\$ 973,239	\$ 973,239	\$ 973,239	\$ -	\$ 909,613	
Westminster	1,282,895	1,621,633	1,621,633	1,621,633	-	1,516,021	
Jeffcom	6,500,000	8,221,742	8,221,742	8,221,742	-	7,681,175	
Total Agency Operating Fund (AOF)	\$ 8,552,632	\$ 10,816,614	\$ 10,816,614	\$ 10,816,614	\$ -	\$ 10,106,809	
<b>Disaster &amp; Recovery Plan (DRP)</b>							
SRBC Recurring	\$ 61,239	\$ 60,000	\$ 28,435	\$ 60,000	\$ 31,565	\$ 61,800	
SRBC Non-Recurring	14,500	-	-	-	-	-	
Total Disaster & Recovery Plan (DRP)	\$ 75,739	\$ 60,000	\$ 28,435	\$ 60,000	\$ 31,565	\$ 61,800	
<b>GIS System</b>							
GIS System Support	\$ 168,000	\$ 176,400	\$ 176,400	\$ 176,400	\$ -	\$ 185,400	
Total GIS System	\$ 168,000	\$ 176,400	\$ 176,400	\$ 176,400	\$ -	\$ 185,400	
<b>Line Charges</b>							
ANI/ALI SR	\$ 182,120	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box MRC	7,778	8,500	9,140	8,500	(640)	9,600	
Jeffcom DS1	13,784	16,759	24,885	16,759	(8,126)	-	
ESInet	407,789	547,476	421,094	547,476	126,382	613,876	
Other	10,799	31,454	43,038	31,454	(11,584)	5,000	
Total Line Charges	\$ 622,270	\$ 604,189	\$ 498,157	\$ 604,189	\$ 106,032	\$ 628,476	
<b>Notification Systems (ENS)</b>							
ALI Database Extract (ADE)	\$ 13,200	\$ 16,641	\$ 18,754	\$ 16,641	\$ (2,113)	\$ 17,140	
CodeRed (ECN)	112,000	112,000	125,075	112,000	(13,075)	115,360	
VoIP Record Extract	-	3,500	-	3,500	3,500	3,605	
Total Notification Systems (ENS)	\$ 125,200	\$ 132,141	\$ 143,829	\$ 132,141	\$ (11,688)	\$ 136,105	
<b>Special Projects</b>							
Call Box Project	\$ 1,180	\$ 6,500	\$ 10,398	\$ 6,500	\$ (3,898)	\$ 6,695	
Fiber Optics							
J-FON	203,945	270,000	235,094	270,000	34,906	278,100	
Last Mile Fiber Project	23,506	425,000	101,167	425,000	323,833	437,750	
North Metro	-	378,885	-	378,885	378,885	390,252	
Smart911	89,161	89,161	89,161	89,161	-	91,836	
Special Projects	92,708	200,000	34,080	200,000	165,920	206,000	
Total Special Projects	\$ 410,500	\$ 1,369,546	\$ 469,900	\$ 1,369,546	\$ 899,646	\$ 1,410,632	
<b>Total Expenditures</b>							
	\$ 10,191,887	\$ 13,412,322	\$ 12,370,607	\$ 13,412,322	\$ 1,041,715	\$ 12,798,637	

**Jefferson County Emergency Communications Authority  
2021 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<b>Cash on Hand</b>	\$ 4,000,727	\$ 4,051,073	\$ 3,887,338	\$ 4,325,060	\$ 4,610,353	\$ 4,489,200	\$ 4,890,226	\$ 5,117,652	\$ 5,474,428	\$ 5,378,544	\$ 5,354,797	\$ 5,234,113
<b>Expected Inflows:</b>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 1,174,609	\$ 643,049	\$ 1,378,655	\$ 948,796	\$ 826,709	\$ 1,122,971	\$ 973,513	\$ 1,016,309	\$ 961,399	\$ 972,803	\$ 976,571	\$ 1,038,405
9-1-1- fee (prepaid)	17,019	18,541	96,323	95,761	106,626	102,570	99,786	101,212	103,209	165,026	107,871	123,450
PUC Statewide 911 Trust Reimbursement	-	-	13,197	85,798	68,855	25,134	97,072	61,588	63,133	9,664	-	91,933
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expected Inflows</b>	<b>\$ 5,192,354</b>	<b>\$ 661,589</b>	<b>\$ 1,488,175</b>	<b>\$ 1,130,355</b>	<b>\$ 1,002,190</b>	<b>\$ 1,250,675</b>	<b>\$ 1,170,372</b>	<b>\$ 1,179,109</b>	<b>\$ 1,127,741</b>	<b>\$ 1,147,493</b>	<b>\$ 1,084,442</b>	<b>\$ 1,253,787</b>
<b>Expected Outflows:</b>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,502	\$ 3,992	\$ 4,904	\$ 10,144	\$ 5,429	\$ 6,353	\$ 2,578	\$ 2,219	\$ 1,599	\$ 1,786	\$ 2,023	\$ 726
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	12,627	12,530	12,519	12,519	12,519	12,657	12,519	12,519	12,807	12,746	13,211	13,349
Insurance	-	-	-	-	-	5,537	-	-	336	-	356	-
Legal	834	-	2,210	11,387	1,628	753	-	1,773	5,583	1,635	565	1,111
Meeting & Misc	2,572	-	-	-	(99)	-	47	-	-	1,322	1,049	-
Office Supplies & postage	-	6	-	-	-	114	-	-	-	-	-	-
Public Web	-	-	-	-	-	-	-	-	-	-	-	-
Payroll Expense	617	588	304	352	317	166	304	325	173	262	325	173
Administrative Total	\$ 18,151	\$ 17,116	\$ 19,936	\$ 34,401	\$ 19,793	\$ 25,580	\$ 15,448	\$ 16,836	\$ 20,498	\$ 17,749	\$ 17,529	\$ 15,359
Agency Operating Fund (AOF)												
BRO Recurring	\$ 64,145	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 70,160	\$ 92,068	\$ 100,780	\$ 96,424	\$ 96,424
Jeffcom Wages & Salaries	541,667	592,732	592,732	592,732	592,732	592,732	592,732	592,732	814,523	814,523	814,523	814,523
WES Recurring	106,908	116,897	116,897	116,897	116,897	116,897	116,897	116,897	153,447	167,895	160,671	160,671
Agency Operating Fund (AOF) Total	\$ 712,719	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 779,789	\$ 1,060,038	\$ 1,083,198	\$ 1,071,618	\$ 1,071,618
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ 1,246	\$ -	\$ -	\$ -	\$ -	\$ 11,462	\$ -	\$ -	\$ 3,704	\$ 12,022	\$ -	\$ -
Disaster & Recovery Plan (DRP) Total	\$ 1,246	\$ -	\$ -	\$ -	\$ -	\$ 11,462	\$ -	\$ -	\$ 3,704	\$ 12,022	\$ -	\$ -
GIS System												
GIS System Support	\$ -	\$ -	\$ 176,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ -	\$ -	\$ 176,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box MRC	765	765	775	776	776	776	753	753	753	748	750	750
ESInet	-	-	-	-	308,410	16,549	64,691	7,974	45,179	42,425	69,293	45,133
Jeffcom DS1	3,958	5,805	4,882	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031
Other	943	946	938	4,716	4,448	2,892	5,934	4,950	3,840	2,829	2,821	5,934
Line Charges Total	\$ 5,666	\$ 7,516	\$ 6,594	\$ 7,524	\$ 315,666	\$ 22,248	\$ 73,409	\$ 15,708	\$ 51,803	\$ 48,034	\$ 74,895	\$ 53,849
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ 8,610	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 6,017	\$ 7,624	\$ -	\$ 1,059	\$ -
CodeRed (ECN)	112,000	-	-	-	-	-	-	-	-	-	-	125,075
VoIP Record Extract	-	-	-	-	-	-	-	-	-	-	-	-
Notification Systems (ENS) Total	\$ 112,000	\$ 8,610	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 6,017	\$ 7,624	\$ -	\$ 1,059	\$ 125,075
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ 115	\$ -	\$ -	\$ 236	\$ -	\$ 423	\$ -
Fiber Optics	125,626	10,394	66,834	19,247	4,795	7,448	5,261	3,984	64,936	5,399	4,722	18,871
Last Mile Fiber Project	1,900	1,900	900	4,100	300	3,007	69,038	-	14,786	4,837	799	-
North Metro	-	-	-	-	-	-	-	-	-	-	-	-
Smart911	89,161	-	-	-	-	-	-	-	-	-	-	-
Other	70,000	-	-	-	-	-	-	-	-	-	34,080	-
Special Projects Total	\$ 291,499	\$ 12,294	\$ 67,734	\$ 23,347	\$ 5,095	\$ 10,570	\$ 74,299	\$ 3,984	\$ 79,957	\$ 10,237	\$ 40,025	\$ 18,871
<b>Total Expected Outflows</b>	<b>\$ 1,141,281</b>	<b>\$ 825,324</b>	<b>\$ 1,050,453</b>	<b>\$ 845,061</b>	<b>\$ 1,123,343</b>	<b>\$ 849,648</b>	<b>\$ 942,945</b>	<b>\$ 822,334</b>	<b>\$ 1,223,625</b>	<b>\$ 1,171,239</b>	<b>\$ 1,205,126</b>	<b>\$ 1,284,772</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,051,073</b>	<b>\$ (163,735)</b>	<b>\$ 437,722</b>	<b>\$ 285,294</b>	<b>\$ (121,154)</b>	<b>\$ 401,026</b>	<b>\$ 227,426</b>	<b>\$ 356,775</b>	<b>\$ (95,884)</b>	<b>\$ (23,747)</b>	<b>\$ (120,684)</b>	<b>\$ (30,985)</b>
<b>Estimated Cash Position</b>	<b>\$ 4,051,073</b>	<b>\$ 3,887,338</b>	<b>\$ 4,325,060</b>	<b>\$ 4,610,353</b>	<b>\$ 4,489,200</b>	<b>\$ 4,890,226</b>	<b>\$ 5,117,652</b>	<b>\$ 5,474,428</b>	<b>\$ 5,378,544</b>	<b>\$ 5,354,797</b>	<b>\$ 5,234,113</b>	<b>\$ 5,203,128</b>

JCECA - 2022 Jan Expenditure Request Authorization 012522 1418					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-001		WES	NICE 6 months logging system maintenance	AOF:WES	14,794.00
2022-002		Multi	ECC distributions for Feb 2022	AOF	842,234.08
2022-003		Multi	GIS support yr 5 of 5, Geo-Comm, Inc. agreement	GIS:support	185,220.00
				<b>Total</b>	<b>1,042,248.08</b>
Expenditures Approved by Executive Director (signature):					
Expenditures Approved by Board Member (signature):					
Expenditures Approved by Board Member (signature):					



**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
FEBRUARY 24, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. January 27, 2021, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Expenditure Requests – Executive Director.
  - c. 2021 Auditor Engagement Letter
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report.
  - a. Colorado 9-1-1 Resource Center
7. Legal Counsel Report.
8. New Business
9. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**February 24, 2022**

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

Present: Director Alan Fletcher  
Director Tracy Kraft-Tharp  
Director Mike Clement  
Director Mike Kulp

Excused: Director John Prejzner

Also, Present: Jeff Irvin, JCECA Executive Director  
Amanda Castle, Pinnacle Consulting Group, Inc.  
Kristy O’Hayre, Broomfield PD  
Monty Heffner, Broomfield PD  
Jeff Streeter, Jeffcom  
Michael Brewer, Jeffcom

Director Kulp called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Kraft-Tharp, duly seconded by Director Kulp and by unanimous vote, approved the Minutes of January 27, 2022.

**TREASURER’S REPORT**

Amanda Castle, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 01/31/22 (copy attached). Ms. Castle began by reviewing the Balance Sheet on page one.

Ms. Castle then reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report noting that in January of 2022 the Authority collected just over \$1.1M in revenues, the primary source being ETC revenues. She observed that Prepaid came in right on budget and that ETC and PUC revenues are trending slightly over budget. They will monitor, these trends closely but so far it is looking great. Total expenditures for the month of January were just over \$1.3M for a total ending fund balance of \$5.8M.

Ms. Castle noted that the ending fund balance for 2021 was just over \$6M with \$2.15M unrestricted. She pointed out that last year after the audit they presented possible uses of those funds to the board at which point the board chose to increase AOF payments. They will do the same thing this year. The audit will take place in the next two months; once it is finalized, they will bring solutions before the board for consideration.

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

Ms. Castle reviewed the Cash Encumbrance report (copy attached).

Mr. Irvin presented the Hinkle & Company, PC engagement letter for the 2021 audit and was given permission to execute.

### **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for January (copy attached).

The Board upon motion of Director Kulp, duly seconded by Director Clement and by unanimous vote, approved the expenditure requests for the month of February 2022 in the amount of \$842,234.08.

### **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. O’Hayre said not much to report other than that they are going through a lot of hiring right now.
- Jeffcom ECC – Mr. Streeter reported they have six in an academy right now and are preparing for another academy to start March 23<sup>rd</sup>. They hope to have the IDT vehicle back from the outfitters in a week or two. The team has been identified and training is underway. They hope to roll it out in the next month or two at which time they will schedule a demonstration.

Mr. Brewer advised the RAVE Alert implementation is progressing, the in-house training and transfer of data has mostly occurred. They are working through some final GIS polygon issues to make sure that, as a county, they agree as to how they want that overlaid within the alerting system. They have a meeting next Monday with the mountain fire chiefs, OEM and law agencies. He said that RAVE has been very supportive throughout this process providing engagement as needed from customer and technical support services representatives. The PIO’s have been in conversation regarding the public roll-out.

- Westminster ECC – Lara Mitchell reported they have one person in training and some others in background. They are also looking into setting up a backup center at the Broomfield jail.

### **EXECUTIVE DIRECTOR’S REPORT**

Mr. Irvin reported that he was recently elected as the Vice President of the Colorado 9-1-1 Resource Center. There has been recent discussion of a bundled Tariff to offer ECaTS and other services via the ESInet. The Center is considering how to offer outreach to the 9-1-1 community to encourage utilization of the bundled services. There was also discussion of creating a web front end page that would allow citizens to enter their address to determine what emergency notification system(s) serve their community to assist them in opt-in.

Mr. Irvin attended a meeting at Jeffcom with visiting RAVE representatives to discuss the current implementation process. The transfer of records from the CodeRED citizen notification enrollment portal has been completed resulting in the addition of approximately 121,000 opt-in records the RAVE Alert system. The workflow between Geo-Comm and RAVE for mapping and validation was also discussed. RAVE held two training sessions at the JeffCo EOC. One session was for end users and one was informational for representatives of served agencies. In response a question from Director Kraft-Tharp there was a discussion regarding marketing to

encourage citizens to opt-in to the alerting system. It was agreed that Mr. Irvin would research ideas and costs for a marketing plan and come back to the board with information.

### **LEGAL COUNSEL REPORT**

Mr. Tharp advised that yesterday (02/23/22) we filed an intervention in the Dish Wireless ETC (eligible telecommunications carrier) application to receive funds from the federal government to provide Lifeline services. The issue is to make sure the carrier pays 9-1-1 fees for subscribers given phones under this program. He expects our motion will be accepted and is hopeful it will not be a contentious proceeding.

### **NEW BUSINESS**

Director Kraft-Tharp mentioned that she saw a presentation by the City of Westminster regarding the assistance they provided during the Marshall Fire. She said it was very impressive and gave a big thank you to them and to everyone involved for helping.

### **EXECUTIVE SESSION**

There was no executive session.

### **ADJOURNMENT**

Director Fletcher adjourned the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and January 31, 2022. We have also prepared the accompanying 2022 adopted budgets of revenues, expenditures, and funds available prepared on the modified accrual basis.

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

*Amanda Kae Caste*

Pinnacle Consulting Group, Inc.  
February 17, 2022

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						17-Feb-22
BALANCE SHEET						
December 31, 2021 and January 31, 2022						
	Audited	Unaudited				
	Actual	Actual				
	<u>12/31/2021</u>	<u>1/31/2022</u>				
<b>Assets</b>						
Current Assets						
Cash, Checking	\$ 5,209,788	\$ 4,994,787				
Cash, Savings	505	505				
Accounts Receivable	1,762,484	1,766,723				
Prepaid Expense	319,916	292,135				
Total Current Assets	\$ 7,292,693	\$ 7,054,150				
Long-Term Assets						
Construction in Progress	\$ 3,965,578	\$ 3,965,578				
Infrastructure	25,895	25,895				
Right of Ways	568,082	568,082				
West Corridor Fiber Optic	865,614	865,614				
Accumulated Depreciation	(353,258)	(353,258)				
Total Long-Term Assets	\$ 5,071,911	\$ 5,071,911				
<b>Total Assets</b>	<b>\$ 12,364,604</b>	<b>\$ 12,126,061</b>				
<b>Liabilities</b>						
Current Liabilities						
Accounts Payable	\$ 1,284,965	\$ 1,242,094				
Total Current Liabilities	\$ 1,284,965	\$ 1,242,094				
<b>Total Liabilities</b>	<b>\$ 1,284,965</b>	<b>\$ 1,242,094</b>				
<b>Fund Equity</b>						
Net Investment in Fixed Assets	\$ 5,071,911	\$ 5,071,911				
Fund Balance						
Nonspendable	319,916	292,135				
Unassigned	5,687,812	5,519,921				
<b>Total Fund Equity</b>	<b>\$ 11,079,639</b>	<b>\$ 10,883,967</b>				
<b>Total Liabilities and Fund Equity</b>	<b>\$ 12,364,604</b>	<b>\$ 12,126,061</b>				
	=	=				




JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							17-Feb-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2021 Actual, 2022 Adopted and Projected Budget							
Year-to-date Actual, Budget and Variance through January 31, 2022							
	2021	2022	2022	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	1/31/2022	1/31/2022	1/31/2022	
<b>Administrative</b>							
Accounting	\$ 44,512	\$ 65,900	\$ 65,900	\$ 3,848	\$ 5,492	\$ 1,644	
Bank Charges	6,416	-	-	-	-	-	
Executive Director (ED)							
401k & Benefits	23,756	25,024	25,024	2,029	2,085	56	
Mileage Reimbursement	-	488	488	-	41	41	
Payroll Tax	9,218	9,682	9,682	882	807	(75)	
Wages & Salaries	118,781	121,133	121,133	10,388	10,094	(294)	
Insurance	5,997	5,721	5,721	443	477	34	
Legal	26,643	30,900	30,900	433	2,575	2,142	
Meeting & Misc							
Admin Web/Listserves	259	267	267	-	22	22	
Meeting & Misc - Other	2,897	4,120	4,120	130	343	213	
Phone/Web Conferencing	155	412	412	-	34	34	
Office Supplies & Postage	411	1,030	1,030	7	86	79	
Payroll Expenses	4,642	4,532	4,532	81	378	297	
Public Web	-	206	206	-	17	17	
Total Administrative Expenses	\$ 243,687	\$ 269,415	\$ 269,415	\$ 18,241	\$ 22,451	\$ 4,210	
<b>Agency Operating Fund (AOF)</b>							
Broomfield	\$ 973,239	\$ 909,613	\$ 909,613	\$ 96,424	\$ 96,424	\$ -	
Westminster	1,621,633	1,516,021	1,516,021	160,671	160,671	-	
Jeffcom	8,221,742	7,681,175	7,681,175	814,523	814,523	-	
Total Agency Operating Fund (AOF)	\$ 10,816,614	\$ 10,106,809	\$ 10,106,809	\$ 1,071,618	\$ 1,071,618	\$ -	
<b>Disaster &amp; Recovery Plan (DRP)</b>							
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 61,800	\$ -	\$ 5,000	\$ 5,000	
SRBC Non-Recurring	-	-	-	-	-	-	
Total Disaster & Recovery Plan (DRP)	\$ 28,435	\$ 61,800	\$ 61,800	\$ -	\$ 5,000	\$ 5,000	
<b>GIS System</b>							
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,400	\$ 185,220	\$ 185,400	\$ 180	
Total GIS System	\$ 176,400	\$ 185,400	\$ 185,400	\$ 185,220	\$ 185,400	\$ 180	
<b>Line Charges</b>							
ANI/ALI SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box MRC	9,140	9,600	9,600	754	800	46	
Jeffcom DS1	24,885	-	-	-	-	-	
De ESInet	449,226	613,876	613,876	45,133	51,156	6,023	
Other	43,038	5,000	5,000	2,808	417	(2,391)	
Total Line Charges	\$ 526,289	\$ 628,476	\$ 628,476	\$ 48,695	\$ 52,373	\$ 3,678	
<b>Notification Systems (ENS)</b>							
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ -	\$ 1,428	\$ 1,428	
CodeRed (ECN)	125,075	115,360	115,360	19,908	19,908	-	
VoIP Record Extract	-	3,605	3,605	-	300	300	
Total Notification Systems (ENS)	\$ 143,829	\$ 136,105	\$ 136,105	\$ 19,908	\$ 21,637	\$ 1,729	
<b>Special Projects</b>							
Call Box Project	\$ 10,398	\$ 6,695	\$ 6,695	\$ -	\$ -	\$ -	
Fiber Optics							
J-FON	235,094	278,100	278,100	4,401	23,175	18,774	
Last Mile Fiber Project	101,167	437,750	437,750	400	36,479	36,079	
North Metro	-	390,252	390,252	-	32,521	32,521	
Smart911	89,161	91,836	91,836	7,430	7,653	223	
Special Projects	34,080	206,000	206,000	-	17,167	17,167	
Total Special Projects	\$ 469,900	\$ 1,410,632	\$ 1,410,632	\$ 12,231	\$ 116,995	\$ 104,764	
<b>Total Expenditures</b>	<b>\$ 12,405,154</b>	<b>\$ 12,798,637</b>	<b>\$ 12,798,637</b>	<b>\$ 1,355,913</b>	<b>\$ 1,475,473</b>	<b>\$ 119,560</b>	



**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,209,788	\$ 4,994,787	\$ 4,858,130	\$ 4,725,488	\$ 4,585,476	\$ 4,454,458	\$ 4,221,315	\$ 4,083,053	\$ 3,950,410	\$ 3,810,294	\$ 3,672,033	\$ 3,539,390
<b>Expected Inflows:</b>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,878	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375
9-1-1- fee (prepaid)	98,263	102,738	102,738	102,738	102,738	102,738	102,738	102,738	102,738	102,738	102,738	102,738
PUC Statewide 911 Trust Reimbursement	61,778	44,384	44,384	44,384	44,384	44,384	44,384	44,384	44,384	44,384	44,384	44,384
Interest Income	-	455	455	455	455	455	455	455	455	455	455	455
Miscellaneous Income	-	45	45	45	45	45	45	45	45	45	45	45
<b>Total Expected Inflows</b>	<b>\$ 6,365,706</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>	<b>\$ 1,123,997</b>
<b>Expected Outflows:</b>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	12,995	12,995	12,995	12,995	12,995	12,995	12,995	12,995	12,995	12,995	12,995
Insurance	-	-	-	-	-	5,721	-	-	-	-	-	-
Legal	-	2,809	2,809	2,809	2,809	2,809	2,809	2,809	2,809	2,809	2,809	2,809
Meeting & Misc	130	424	424	424	424	424	424	424	424	424	424	424
Office Supplies & postage	8	94	94	94	94	94	94	94	94	94	94	94
Public Web	-	19	19	19	19	19	19	19	19	19	19	19
Payroll Expense	-	412	412	412	412	412	412	412	412	412	412	412
<b>Administrative Total</b>	<b>\$ 15,744</b>	<b>\$ 35,537</b>	<b>\$ 22,542</b>	<b>\$ 22,542</b>	<b>\$ 20,917</b>	<b>\$ 28,263</b>	<b>\$ 22,542</b>	<b>\$ 22,542</b>	<b>\$ 22,542</b>	<b>\$ 22,542</b>	<b>\$ 22,542</b>	<b>\$ 22,542</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424	\$ 96,424
Jeffcom Wages & Salaries	814,523	814,523	814,523	814,523	814,523	814,523	814,523	814,523	814,523	814,523	814,523	814,523
WES Recurring	160,671	160,671	160,671	160,671	160,671	160,671	160,671	160,671	160,671	160,671	160,671	160,671
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>	<b>\$ 1,071,618</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618	\$ 5,618
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>	<b>\$ 5,618</b>
GIS System												
GIS System Support	\$ -	\$ 185,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
ANI / ALI SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box MRC	754	804	804	804	804	804	804	804	804	804	804	804
ESInet	45,133	51,704	51,704	51,704	51,704	51,704	51,704	51,704	51,704	51,704	51,704	51,704
Jeffcom DS1	2,031	-	-	-	-	-	-	-	-	-	-	-
Other	2,808	199	199	199	199	199	199	199	199	199	199	199
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>	<b>\$ 52,707</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462
CodeRed (ECN)	129,400	-	-	-	-	-	-	-	-	-	-	-
VoIP Record Extract	-	-	-	1,750	-	-	-	-	1,855	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 1,462</b>	<b>\$ 1,462</b>	<b>\$ 3,212</b>	<b>\$ 1,462</b>	<b>\$ 1,462</b>	<b>\$ 1,462</b>	<b>\$ 1,462</b>	<b>\$ 3,317</b>	<b>\$ 1,462</b>	<b>\$ 1,462</b>	<b>\$ 1,462</b>
Special Projects												
Call Box Project	\$ 4,812	\$ 171	\$ 171	\$ 171	\$ 171	\$ 171	\$ 171	\$ 171	\$ 171	\$ 171	\$ 171	\$ 171
Fiber Optics	8,403	24,518	24,518	24,518	24,518	24,518	24,518	24,518	24,518	24,518	24,518	24,518
Last Mile Fiber Project	-	39,795	39,795	39,795	39,795	39,795	39,795	39,795	39,795	39,795	39,795	39,795
North Metro	-	35,477	35,477	35,477	35,477	35,477	35,477	35,477	35,477	35,477	35,477	35,477
Smart911	-	8,349	8,349	8,349	8,349	8,349	8,349	8,349	8,349	8,349	8,349	8,349
Other	89,161	-	-	-	-	89,161	-	-	-	-	-	27,678
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 108,311</b>	<b>\$ 108,311</b>	<b>\$ 108,311</b>	<b>\$ 108,311</b>	<b>\$ 197,472</b>	<b>\$ 108,311</b>	<b>\$ 108,311</b>	<b>\$ 108,311</b>	<b>\$ 108,311</b>	<b>\$ 108,311</b>	<b>\$ 135,989</b>
<b>Total Expected Outflows</b>	<b>\$ 1,370,919</b>	<b>\$ 1,460,653</b>	<b>\$ 1,256,640</b>	<b>\$ 1,264,008</b>	<b>\$ 1,255,016</b>	<b>\$ 1,357,140</b>	<b>\$ 1,262,258</b>	<b>\$ 1,256,640</b>	<b>\$ 1,264,113</b>	<b>\$ 1,262,258</b>	<b>\$ 1,256,640</b>	<b>\$ 1,284,318</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,994,787</b>	<b>\$ (336,656)</b>	<b>\$ (132,643)</b>	<b>\$ (140,011)</b>	<b>\$ (131,019)</b>	<b>\$ (233,143)</b>	<b>\$ (138,261)</b>	<b>\$ (132,643)</b>	<b>\$ (140,116)</b>	<b>\$ (138,261)</b>	<b>\$ (132,643)</b>	<b>\$ (160,321)</b>
<b>Estimated Cash Position</b>	<b>\$ 4,994,787</b>	<b>\$ 4,658,130</b>	<b>\$ 4,725,488</b>	<b>\$ 4,585,476</b>	<b>\$ 4,454,458</b>	<b>\$ 4,221,315</b>	<b>\$ 4,083,053</b>	<b>\$ 3,950,410</b>	<b>\$ 3,810,294</b>	<b>\$ 3,672,033</b>	<b>\$ 3,539,390</b>	<b>\$ 3,379,069</b>

JCECA - 2022 Feb Expenditure Request Authorization 022322 0809					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-004		Multi	ECC distributionms for Mar 2022	AOF	842,234.08
				<b>Total</b>	<b>842,234.08</b>
Expenditures Approved by Executive Director (signature):					
Expenditures Approved by Board Member (signature):					
Expenditures Approved by Board Member (signature):					

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
MARCH 24, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. February 24, 2021, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Status of 2021 audit.
  - c. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report.
  - a. Alerting system implementation status.
  - b. Alerting system opt-in marketing.
7. Legal Counsel Report.
8. New Business
9. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**March 24, 2022**

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

Present:

Director Mike Clement  
Director Mike Kulp  
Director John Prejzner  
Director JD Jepkma proxy for Director Tracy Kraft-Tharp

Excused:

Director Alan Fletcher  
Director Tracy Kraft-Tharp

Also, Present:

Jeff Irvin, JCECA Executive Director  
Tracie Kaminski, Pinnacle Consulting Group, Inc.  
Kristy O’Hayre, Broomfield PD  
Lara Mitchell, Westminster PD/FD  
Jeff Streeter, Jeffcom  
Michael Brewer, Jeffcom  
Kevin Biegert, Jeffcom

Director Kulp called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director JD Jepkma, duly seconded by Director Clement and by unanimous vote, approved the Minutes of February 24, 2022.

**TREASURER'S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 02/28/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report advising that they are constantly monitoring and noting trends. She noted that they did see a decrease in ETC revenue from January to February. She further noted that they saw an increase in the Prepaid and 9-1-1 Trust reimbursements keeping the revenues within the current budget. As of 02/28/2022 total revenue was \$2,218,925 and total expenditures of \$2,381,328 leaving a fund balance at the end of February of \$5,656,887.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached) noting that the AOF distributions for February decreased to bring them in alignment with the 2022 budget as adopted. Once the 2021 audit is complete they can evaluate the ability of the Authority to increase those amounts as was done in 2021. She advised that they are in the process of the

2021 audit now and will keep the board updated as it progresses. Director Jepkma asked when it expected the audit will be completed. Ms. Kaminski anticipated having a draft for review by the end of April.

### **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for February (copy attached). There was a discussion regarding request #2022-006 for DTRS Microwave Project expenses.

The Board upon motion of Director Prejzner, duly seconded by Director Clement voted. Directors Clement, Kulp and Prejzner voted to approve, Director Jepkma abstained. The March 2022 expenditure requests in the amount of \$927,276.31 were approved.

### **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. O’Hayre advised they are excited to have three new dispatchers coming onboard shortly leaving just three more to hire. She advised they are focused on getting the new alerting system up and running.
- Jeffcom ECC – Mr. Streeter discussed the status of training for and deployment of the new IDT (Incident Dispatch Team) vehicle. The goal is to have it ready to roll the latter half of April. He thanked the board for the support. He then discussed a cloud-based CAD to CAD project they are planning to have running on April 9 to be connected to South Metro Fire. The system will lend itself to extreme efficiencies and effectiveness. Mr. Brewer advised that the PIO’s have come together on a model for roll-out of the alerting system. The naming convention will be LookoutAlert; a vendor and agency agnostic moniker that can be utilized through all the partner agencies represented here. This will result in one public messaging entry point for the system.
- Westminster ECC – Lara Mitchell advised that they are using a third-party interface for CAD-to-CAD and expects to be going live with that on June 1<sup>st</sup>. She advised Thornton and ADCOM are shooting for April. Mr. Biegert, Ms. Mitchell, and Ms. O’Hayre discussed the CAD-to-CAD project.

### **EXECUTIVE DIRECTOR’S REPORT**

Mr. Irvin reported that the group working on deployment of the alerting system was able to get consensus on the LookoutAlert brand from the ECC’s and they are targeting April 15 as the date for operational cutover. Mr. Irvin advised that he discussed with Daryl Branson, PUC State 9-1-1 Program Manager how we might go about getting telephone service providers (TSP’s) to print a message containing a link to encourage citizens to register for alerting. He also discussed this with the Colorado 9-1-1 Resource Center Board and strategized as to how a web page might be constructed that would allow citizens to determine, based on their address, what alerting system or systems they need to register in to receive notifications.

### **LEGAL COUNSEL REPORT**

Mr. Tharp advised that the PUC granted our motion to intervene in the Dish Wireless ETC (eligible telecommunications carrier) application, so we’ll be participating in that proceeding. He further advised that the PUC just issued a notice of proposed rulemaking (NOPRM) dealing with some of the 9-1-1 rules, so he’ll review that and work with Mr. Irvin and determine if it is appropriate for us to submit comments and attend in the hearing.

**NEW BUSINESS**

There was no new business.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

Director Kulp adjourned the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and February 28, 2022. We have also prepared the accompanying 2022 adopted budgets of revenues, expenditures, and funds available prepared on the modified accrual basis.

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

A handwritten signature in blue ink that reads "Amanda K. Caster".

Pinnacle Consulting Group, Inc.  
March 18, 2022

Loveland  
550 West Eisenhower Boulevard, Loveland, CO 80537  
(970)669-3611

Denver  
6950 East Belleview Avenue, Suite 200, Greenwood Village, CO 80111  
(303)333-4380

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY				18-Mar-22
BALANCE SHEET				
December 31, 2021 and February 28, 2022				
	Unaudited Actual	Unaudited Actual		
	12/31/2021	2/28/2022		
<b>Assets</b>				
Current Assets				
Cash, Checking	\$ 5,216,203	\$ 4,629,500		
Cash, Savings	505	505		
Accounts Receivable	1,577,767	1,822,316		
Prepaid Expense	319,916	264,353		
<b>Total Current Assets</b>	<b>\$ 7,114,391</b>	<b>\$ 6,716,674</b>		
Long-Term Assets				
Construction in Progress	\$ 4,074,140	\$ 4,074,140		
Infrastructure	25,895	25,895		
Right of Ways	568,082	568,082		
West Corridor Fiber Optic	865,614	865,614		
Accumulated Depreciation	(353,258)	(353,258)		
<b>Total Long-Term Assets</b>	<b>\$ 5,180,473</b>	<b>\$ 5,180,473</b>		
<b>Total Assets</b>	<b>\$ 12,294,864</b>	<b>\$ 11,897,147</b>		
<b>Liabilities</b>				
Current Liabilities				
Accounts Payable	\$ 1,295,101	\$ 1,059,787		
<b>Total Current Liabilities</b>	<b>\$ 1,295,101</b>	<b>\$ 1,059,787</b>		
<b>Total Liabilities</b>	<b>\$ 1,295,101</b>	<b>\$ 1,059,787</b>		
<b>Fund Equity</b>				
Net Investment in Fixed Assets	\$ 5,180,473	\$ 5,180,473		
Fund Balance				
Nonspendable	319,916	264,353		
Unassigned	5,499,374	5,392,534		
<b>Total Fund Equity</b>	<b>\$ 10,999,763</b>	<b>\$ 10,837,360</b>		
<b>Total Liabilities and Fund Equity</b>	<b>\$ 12,294,864</b>	<b>\$ 11,897,147</b>		
	=	=		






JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						18-Mar-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
December 31, 2021 Actual, 2022 Adopted and Projected Budget						
Year-to-date Actual, Budget and Variance through February 28, 2022						
	2021	2022	2022	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Budget	2/28/2022	2/28/2022	2/28/2022
<b>Administrative</b>						
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 9,691	\$ 10,983	\$ 1,292
Bank Charges	6,416	-	-	-	-	-
Executive Director (ED)						
401k & Benefits	25,927	25,024	25,024	4,057	4,171	114
Mileage Reimbursement	-	488	488	-	81	81
Payroll Tax	9,218	9,682	9,682	1,680	1,614	(66)
Wages & Salaries	118,781	121,133	121,133	20,777	20,188	(589)
Insurance	5,997	5,721	5,721	886	953	67
Legal	26,643	30,900	30,900	1,313	5,150	3,837
Meeting & Misc						
Admin Web/Listserves	352	267	456	456	44	(412)
Meeting & Misc - Other	4,291	4,120	4,120	604	687	83
Phone/Web Conferencing	155	412	412	-	69	69
Office Supplies & Postage	437	1,030	1,030	9	172	163
Payroll Expenses	4,642	4,532	4,532	1,391	755	(636)
Public Web	-	206	206	-	34	34
<b>Total Administrative Expenses</b>	<b>\$ 247,407</b>	<b>\$ 269,415</b>	<b>\$ 269,604</b>	<b>\$ 40,864</b>	<b>\$ 44,902</b>	<b>\$ 4,038</b>
<b>Agency Operating Fund (AOF)</b>						
Broomfield	\$ 973,239	\$ 909,613	\$ 909,613	\$ 172,225	\$ 172,225	\$ -
Westminster	1,621,633	1,516,021	1,516,021	301,800	301,800	-
Jeffcom	8,221,742	7,681,175	7,681,175	1,454,621	1,454,621	-
<b>Total Agency Operating Fund (AOF)</b>	<b>\$ 10,816,614</b>	<b>\$ 10,106,809</b>	<b>\$ 10,106,809</b>	<b>\$ 1,928,646</b>	<b>\$ 1,928,646</b>	<b>\$ -</b>
<b>Disaster &amp; Recovery Plan (DRP)</b>						
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 61,800	\$ 57,390	\$ 57,390	\$ -
SRBC Non-Recurring	-	-	-	-	-	-
<b>Total Disaster &amp; Recovery Plan (DRP)</b>	<b>\$ 28,435</b>	<b>\$ 61,800</b>	<b>\$ 61,800</b>	<b>\$ 57,390</b>	<b>\$ 57,390</b>	<b>\$ -</b>
<b>GIS System</b>						
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,400	\$ 185,220	\$ 185,400	\$ 180
<b>Total GIS System</b>	<b>\$ 176,400</b>	<b>\$ 185,400</b>	<b>\$ 185,400</b>	<b>\$ 185,220</b>	<b>\$ 185,400</b>	<b>\$ 180</b>
<b>Line Charges</b>						
ANI/ALI SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box MRC	9,140	9,600	9,600	1,512	1,600	88
Jeffcom DS1	24,885	-	24,000	2,031	-	(2,031)
ESInet	449,226	613,876	613,876	90,266	102,312	12,046
Other	43,038	5,000	5,620	5,620	833	(4,787)
<b>Total Line Charges</b>	<b>\$ 526,289</b>	<b>\$ 628,476</b>	<b>\$ 653,096</b>	<b>\$ 99,429</b>	<b>\$ 104,745</b>	<b>\$ 5,316</b>
<b>Notification Systems (ENS)</b>						
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 7,202	\$ 2,857	\$ (4,345)
CodeRed (ECN)	125,075	115,360	115,360	39,817	39,817	-
VoIP Record Extract	-	3,605	3,605	76	601	525
<b>Total Notification Systems (ENS)</b>	<b>\$ 143,829</b>	<b>\$ 136,105</b>	<b>\$ 136,105</b>	<b>\$ 47,095</b>	<b>\$ 43,275</b>	<b>\$ (3,820)</b>
<b>Special Projects</b>						
Call Box Project	\$ 10,398	\$ 6,695	\$ 6,695	\$ -	\$ -	\$ -
Fiber Optics						
J-FON	235,094	278,100	278,100	7,424	46,350	38,926
Last Mile Fiber Project	-	437,750	437,750	400	72,958	72,558
North Metro	-	390,252	390,252	-	65,042	65,042
Smart911	89,161	91,836	91,836	14,860	15,306	446
Special Projects	26,685	206,000	206,000	-	34,334	34,334
<b>Total Special Projects</b>	<b>\$ 361,338</b>	<b>\$ 1,410,632</b>	<b>\$ 1,410,632</b>	<b>\$ 22,684</b>	<b>\$ 233,990</b>	<b>\$ 211,306</b>
<b>Total Expenditures</b>	<b>\$ 12,300,312</b>	<b>\$ 12,798,637</b>	<b>\$ 12,823,446</b>	<b>\$ 2,381,328</b>	<b>\$ 2,598,348</b>	<b>\$ 217,020</b>

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,209,788	\$ 4,994,787	\$ 4,829,500	\$ 4,915,381	\$ 4,999,071	\$ 5,084,952	\$ 5,075,510	\$ 5,160,950	\$ 5,246,831	\$ 5,330,416	\$ 5,415,856	\$ 5,501,737
<u>Expected Inflows:</u>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,878	\$ 649,734	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375	\$ 976,375
9-1-1- fee (prepaid)	98,263	103,499	102,738	102,738	102,738	102,738	102,738	102,738	102,738	102,738	102,738	102,738
PUC Statewide 911 Trust Reimbursement	61,778	65,661	44,384	44,384	44,384	44,384	44,384	44,384	44,384	44,384	44,384	44,384
Interest Income	-	-	500	500	500	500	500	500	500	500	500	500
Miscellaneous Income	-	-	50	50	50	50	50	50	50	50	50	50
<b>Total Expected Inflows</b>	<b>\$ 6,365,706</b>	<b>\$ 818,894</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>	<b>\$ 1,124,047</b>
<u>Expected Outflows:</u>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789	\$ 5,789
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	12,995	12,995	12,995	12,995	12,995	12,995	12,995	12,995	12,995	12,995
Insurance	-	-	-	-	-	5,721	-	-	-	-	-	-
Legal	-	433	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,047
Meeting & Misc	130	456	421	421	421	421	421	421	421	421	421	421
Office Supplies & postage	8	-	102	102	102	102	102	102	102	102	102	102
Public Web	-	-	21	21	21	21	21	21	21	21	21	21
Payroll Expense	-	466	407	407	407	407	407	407	407	407	407	407
<b>Administrative Total</b>	<b>\$ 15,744</b>	<b>\$ 15,594</b>	<b>\$ 22,781</b>	<b>\$ 22,781</b>	<b>\$ 22,781</b>	<b>\$ 28,502</b>	<b>\$ 22,781</b>	<b>\$ 22,781</b>	<b>\$ 22,781</b>	<b>\$ 22,781</b>	<b>\$ 22,781</b>	<b>\$ 22,781</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ 441	\$ 441	\$ 441	\$ 441	\$ 441	\$ 441	\$ 441	\$ 441	\$ 441	\$ 441
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>	<b>\$ 441</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
ANI / ALI SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box MRC	754	758	809	809	809	809	809	809	809	809	809	809
ESInet	45,133	73,265	49,548	49,548	49,548	49,548	49,548	49,548	49,548	49,548	49,548	49,548
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031
Other	2,808	2,812	500	500	500	500	500	500	500	500	500	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>	<b>\$ 52,888</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ 76	\$ 1,601	\$ 1,601	\$ 1,601	\$ 1,601	\$ 1,601	\$ 1,601	\$ 1,601	\$ 1,601	\$ 1,601	\$ 1,601
CodeRed (ECN)	129,400	-	-	-	-	-	-	-	-	-	-	-
VoIP Record Extract	-	-	-	1,750	-	-	-	-	1,855	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 1,601</b>	<b>\$ 3,351</b>	<b>\$ 1,601</b>	<b>\$ 1,601</b>	<b>\$ 1,601</b>	<b>\$ 1,601</b>	<b>\$ 3,456</b>	<b>\$ 1,601</b>	<b>\$ 1,601</b>	<b>\$ 1,601</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ 188	\$ 188	\$ 188	\$ 188	\$ 188	\$ 188	\$ 188	\$ 188	\$ 188	\$ 188
Fiber Optics	8,403	4,401	26,530	26,530	26,530	26,530	26,530	26,530	26,530	26,530	26,530	26,530
Last Mile Fiber Project	-	400	43,735	43,735	43,735	43,735	43,735	43,735	43,735	43,735	43,735	43,735
North Metro	-	-	39,025	39,025	39,025	39,025	39,025	39,025	39,025	39,025	39,025	39,025
Smart911	-	-	9,184	9,184	9,184	9,184	9,184	9,184	9,184	9,184	9,184	9,184
Other	89,161	-	-	-	-	89,161	-	-	-	-	-	27,678
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 118,662</b>	<b>\$ 118,662</b>	<b>\$ 118,662</b>	<b>\$ 207,823</b>	<b>\$ 118,662</b>	<b>\$ 118,662</b>	<b>\$ 118,662</b>	<b>\$ 118,662</b>	<b>\$ 118,662</b>	<b>\$ 146,340</b>
<b>Total Expected Outflows</b>	<b>\$ 1,370,919</b>	<b>\$ 1,184,181</b>	<b>\$ 1,038,166</b>	<b>\$ 1,040,357</b>	<b>\$ 1,038,166</b>	<b>\$ 1,133,489</b>	<b>\$ 1,038,607</b>	<b>\$ 1,038,166</b>	<b>\$ 1,040,462</b>	<b>\$ 1,038,607</b>	<b>\$ 1,038,166</b>	<b>\$ 1,065,844</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,994,787</b>	<b>\$ (365,287)</b>	<b>\$ 85,881</b>	<b>\$ 83,690</b>	<b>\$ 85,881</b>	<b>\$ (9,442)</b>	<b>\$ 85,440</b>	<b>\$ 85,881</b>	<b>\$ 83,585</b>	<b>\$ 85,440</b>	<b>\$ 85,881</b>	<b>\$ 58,203</b>
<b>Estimated Cash Position</b>	<b>\$ 4,994,787</b>	<b>\$ 4,629,500</b>	<b>\$ 4,915,381</b>	<b>\$ 4,999,071</b>	<b>\$ 5,084,952</b>	<b>\$ 5,075,510</b>	<b>\$ 5,160,950</b>	<b>\$ 5,246,831</b>	<b>\$ 5,330,416</b>	<b>\$ 5,415,856</b>	<b>\$ 5,501,737</b>	<b>\$ 5,559,940</b>

JCECA - 2022 Mar Expenditure Request Authorization 032422 0903						
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	
2022-005		Multi	ECC distributions for Apr 2022	AOF	842,234.08	
2022-006		JCSO	DTRS Microwave Project	SpProj	85,042.23	
				<b>Total</b>	<b>927,276.31</b>	
Expenditures Approved by Executive Director (signature):						
Expenditures Approved by Board Member (signature):						
Expenditures Approved by Board Member (signature):						

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
APRIL 28, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. March 24, 2022, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Status of 2021 audit.
  - c. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report.
  - a. Alerting system implementation status.
  - b. Alerting system opt-in marketing.
7. Legal Counsel Report.
8. New Business
9. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**April 28, 2022**

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

Present:                    Director Alan Fletcher  
                                 Director Mike Clement  
                                 Director Tracy Kraft-Tharp  
                                 Director Mike Kulp  
                                 Director John Prejzner

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Kristy O’Hayre, Broomfield PD  
                                 Gina Ramirez, Jeffcom  
                                 Lara Mitchell, Westminster PD/FD

Director Fletcher called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Clement, duly seconded by Director Kulp and by unanimous vote, approved the Minutes of March 24, 2022.

**TREASURER’S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 03/31/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report noting that revenues are trending very strong for 2022. They have conservatively increased projections for the 9-1-1 ETC Revenue and the 9-1-1 Trust reimbursement. She advised that expenses are trending right on track. As of 03/31/22 the ending fund balance was \$6,302,539.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached) noting that if we continue to see revenues coming in as strong as they are it is expected that we will end 2022 with a cash balance of just over \$5.6M.

Ms. Kaminski advised that we have submitted all requested documents to the auditors, and they are working through the field work now. We are still expecting a draft by the May meeting.

## **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for April (copy attached).

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp, and by unanimous vote, approved the April 2022 expenditure requests in the amount of \$842,234.08.

## **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. O’Hayre advised that all the dispatchers are trained and feeling comfortable with the RAVE (LookoutAlert) system. She mentioned that the press conference was great yesterday. They have two new dispatchers, so staffing is looking up. They are getting ready to work on a radio replacement project in their backup center.
- Jeffcom ECC – Ms. Ramirez advised that all if their supervisors have completed training for the RAVE (LookoutAlert) system. They are now working on getting all of their ECS3 personnel trained. They did a small launch (notification) using the new system on Tuesday (04/26/22) prior to the press conference and it went smoothly. They are seeing the opt-in numbers increasing from 1500 on Tuesday to over 7000 this morning. There was a discussion comparing the performance of the CodeRED system vs. the LookoutAlert system during the Tuesday launch.
- Westminster ECC – Lara Mitchell advised that they are also completing training for supervisors on the RAVE (LookoutAlert) system and then will get the dispatchers trained. They are functionally down ten people right now, so supervisors are helping on the floor. They are working on identifying friction points in their hiring process to see if there can improvement. They have two in training and one that has been given a formal offer but can’t start until May and there is a fourth one in backgrounds that is looking promising.

## **EXECUTIVE DIRECTOR’S REPORT**

Mr. Irvin reported that the LookoutAlert.co link is up and running and that he has been looking at links on the various agency websites to make sure they are pointed to the correct site for opt-in registration. All the domains that were reserved are pointed to LookoutAlert.co. The press conference yesterday went very well with a great level of agency representation,

Regarding opt-in, Mr. Irvin advised that there has been discussion with the PUC regarding establishing a web landing page with a URL to use for telephone service provider billing to encourage opt-in statewide. Mr. Irvin found that the State of Colorado has established such a site at: <https://dhsem.colorado.gov/emergencyalert>.

Mr. Irvin mentioned that the PIO’s have been of great help in organizing the press conference. Mr. Irvin assured them that JCECA would help with reimbursement of printing cost for brochures and flyers to be used at community events to encourage opt-in.

Director Kraft-Tharp requested regular reports at each meeting regarding the opt-in levels. If the trend is not toward at least 50% of the population opted in, we need to reassess in six months if additional marketing efforts are needed.

Mr. Irvin advised that he has been reviewing a RAVE Aware product with ECC and agency personnel. This is a product that can enhance interagency communication and coordination

during critical incidents. He will report back and possibly come forward for 2022 expenditure request and consideration for 2023 budgeting.

### **LEGAL COUNSEL REPORT**

Mr. Tharp updated the board on three matters:

- Intervention into the DISH ETC application to offer Lifeline services. DISH has agreed to pay 9-1-1 fees and has amended their application accordingly.
- There is a current PUC rulemaking process regarding network diversity in the 9-1-1 BESP system to identify and eliminate single points of failure. This has been going on for some time and at one point CenturyLink stated it would cost on the order of \$98M to resolve this on a statewide basis. The PUC is discussing increasing the statewide 9-1-1 fee by a few cents and using the additional revenue to pay for projects across the state to address the diversity issues. We are monitoring the process and will attend a hearing in May.
- The FCC recently issued a notice of proposed rulemaking (NOPRM) around wireless emergency alerts (WEA). They are looking at accuracy and how to make the system overall better so more people are getting alerts on a timely basis. The FCC is looking for agencies who are willing to participate in testing. We are planning to file comments in the NOPRM. He has been discussing this with Mr. Irvin and will continue to work on comments.

### **NEW BUSINESS**

There was no new business.

### **EXECUTIVE SESSION**

There was no executive session.

### **ADJOURNMENT**

Director Fletcher adjourned the meeting.





## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and March 31, 2022.

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

A handwritten signature in black ink that reads "Amanda Carter". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.  
April 21, 2022

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

21-Apr-22

BALANCE SHEET

December 31, 2021 and March 31, 2022


	Unaudited Actual 12/31/2021	Unaudited Actual 3/31/2022
<b>Assets</b>		
Current Assets		
Cash, Checking	\$ 5,216,203	\$ 5,230,658
Cash, Savings	505	408
Accounts Receivable	1,577,767	1,866,427
Prepaid Expense	319,916	236,572
<b>Total Current Assets</b>	<b>\$ 7,114,391</b>	<b>\$ 7,334,065</b>
Long-Term Assets		
Construction in Progress	\$ 4,074,140	\$ 4,074,140
Infrastructure	25,895	25,895
Right of Ways	568,082	568,082
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(353,258)	(353,258)
<b>Total Long-Term Assets</b>	<b>\$ 5,180,473</b>	<b>\$ 5,180,473</b>
<b>Total Assets</b>	<b>\$ 12,294,864</b>	<b>\$ 12,514,538</b>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	\$ 1,295,101	\$ 1,031,526
<b>Total Current Liabilities</b>	<b>\$ 1,295,101</b>	<b>\$ 1,031,526</b>
<b>Total Liabilities</b>	<b>\$ 1,295,101</b>	<b>\$ 1,031,526</b>
<b>Fund Equity</b>		
Net Investment in Fixed Assets	\$ 5,180,473	\$ 5,180,473
Fund Balance		
Nonspendable	319,916	236,572
Unassigned	5,499,374	6,065,967
<b>Total Fund Equity</b>	<b>\$ 10,999,763</b>	<b>\$ 11,483,012</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 12,294,864</b>	<b>\$ 12,514,538</b>
	=	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						21-Apr-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
December 31, 2021 Actual, 2022 Adopted and Projected Budget						
Year-to-date Actual, Budget and Variance through March 31, 2022						
Modified Accrual Budgetary Basis						
GENERAL FUND	2021	2022	2022	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
Revenues	Actual	Budget	Budget	03/31/22	03/31/22	03/31/22
9-1-1 fee (ETC)	\$ 11,378,688	\$ 11,736,000	\$ 12,000,000	\$ 3,226,367	\$ 2,934,000	\$ 292,367
9-1-1 fee (prepaid)	1,340,043	1,228,385	1,228,385	325,010	307,096	17,914
PUC Statewide 9-1-1 Trust Reimbursement	755,342	550,000	858,000	241,102	137,500	103,602
Interest Income	-	5,000	5,000	-	1,250	(1,250)
Miscellaneous Income	-	500	500	-	125	(125)
<b>Total Revenues</b>	<b>\$ 13,474,073</b>	<b>\$ 13,519,885</b>	<b>\$ 14,091,885</b>	<b>\$ 3,792,479</b>	<b>\$ 3,379,971</b>	<b>\$ 412,508</b>
<b>Expenditures</b>						
Administrative	\$ 247,407	\$ 269,415	\$ 269,604	\$ 62,159	\$ 67,352	\$ 5,193
Agency Operating Fund - BRO	973,239	909,613	909,613	248,026	248,026	-
Agency Operating Fund - WES	1,621,633	1,516,021	1,516,021	413,341	413,341	-
Agency Operating Fund - JEFFCOM	8,221,742	7,681,175	7,681,175	2,094,719	2,094,719	-
Disaster & Recovery Plan (DRP)	28,435	61,800	61,800	57,390	61,800	4,410
GIS System	176,400	185,400	185,400	185,220	185,400	180
Line Charges	526,289	628,476	655,901	150,158	157,119	6,961
Notification Systems (ENS)	143,829	136,105	136,105	67,003	64,911	(2,092)
Special Projects	361,338	1,410,632	1,410,632	31,214	355,991	324,777
<b>Total Operating Expenditures</b>	<b>\$ 12,300,312</b>	<b>\$ 12,798,637</b>	<b>\$ 12,826,251</b>	<b>\$ 3,309,230</b>	<b>\$ 3,648,660</b>	<b>\$ 339,430</b>
<b>Revenues over/(under) Expenditures</b>	<b>1,173,761</b>	<b>\$ 721,248</b>	<b>\$ 1,265,634</b>	<b>\$ 483,249</b>	<b>\$ (268,689)</b>	<b>\$ 751,938</b>
<b>Beginning Fund Balance</b>	<b>4,645,529</b>	<b>4,963,336</b>	<b>5,819,290</b>	<b>5,819,290</b>		
<b>Ending Fund Balance</b>	<b>\$ 5,819,290</b>	<b>\$ 5,684,584</b>	<b>\$ 7,084,924</b>	<b>\$ 6,302,539</b>		
<b>Components of Ending Fund Balance</b>						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (Target 25% of Expenditures)	3,075,078	3,199,659	3,206,563	3,206,563		
Unrestricted	1,994,212	1,734,925	3,128,361	2,345,976		
<b>Ending Fund Balance</b>	<b>\$ 5,819,290</b>	<b>\$ 5,684,584</b>	<b>\$ 7,084,924</b>	<b>\$ 6,302,539</b>		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						21-Apr-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
December 31, 2021 Actual, 2022 Adopted and Projected Budget						
Year-to-date Actual, Budget and Variance through March 31, 2022						
	2021	2022	2022	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Budget	3/31/2022	3/31/2022	3/31/2022
<b>Administrative</b>						
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 14,443	\$ 16,475	\$ 2,032
Bank Charges	6,416	-	-	-	-	-
Executive Director (ED)						
401k & Benefits	25,927	25,024	25,024	6,086	6,256	170
Mileage Reimbursement	-	488	488	-	122	122
Payroll Tax	9,218	9,682	9,682	2,479	2,421	(59)
Wages & Salaries	118,781	121,133	121,133	31,165	30,282	(883)
Insurance	5,997	5,721	5,721	1,329	1,430	101
Legal	26,643	30,900	30,900	3,893	7,725	3,832
Meeting & Misc						
Admin Web/Listserve	352	267	456	456	67	(389)
Meeting & Misc - Other	4,291	4,120	4,120	604	1,030	426
Phone/Web Conferencing	155	412	412	-	103	103
Office Supplies & Postage	437	1,030	1,030	7	258	251
Payroll Expenses	4,642	4,532	4,532	1,697	1,133	(564)
Public Web	-	206	206	-	52	52
Total Administrative Expenses	\$ 247,407	\$ 269,415	\$ 269,604	\$ 62,159	\$ 67,352	\$ 5,193
<b>Agency Operating Fund (AOF)</b>						
Broomfield	\$ 973,239	\$ 909,613	\$ 909,613	\$ 248,026	\$ 248,026	\$ -
Westminster	1,621,633	1,516,021	1,516,021	413,341	413,341	-
Jeffcom	8,221,742	7,681,175	7,681,175	2,094,719	2,094,719	-
Total Agency Operating Fund (AOF)	\$ 10,816,614	\$ 10,106,809	\$ 10,106,809	\$ 2,756,086	\$ 2,756,086	\$ -
<b>Disaster &amp; Recovery Plan (DRP)</b>						
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 61,800	\$ 57,390	\$ 61,800	\$ 4,410
SRBC Non-Recurring	-	-	-	-	-	-
Total Disaster & Recovery Plan (DRP)	\$ 28,435	\$ 61,800	\$ 61,800	\$ 57,390	\$ 61,800	\$ 4,410
<b>GIS System</b>						
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,400	\$ 185,220	\$ 185,400	\$ 180
Total GIS System	\$ 176,400	\$ 185,400	\$ 185,400	\$ 185,220	\$ 185,400	\$ 180
<b>Line Charges</b>						
ANI/ALI SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box MRC	9,140	9,600	9,600	2,270	2,400	130
Jeffcom DS1	24,885	-	24,000	4,063	-	(4,063)
ESInet	449,226	613,876	613,876	135,400	153,469	18,069
Other	43,038	5,000	8,425	8,425	1,250	(7,175)
Total Line Charges	\$ 526,289	\$ 628,476	\$ 655,901	\$ 150,158	\$ 157,119	\$ 6,961
<b>Notification Systems (ENS)</b>						
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 7,202	\$ 4,285	\$ (2,917)
CodeRed (ECN)	125,075	115,360	115,360	59,725	59,725	-
VoIP Record Extract	-	3,605	3,605	76	901	825
Total Notification Systems (ENS)	\$ 143,829	\$ 136,105	\$ 136,105	\$ 67,003	\$ 64,911	\$ (2,092)
<b>Special Projects</b>						
Call Box Project	\$ 10,398	\$ 6,695	\$ 6,695	\$ -	\$ 5,007	\$ 5,007
Fiber Optics						
J-FON	235,094	278,100	278,100	8,524	69,525	61,001
Last Mile Fiber Project	-	437,750	437,750	400	109,438	109,038
North Metro	-	390,252	390,252	-	97,563	97,563
Smart911	89,161	91,836	91,836	22,290	22,959	669
Special Projects	26,685	206,000	206,000	-	51,500	51,500
Total Special Projects	\$ 361,338	\$ 1,410,632	\$ 1,410,632	\$ 31,214	\$ 355,991	\$ 324,777
<b>Total Expenditures</b>	\$ 12,300,312	\$ 12,798,637	\$ 12,826,251	\$ 3,309,230	\$ 3,648,660	\$ 339,430

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,209,788	\$ 4,994,787	\$ 4,629,500	\$ 5,230,658	\$ 5,290,198	\$ 5,351,901	\$ 5,318,232	\$ 5,379,446	\$ 5,441,149	\$ 5,500,507	\$ 5,561,721	\$ 5,623,424
<u>Expected Inflows:</u>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,878	\$ 649,734	\$ 1,291,618	\$ 977,641	\$ 977,641	\$ 977,641	\$ 977,641	\$ 977,641	\$ 977,641	\$ 977,641	\$ 977,641	\$ 977,641
9-1-1- fee (prepaid)	98,263	103,499	123,248	100,375	100,375	100,375	100,375	100,375	100,375	100,375	100,375	100,375
PUC Statewide 911 Trust Reimbursement	61,778	65,661	113,664	34,322	34,322	34,322	34,322	34,322	34,322	34,322	34,322	34,322
Interest Income	-	-	-	556	556	556	556	556	556	556	556	556
Miscellaneous Income	-	-	-	56	56	56	56	56	56	56	56	56
<b>Total Expected Inflows</b>	<b>\$ 6,365,706</b>	<b>\$ 818,894</b>	<b>\$ 1,528,530</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>	<b>\$ 1,112,949</b>
<u>Expected Outflows:</u>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,904	\$ 6,399	\$ 6,399	\$ 6,399	\$ 6,399	\$ 6,399	\$ 6,399	\$ 6,399	\$ 6,399	\$ 6,399
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	13,349	12,838	12,838	12,838	12,838	12,838	12,838	12,838	12,838	12,838
Insurance	-	-	-	-	-	5,721	-	-	-	-	-	-
Legal	-	433	3,460	3,001	3,001	3,001	3,001	3,001	3,001	3,001	3,001	3,001
Meeting & Misc	130	456	1,299	324	324	324	324	324	324	324	324	324
Office Supplies & postage	8	-	-	114	114	114	114	114	114	114	114	114
Public Web	-	-	-	23	23	23	23	23	23	23	23	23
Payroll Expense	-	466	173	433	433	433	433	433	433	433	433	433
<b>Administrative Total</b>	<b>\$ 15,744</b>	<b>\$ 15,594</b>	<b>\$ 24,184</b>	<b>\$ 23,130</b>	<b>\$ 23,130</b>	<b>\$ 28,851</b>	<b>\$ 23,130</b>	<b>\$ 23,130</b>	<b>\$ 23,130</b>	<b>\$ 23,130</b>	<b>\$ 23,130</b>	<b>\$ 23,130</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ -	\$ 490	\$ 490	\$ 490	\$ 490	\$ 490	\$ 490	\$ 490	\$ 490	\$ 490
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
Call Box MRC	\$ 754	\$ 758	\$ 758	\$ 814	\$ 814	\$ 814	\$ 814	\$ 814	\$ 814	\$ 814	\$ 814	\$ 814
ESInet	45,133	73,265	45,133	50,038	50,038	50,038	50,038	50,038	50,038	50,038	50,038	50,038
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031
Other	2,808	2,812	2,805	500	500	500	500	500	500	500	500	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 50,728</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>	<b>\$ 53,384</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ -	\$ 7,202	\$ 987	\$ 987	\$ 987	\$ 987	\$ 987	\$ 987	\$ 987	\$ 987	\$ 987
CodeRed (ECN)	129,400	-	-	-	-	-	-	-	-	-	-	-
VoIP Record Extract	-	76	-	1,674	-	-	-	-	1,855	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 7,202</b>	<b>\$ 2,661</b>	<b>\$ 987</b>	<b>\$ 987</b>	<b>\$ 987</b>	<b>\$ 987</b>	<b>\$ 2,842</b>	<b>\$ 987</b>	<b>\$ 987</b>	<b>\$ 987</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ 209	\$ 209	\$ 209	\$ 209	\$ 209	\$ 209	\$ 209	\$ 209	\$ 209
Fiber Optics	8,403	4,401	3,024	29,141	29,141	29,141	29,141	29,141	29,141	29,141	29,141	29,141
Last Mile Fiber Project	-	400	-	48,594	48,594	48,594	48,594	48,594	48,594	48,594	48,594	48,594
North Metro	-	-	-	43,361	43,361	43,361	43,361	43,361	43,361	43,361	43,361	43,361
Smart911	-	-	-	10,204	10,204	10,204	10,204	10,204	10,204	10,204	10,204	10,204
Other	89,161	-	-	-	-	89,161	-	-	-	-	-	27,678
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 3,024</b>	<b>\$ 131,510</b>	<b>\$ 131,510</b>	<b>\$ 220,671</b>	<b>\$ 131,510</b>	<b>\$ 131,510</b>	<b>\$ 131,510</b>	<b>\$ 131,510</b>	<b>\$ 131,510</b>	<b>\$ 159,188</b>
<b>Total Expected Outflows</b>	<b>\$ 1,370,919</b>	<b>\$ 1,184,181</b>	<b>\$ 927,371</b>	<b>\$ 1,053,410</b>	<b>\$ 1,051,246</b>	<b>\$ 1,146,618</b>	<b>\$ 1,051,736</b>	<b>\$ 1,051,246</b>	<b>\$ 1,053,591</b>	<b>\$ 1,051,736</b>	<b>\$ 1,051,246</b>	<b>\$ 1,078,924</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,994,787</b>	<b>\$ (365,287)</b>	<b>\$ 601,158</b>	<b>\$ 59,539</b>	<b>\$ 61,703</b>	<b>\$ (33,669)</b>	<b>\$ 61,213</b>	<b>\$ 61,703</b>	<b>\$ 59,358</b>	<b>\$ 61,213</b>	<b>\$ 61,703</b>	<b>\$ 34,025</b>
<b>Estimated Cash Position</b>	<b>\$ 4,994,787</b>	<b>\$ 4,629,500</b>	<b>\$ 5,230,658</b>	<b>\$ 5,290,198</b>	<b>\$ 5,351,901</b>	<b>\$ 5,318,232</b>	<b>\$ 5,379,446</b>	<b>\$ 5,441,149</b>	<b>\$ 5,500,507</b>	<b>\$ 5,561,721</b>	<b>\$ 5,623,424</b>	<b>\$ 5,657,449</b>

JCECA - 2022 Apr Expenditure Request Authorization 042722 0529					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-007		Multi	ECC distributions for May 2022	AOF	842,234.08
				<b>Total</b>	<b>842,234.08</b>
Expenditures Approved by Executive Director (signature):					
Expenditures Approved by Board Member (signature):					
Expenditures Approved by Board Member (signature):					

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
MAY 26, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. April 28, 2022, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Status of 2021 audit.
  - c. Expenditure Requests – Executive Director.
    - i. Presentation re: RAVE Aware, discuss expenditure request.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report.
  - a. LookoutAlert system test 06/08/22, opt in messaging.
7. Legal Counsel Report.
8. New Business
9. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**MAY 26, 2022**

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

Present:                    Director Alan Fletcher  
                                 Director Mike Clement  
                                 Director Tracy Kraft-Tharp  
                                 Director John Prejzner  
Excused:                   Director Mike Kulp

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Jennifer McIntyre, Broomfield PD  
                                 Jeff Streeter, Jeffcom  
                                 Michael Brewer, Jeffcom  
                                 Lara Mitchell, Westminster PD/FD

Director Fletcher called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Kraft-Tharp, duly seconded by Director Clement and by unanimous vote, approved the Minutes of April 28, 2022.

**TREASURER'S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 04/30/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report noting that revenues are still trending very strong for 2022. They left their projections as they had for the March 2022 financials. As of April 30, we have collected revenues of \$5,023,696. Expenditures through April 30 came in right on budget at \$4,249,120 leaving an ending fund balance of April 30 of \$6,593,866.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached) noting that they have updated with actuals through April. They are estimating we will end the year with an ending fund balance of \$5,659,868.

Ms. Kaminski advised that we continue to work with the auditors and are hopeful to have received the audit draft by the next board meeting.



## **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for May (copy attached). A presentation by representatives of RAVE Mobile Safety provided information for request #2022-009 for funding for the RAVE Aware product for the remainder of 2022. There were comments in support of the request by several agency stakeholders who have reviewed the product.

The Board upon motion of Director Fletcher, duly seconded by Director Kraft-Tharp, and by unanimous vote, approved the May 2022 expenditure requests in the amount of \$877,400.75.

## **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. McIntyre advised they are currently down two employees, and they have two currently in training. They just opened their applications process again and it will be open until 06/06/22.
- Jeffcom ECC – Mr. Streeter advised they are seeing an increase in COVID activity on their floor which is having some impacts for them. Nothing else to report.
- Westminster ECC – Ms. Mitchell advised that they are over 50% down functionally with some people out on leave. Attrition has hit them a bit, so they are still doing their rolling applications process and testing. They have three people in training and one person scheduled to start in June. Hopefully that will start to build them back up again. They are looking to their HR to increase their pay range and increase incentives to come work here and stay. COVID has been a factor for them also.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Irvin advised:

**LookoutAlert** – last month we saw a little over 7,000 new opt-ins. This month we have seen over 20,000. Total opt-ins are now at 142,716. That figure includes the opt-ins imported from the CodeRED system and the new LookoutAlert opt-ins. On June 8 there will be an “All-Call” test of the LookoutAlert system. There was a discussion regarding promotional materials and outreach to promote opt-in to the system.

**J-FON** – Mr. Irvin advised that Tom Dillon, MinnTex, our fiber engineer who has been instrumental in this project since inception is retiring. Dean Davis, JCSO IT Manager who has served as the Chair of the J-FON committee since inception is also retiring. Our Locates Manager at Lumin8 (formerly W-L Contractors) took another job and has been replaced. Mr. Irvin has held several successful meetings to chart a path forward for management of the network. Mr. Irvin said that he also met with Dick Hall, Advanced Fiber Response, Inc. regarding providing engineering and emergency maintenance services in the event of a fiber cut.

**CO NENA-APCO** - Mr. Irvin attended the annual conference and attended several informative sessions including a CO PUC 9-1-1 Advisory Task Force meeting and a Managers and Directors session, both of which provided for some very constructive exchange with peers throughout the state.

There was a discussion regarding the parallel operation of CodeRED and LookoutAlert regarding weather warnings.

## **LEGAL COUNSEL REPORT**

Mr. Tharp updated the board on these matters:

**WEA** – FCC Wireless Emergency Alerts rule making comments are due on June 21<sup>st</sup>. We've been working with LETA (Larimer Emergency Telephone Authority) and Adams, Arapahoe and Boulder County 9-1-1 Authorities. The FCC asked for volunteers for WEA location testing in the third quarter. We volunteered for that along with Jeffcom to be part of the testing. It is unknown if we will be selected to be part of the testing.

**CO PUC** – not much going on though there is the rulemaking discussing increasing the state 9-1-1 surcharge to pay for network diversity in rural areas primarily but not exclusively.

## **NEW BUSINESS**

There was no new business.

## **EXECUTIVE SESSION**

There was no executive session.

## **ADJOURNMENT**

Director Fletcher adjourned the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and April 30, 2022.

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

A handwritten signature in black ink that reads "Amanda Kae Caste". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.  
May 19, 2022


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY				23-May-22
BALANCE SHEET				
December 31, 2021 and April 30, 2022				
		Unaudited	Unaudited	
		Actual	Actual	
		12/31/2021	4/30/2022	
<b>Assets</b>				
Current Assets				
Cash, Checking	\$	5,216,203	\$ 5,532,908	
Cash, Savings		505	408	
Accounts Receivable		1,577,767	1,875,667	
Prepaid Expense		319,916	208,790	
Total Current Assets	\$	7,114,391	\$ 7,617,773	
Long-Term Assets				
Construction in Progress	\$	4,074,140	\$ 4,074,140	
Infrastructure		25,895	25,895	
Right of Ways		568,082	568,082	
West Corridor Fiber Optic		865,614	865,614	
Accumulated Depreciation		(353,258)	(353,258)	
Total Long-Term Assets	\$	5,180,473	\$ 5,180,473	
<b>Total Assets</b>		<b>\$ 12,294,864</b>	<b>\$ 12,798,246</b>	
<b>Liabilities</b>				
Current Liabilities				
Accounts Payable	\$	1,295,101	\$ 1,023,907	
Total Current Liabilities	\$	1,295,101	\$ 1,023,907	
<b>Total Liabilities</b>		<b>\$ 1,295,101</b>	<b>\$ 1,023,907</b>	
<b>Fund Equity</b>				
Net Investment in Fixed Assets	\$	5,180,473	\$ 5,180,473	
Fund Balance				
Nonspendable		319,916	208,790	
Unassigned		5,499,374	6,385,076	
<b>Total Fund Equity</b>		<b>\$ 10,999,763</b>	<b>\$ 11,774,339</b>	
<b>Total Liabilities and Fund Equity</b>		<b>\$ 12,294,864</b>	<b>\$ 12,798,246</b>	
		=	=	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						23-May-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
December 31, 2021 Actual, 2022 Adopted and Projected Budget						
Year-to-date Actual, Budget and Variance through April 30, 2022						
Modified Accrual Budgetary Basis						
GENERAL FUND	2021	2022	2022	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
Revenues	Actual	Budget	Budget	04/30/22	04/30/22	04/30/22
9-1-1 fee (ETC)	\$ 11,378,688	\$ 11,736,000	\$ 12,000,000	\$ 4,276,322	\$ 3,912,000	\$ 364,322
9-1-1 fee (prepaid)	1,340,043	1,228,385	1,228,385	441,760	409,462	32,298
PUC Statewide 9-1-1 Trust Reimbursement	755,342	550,000	858,000	305,614	183,333	122,281
Interest Income	-	5,000	5,000	-	1,667	(1,667)
Miscellaneous Income	-	500	500	-	167	(167)
<b>Total Revenues</b>	<b>\$ 13,474,073</b>	<b>\$ 13,519,885</b>	<b>\$ 14,091,885</b>	<b>\$ 5,023,696</b>	<b>\$ 4,506,628</b>	<b>\$ 517,068</b>
<b>Expenditures</b>						
Administrative	\$ 247,407	\$ 269,415	\$ 269,604	\$ 77,873	\$ 89,803	\$ 11,930
Agency Operating Fund - BRO	973,239	909,613	909,613	323,827	323,827	-
Agency Operating Fund - WES	1,621,633	1,516,021	1,516,021	539,676	539,676	-
Agency Operating Fund - JEFFCOM	8,221,742	7,681,175	7,681,175	2,734,817	2,734,817	-
Disaster & Recovery Plan (DRP)	28,435	61,800	61,800	57,390	61,800	4,410
GIS System	176,400	185,400	185,220	185,220	185,400	180
Line Charges	526,289	628,476	608,823	200,861	209,492	8,631
Notification Systems (ENS)	143,829	136,105	136,105	88,951	86,548	(2,403)
Special Projects	361,338	1,410,632	1,410,632	40,505	472,986	432,481
<b>Total Operating Expenditures</b>	<b>\$ 12,300,312</b>	<b>\$ 12,798,637</b>	<b>\$ 12,778,993</b>	<b>\$ 4,249,120</b>	<b>\$ 4,704,349</b>	<b>\$ 455,229</b>
<b>Revenues over/(under) Expenditures</b>	<b>1,173,761</b>	<b>\$ 721,248</b>	<b>\$ 1,312,892</b>	<b>\$ 774,576</b>	<b>\$ (197,721)</b>	<b>\$ 972,297</b>
<b>Beginning Fund Balance</b>	<b>4,645,529</b>	<b>4,963,336</b>	<b>5,819,290</b>	<b>5,819,290</b>		
<b>Ending Fund Balance</b>	<b>\$ 5,819,290</b>	<b>\$ 5,684,584</b>	<b>\$ 7,132,182</b>	<b>\$ 6,593,866</b>		
<b>Components of Ending Fund Balance</b>						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (Target 25% of Expenditures)	3,075,078	3,199,659	3,194,748	3,194,748		
Unrestricted	1,994,212	1,734,925	3,187,434	2,649,118		
<b>Ending Fund Balance</b>	<b>\$ 5,819,290</b>	<b>\$ 5,684,584</b>	<b>\$ 7,132,182</b>	<b>\$ 6,593,866</b>		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							23-May-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2021 Actual, 2022 Adopted and Projected Budget							
Year-to-date Actual, Budget and Variance through April 30, 2022							
	2021	2022	2022	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	4/30/2022	4/30/2022	4/30/2022	
<b>Administrative</b>							
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 15,210	\$ 21,967	\$ 6,757	
Bank Charges	6,416	-	-	-	-	-	
Executive Director (ED)							
401k & Benefits	25,927	25,024	25,024	8,115	8,341	226	
Mileage Reimbursement	-	488	488	-	163	163	
Payroll Tax	9,218	9,682	9,682	3,278	3,227	(51)	
Wages & Salaries	118,781	121,133	121,133	41,554	40,376	(1,178)	
Insurance	5,997	5,721	5,721	1,772	1,907	135	
Legal	26,643	30,900	30,900	4,888	10,300	5,412	
Meeting & Misc							
Admin Web/Listserves	352	267	456	456	89	(367)	
Meeting & Misc - Other	4,291	4,120	4,120	604	1,373	769	
Phone/Web Conferencing	155	412	412	-	137	137	
Office Supplies & Postage	437	1,030	1,030	10	343	333	
Payroll Expenses	4,642	4,532	4,532	1,986	1,511	(475)	
Public Web	-	206	206	-	69	69	
Total Administrative Expenses	\$ 247,407	\$ 269,415	\$ 269,604	\$ 77,873	\$ 89,803	\$ 11,930	
<b>Agency Operating Fund (AOF)</b>							
Broomfield	\$ 973,239	\$ 909,613	\$ 909,613	\$ 323,827	\$ 323,827	\$ -	
Westminster	1,621,633	1,516,021	1,516,021	539,676	539,676	-	
Jeffcom	8,221,742	7,681,175	7,681,175	2,734,817	2,734,817	-	
Total Agency Operating Fund (AOF)	\$ 10,816,614	\$ 10,106,809	\$ 10,106,809	\$ 3,598,320	\$ 3,598,320	\$ -	
<b>Disaster &amp; Recovery Plan (DRP)</b>							
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 61,800	\$ 57,390	\$ 61,800	\$ 4,410	
Total Disaster & Recovery Plan (DRP)	\$ 28,435	\$ 61,800	\$ 61,800	\$ 57,390	\$ 61,800	\$ 4,410	
<b>GIS System</b>							
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180	
Total GIS System	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180	
<b>Line Charges</b>							
Call Box MRC	\$ 9,140	\$ 9,600	\$ 9,600	\$ 3,026	\$ 3,200	\$ 174	
Jeffcom DS1	24,885	-	24,000	6,094	-	(6,094)	
ESInet	449,226	613,876	562,905	187,635	204,625	16,990	
Other	43,038	5,000	12,318	4,106	1,667	(2,439)	
Total Line Charges	\$ 526,289	\$ 628,476	\$ 608,823	\$ 200,861	\$ 209,492	\$ 8,631	
<b>Notification Systems (ENS)</b>							
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 9,242	\$ 5,713	\$ (3,529)	
CodeRed (ECN)	125,075	115,360	115,360	79,633	79,633	-	
VoIP Record Extract	-	3,605	3,605	76	1,202	1,126	
Total Notification Systems (ENS)	\$ 143,829	\$ 136,105	\$ 136,105	\$ 88,951	\$ 86,548	\$ (2,403)	
<b>Special Projects</b>							
Call Box Project	\$ 10,398	\$ 6,695	\$ 6,695	\$ -	\$ 5,007	\$ 5,007	
Fiber Optics							
J-FON	235,094	278,100	278,100	10,385	92,700	82,315	
Last Mile Fiber Project	-	437,750	437,750	400	145,917	145,517	
North Metro	-	390,252	390,252	-	130,084	130,084	
Smart911	89,161	91,836	91,836	29,720	30,612	892	
Special Projects	26,685	206,000	206,000	-	68,667	68,667	
Total Special Projects	\$ 361,338	\$ 1,410,632	\$ 1,410,632	\$ 40,505	\$ 472,986	\$ 432,481	
<b>Total Expenditures</b>	<b>\$ 12,300,312</b>	<b>\$ 12,798,637</b>	<b>\$ 12,778,993</b>	<b>\$ 4,249,120</b>	<b>\$ 4,704,349</b>	<b>\$ 455,229</b>	

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,209,788	\$ 4,994,787	\$ 4,629,500	\$ 5,230,658	\$ 5,532,908	\$ 5,564,606	\$ 5,500,870	\$ 5,532,016	\$ 5,563,714	\$ 5,593,005	\$ 5,624,151	\$ 5,655,849
<u>Expected Inflows:</u>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,878	\$ 649,734	\$ 1,291,618	\$ 1,040,477	\$ 969,787	\$ 969,787	\$ 969,787	\$ 969,787	\$ 969,787	\$ 969,787	\$ 969,787	\$ 969,787
9-1-1- fee (prepaid)	98,263	103,499	123,248	116,750	98,328	98,328	98,328	98,328	98,328	98,328	98,328	98,328
PUC Statewide 911 Trust Reimbursement	61,778	65,661	113,664	64,512	30,548	30,548	30,548	30,548	30,548	30,548	30,548	30,548
Interest Income	-	-	-	-	625	625	625	625	625	625	625	625
Miscellaneous Income	-	-	-	-	63	63	63	63	63	63	63	63
<b>Total Expected Inflows</b>	<b>\$ 6,365,706</b>	<b>\$ 818,894</b>	<b>\$ 1,528,530</b>	<b>\$ 1,221,738</b>	<b>\$ 1,099,351</b>	<b>\$ 1,099,351</b>	<b>\$ 1,099,351</b>	<b>\$ 1,099,351</b>	<b>\$ 1,099,351</b>	<b>\$ 1,099,351</b>	<b>\$ 1,099,351</b>	<b>\$ 1,099,351</b>
<u>Expected Outflows:</u>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,904	\$ 8,911	\$ 6,085	\$ 6,085	\$ 6,085	\$ 6,085	\$ 6,085	\$ 6,085	\$ 6,085	\$ 6,085
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	13,349	13,211	12,791	12,791	12,791	12,791	12,791	12,791	12,791	12,791
Insurance	-	-	-	-	-	5,721	-	-	-	-	-	-
Legal	-	433	3,460	995	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252
Meeting & Misc	130	456	1,299	-	364	364	364	364	364	364	364	364
Office Supplies & postage	8	-	-	-	128	128	128	128	128	128	128	128
Public Web	-	-	-	-	26	26	26	26	26	26	26	26
Payroll Expense	-	466	173	294	450	450	450	450	450	450	450	450
<b>Administrative Total</b>	<b>\$ 15,744</b>	<b>\$ 15,594</b>	<b>\$ 24,184</b>	<b>\$ 23,411</b>	<b>\$ 23,095</b>	<b>\$ 28,816</b>	<b>\$ 23,095</b>	<b>\$ 23,095</b>	<b>\$ 23,095</b>	<b>\$ 23,095</b>	<b>\$ 23,095</b>	<b>\$ 23,095</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ -	\$ -	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551	\$ 551
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 551</b>	<b>\$ 551</b>	<b>\$ 551</b>	<b>\$ 551</b>	<b>\$ 551</b>	<b>\$ 551</b>	<b>\$ 551</b>	<b>\$ 551</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
Call Box MRC	\$ 754	\$ 758	\$ 758	\$ 756	\$ 822	\$ 822	\$ 822	\$ 822	\$ 822	\$ 822	\$ 822	\$ 822
ESInet	45,133	73,265	45,133	47,917	50,303	50,303	50,303	50,303	50,303	50,303	50,303	50,303
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031	2,031
Other	2,808	2,812	2,805	-	500	500	500	500	500	500	500	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 50,728</b>	<b>\$ 50,705</b>	<b>\$ 53,657</b>	<b>\$ 53,657</b>	<b>\$ 53,657</b>	<b>\$ 53,657</b>	<b>\$ 53,657</b>	<b>\$ 53,657</b>	<b>\$ 53,657</b>	<b>\$ 53,657</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ -	\$ 7,202	\$ 2,040	\$ 856	\$ 856	\$ 856	\$ 856	\$ 856	\$ 856	\$ 856	\$ 856
CodeRed (ECN)	129,400	-	-	-	-	-	-	-	-	-	-	-
VoIP Record Extract	-	76	-	-	-	-	-	-	1,855	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 7,202</b>	<b>\$ 2,040</b>	<b>\$ 856</b>	<b>\$ 856</b>	<b>\$ 856</b>	<b>\$ 856</b>	<b>\$ 2,711</b>	<b>\$ 856</b>	<b>\$ 856</b>	<b>\$ 856</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ 235	\$ 235	\$ 235	\$ 235	\$ 235	\$ 235	\$ 235	\$ 235
Fiber Optics	8,403	4,401	3,024	1,099	32,647	32,647	32,647	32,647	32,647	32,647	32,647	32,647
Last Mile Fiber Project	-	400	-	-	54,669	54,669	54,669	54,669	54,669	54,669	54,669	54,669
North Metro	-	-	-	-	48,781	48,781	48,781	48,781	48,781	48,781	48,781	48,781
Smart911	-	-	-	-	11,479	11,479	11,479	11,479	11,479	11,479	11,479	11,479
Other	89,161	-	-	-	-	89,161	-	-	-	-	-	27,678
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 3,024</b>	<b>\$ 1,099</b>	<b>\$ 147,812</b>	<b>\$ 236,973</b>	<b>\$ 147,812</b>	<b>\$ 147,812</b>	<b>\$ 147,812</b>	<b>\$ 147,812</b>	<b>\$ 147,812</b>	<b>\$ 175,490</b>
<b>Total Expected Outflows</b>	<b>\$ 1,370,919</b>	<b>\$ 1,184,181</b>	<b>\$ 927,371</b>	<b>\$ 919,488</b>	<b>\$ 1,067,653</b>	<b>\$ 1,163,086</b>	<b>\$ 1,068,204</b>	<b>\$ 1,067,653</b>	<b>\$ 1,070,059</b>	<b>\$ 1,068,204</b>	<b>\$ 1,067,653</b>	<b>\$ 1,095,331</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,994,787</b>	<b>\$ (365,287)</b>	<b>\$ 601,158</b>	<b>\$ 302,250</b>	<b>\$ 31,698</b>	<b>\$ (63,736)</b>	<b>\$ 31,146</b>	<b>\$ 31,698</b>	<b>\$ 29,291</b>	<b>\$ 31,146</b>	<b>\$ 31,698</b>	<b>\$ 4,020</b>
<b>Estimated Cash Position</b>	<b>\$ 4,994,787</b>	<b>\$ 4,629,500</b>	<b>\$ 5,230,658</b>	<b>\$ 5,532,908</b>	<b>\$ 5,564,606</b>	<b>\$ 5,500,870</b>	<b>\$ 5,532,016</b>	<b>\$ 5,563,714</b>	<b>\$ 5,593,005</b>	<b>\$ 5,624,151</b>	<b>\$ 5,655,849</b>	<b>\$ 5,659,868</b>

JCECA - 2022 May Expenditure Request Authorization 052322 1104						
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	
2022-008		Multi	ECC distributions for Jun 2022	AOF	842,234.08	
2022-009		Multi	RAVE Aware services 06/01 through 12/31 2022, quote #Q-03928-1	ENS	35,166.67	
				<b>Total</b>	<b>877,400.75</b>	
Expenditures Approved by Executive Director (signature):						
Expenditures Approved by Board Member (signature):						
Expenditures Approved by Board Member (signature):						



**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
JUNE 23, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. May 26, 2022, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Status of 2021 audit.
  - c. Discussion of 2022 budget amendment, 2023 budget planning/adoption schedule.
  - d. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report
  - a. Status of LookoutAlert opt-in.
7. Legal Counsel Report.
8. New Business
9. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**JUNE 23, 2022**

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

Present:                    Director Mike Kulp  
                                 Director Mike Clement  
                                 Director Tracy Kraft-Tharp  
                                 Director John Prejzner  
                                 Director JD Jepkma (proxy for Director Kraft-Tharp)

Excused:                   Director Alan Fletcher  
                                 Director Tracy Kraft-Tharp

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Kristy O’Hayre, Broomfield PD  
                                 Jeff Streeter, Jeffcom  
                                 Lara Mitchell, Westminster PD/FD

Director Kulp called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Clement, duly seconded by Director Jepkma and by unanimous vote, approved the Minutes of May 26, 2022.

**TREASURER'S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 05/31/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two of the report noting that revenues continue to trend strong. They conservatively increased their projections again to cover the variance they are seeing. Through 05/31/22 we have total revenues of \$6,765,577. Expenses are still trending well within budget. Total expenses as of 05/21/22 were \$5,213,703. This leaves an ending fund balance as of 05/21/22 of \$7,371,164.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached). They are estimating the ending fund balance as of 12/31/22 will be \$8,723,803.

Ms. Kaminski advised that we continue to work with the auditors and have not yet received the 2021 audit draft. We expect that the final will be presented at the July meeting.

Mr. Irvin advised:

- 2022 Budget Amendment - assuming the final audit report is received prior to the July meeting, we will be able to come forward with recommendations regarding the distribution of excess funds to the ECC's via AOF.
- 2023 Budget Planning – items to be discussed:
  - J-FON equipment refresh.
  - Increase baseline AOF distributions to the ECC's.

JCECA's ETC surcharge is currently set at \$1.30. There was a discussion regarding capital planning. Mr. Tharp mentioned that each year now the PUC sets the maximum ETC surcharge that an Authority can set without PUC permission. It is currently \$1.81.

The July meeting will be a hybrid meeting.

There was a brief discussion as to how 9-8-8 will be implemented. Mr. Irvin will research and report back to the ECC's.

### **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for June 2022 (copy attached).

The Board upon motion of Director Jepakma, duly seconded by Director Clement, and by unanimous vote, approved the June 2022 expenditure requests in the amount of \$878,113.01.

### **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. McIntyre discussed a Lookout Alert sent last week that included a distribution list of internal Jefferson County and Westminster law enforcement personnel who received the alert inadvertently. They have reached out to RAVE and adjusted their training and instructions to prevent a future occurrence.
- Jeffcom ECC – Mr. Streeter advised they have five in their academy that are about a week and a half from floor training. They have six who will start in a July academy. They will be advertising in the next week for an Admin Call Take position that will be able to work from home. This opens an opportunity to alleviate a large volume of calls. They have been testing remote call taking kits and have them ready to deploy.
- Westminster ECC – Ms. Mitchell advised that their staffing seems to be stabilizing. The city leadership has been very responsive and has started to look into retention, salary adjustments, and leave increases so that has helped quite a bit. They are now authorized to send IPAWS messaging, with two supervisors certified through FEMA. She mentioned that they, too, are interested in looking into the remote kits for backup and perhaps dispatching from home. She said they would reach out to Jeffcom regarding the kits.

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

Mr. Irvin advised:

**LookoutAlert** – last month we were at 142,716 opt-ins. We are now at 153,129 which is an increase of 10,413 since the last meeting and the all-call testing on 06/08/22. Approximately

18% of the population of the JCECA service area has opted-in at this point.

There was an issue during the all-call test with some T-Mobile customers receiving a spam notification from voice calls from the system. RAVE has reviewed this and is in the process of registering a static number with Neustar to prevent this in the future. They will recall the affected numbers and retest.

Mr. Irvin displayed the hand-out cards that have been printed for distribution to encourage opt-in (copy attached). The JCSO PIO's are distributing these. JCECA is covering the printing costs.

### **LEGAL COUNSEL REPORT**

Mr. Tharp updated the board on these matters:

**WEA** – we worked with Adams, Arapahoe, Boulder and Larimer counties Authorities to file comments this FCC proceeding regarding Wireless Emergency Alerts. Jeffcom and Jeffco OEM volunteered to participate in third quarter 2022 testing of the WEA system. Many other agencies across the country have also volunteered to participate.

### **NEW BUSINESS**

There was no new business.

### **EXECUTIVE SESSION**

There was no executive session.

### **ADJOURNMENT**

Director Kulp adjourned the meeting.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**JULY 28, 2022**

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in a hybrid meeting at the West Metro Fire Rescue Administration Building, 433 S Allison Pkwy, 1<sup>st</sup> Floor Board Room, Lakewood, CO, and via a virtual Google Meet.

Present:                    Director Alan Fletcher  
                                 Director Mike Kulp  
                                 Director Mike Clement  
                                 Director John Prejzner  
                                 Director JD Jepkma (proxy for Director Kraft-Tharp)

Excused:                   Director Tracy Kraft-Tharp

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Jim Hinkle, Hinkle & Company, PC  
                                 Kristy O’Hayre, Broomfield PD  
                                 Jeff Streeter, Jeffcom  
                                 Gayle Johnston, Jeffcom  
                                 Gina Ramirez, Jeffcom  
                                 Lara Mitchell, Westminster PD/FD

Director Fletcher called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Kulp, duly seconded by Director Prejzner and by unanimous vote, approved the Minutes of June 23, 2022.

**TREASURER'S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 06/30/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two advising that as of 06/30/22 we had revenues of \$7,297,117 and total expenses of \$6,337,928. The ending fund balance was \$6,780,903. The projections in this report have been kept conservatively flat and have not been updated with the proposed AOF increases that will be a topic of discussion later in the meeting. She advised she will present those numbers to see how the year end fund balance will be adjusted.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached). The report is a snapshot of the year showing the actuals through 06/30/22 and estimated expenses through the end of the year projecting an ending fund balance of \$5,624,102. Director Fletcher asked if these projections include the proposed AOF increases. Ms. Kaminski clarified that they do not

and that they will be adjusted next month assuming the board approves the proposed increases.

Mr. Hinkle then presented the 2021 independent auditor's report (copy attached). He discussed the opinion letter and advised they have nothing to communicate. They did not have any significant problems in the process of the audit, there were no disagreements with management, the only adjustment was provided by JCECA, there were no adjustments to the books and records and there were no material past adjustments. He advised it was a good audit process. The most important thing they'd like to communicate to the board is that they, as auditors, felt like they had open transparency. Everything they asked for was provided in a reasonable fashion, they were not denied access to any documents or supporting documentation. They felt like they had the ability to ask for whatever they needed to complete their procedures in accordance with their standards.

The Board upon motion of Director Prejzner, duly seconded by Director Kulp and by unanimous vote, approved acceptance of the 2021 audit report.

There was then a discussion of amendment of the 2022 budget. Mr. Irvin presented an email message from Ms. Kaminski containing recommendations for increased AOF distributions for the ECC's for the remainder of the year (copy attached). Ms. Kaminski discussed how the figures were derived. Director Jepkma asked if our partner agencies have discussed how these additional monies will be used. Mr. Irvin explained that the AOF distributions are intended to offset payroll costs for positions as permitted by statute for use of 9-1-1 funds. It is known that the AOF distributions are less than those total costs in any given year. This then frees up funds in the ECC budgets for needs other than the ESInet equipment costs that are funded elsewhere in the budget.

The Board upon motion of Director Kulp, duly seconded by Director Jepkma and by unanimous vote, approved amendment of the 2022 budget as recommended.

Mr. Irvin advised that, if the board so approves, there will be a budget hearing during the August meeting to adopt this amendment and the proposed 2023 budget.

The board then discussed the proposed 2023 budget. Mr. Irvin and Ms. Kaminski discussed the recommendations by presenting and stepping through a 2023 budget worksheet and associated schedules (copies attached).

### **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for July 2022 (copy attached).

The Board upon motion of Director Prejzner, duly seconded by Director Clement, and by unanimous vote, approved the July 2022 expenditure requests in the amount of \$1,241,561.08. This amount was later corrected in an email to the Directors to \$1,175,006.58 due to miscalculation of the increased AOF monthly distribution amounts.

### **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. O'Hayre advised they are at the tail end of a CAD to CAD project that will link them for fire dispatching with Westminster, Thornton and Adams County.

They are making some headway on the hiring front. They have applicants rolling in and have four vacancies.

- Jeffcom ECC – Mr. Streeter advised they are turning to some different types of technology to leverage their staff and find better ways for call taking and call processing. They have signed an MOU with the federal government for WEA testing coming up in September. It will cover a 1.5-mile radius up in the Evergreen area. They are hiring and are seeing an increase in the number applications. As a result of leveraging technology, they have created a new Communication Specialist position that will answer admin calls only and will be able to partially work remotely from home. They will be hiring for upwards of ten of these positions in September. They are also being almost inundated with applicants for their open Emergency Communications Specialist positions. They started an academy a week and a half ago with four in the classroom portion and have five currently training on the floor as well. In two weeks, several will be attending the APCO 2022 conference. Supervisor Cherish Moon is being recognized as Supervisor of the Year. The Incident Dispatch Team vehicle was available for tour at the conclusion of the meeting.
- Westminster ECC – Ms. Mitchell advised that their IT needs to perform a major upgrade to their network core device that will cause a significant outage of phones and CAD. She'll be communicating with Jeffcom and Broomfield to see what the best strategy will be for forwarding their phones. They'll likely be on manual cards for around eight hours. They're looking at mid-August subject to approval by city leadership.

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

Mr. Irvin advised:

**LookoutAlert** – we have 267,033 wireline numbers and, as of this morning, 155,388 opt-in registrants up from 142,716 last month, an increase of 12,762. There is a lot of effort on the part of the served agencies in social media to promote opt-in. The PIO's and OEM continue outreach efforts.

**PUC** – Daryl Branson sent an email discussing pending action by the Commission regarding the setting of various 9-1-1 related surcharges. Mr. Tharp and Mr. Irvin are reviewing these matters and will be filing comments as appropriate.

**FCC** – Mr. Irvin and Mr. Tharp have been attending workshop sessions regarding WEA alerting. There was an interesting discussion last week regarding the use of NOAA Weather Radio for alerting. OEM is supportive and encourages the public to attain and use weather radios.

**WEA Test** – Mr. Irvin has been attending the meetings associated with the upcoming testing in September. He discussed the data collection method.

### **LEGAL COUNSEL REPORT**

Mr. Tharp mentioned that he and Mr. Irvin are monitoring a rulemaking process by the PUC that would increase the statewide 9-1-1 fee to take additional monies and use it to work on Lumen BESP network diversity issues. Generally speaking, this doesn't impact metro communities as much as it impacts more rural communities.

There are a couple pieces of legislation that the legislative subcommittee of the Colorado PUC 9-1-1 Advisory Task Force have been working on and planning to introduce next year. One bill

would introduce criminal charges for people who call 9-1-1 to harass and disrupt. Another bill would create an enterprise board at the state level for 9-1-1. It is unclear at this point what the board would be used for though one function might be to standardize training for call takers and dispatchers. Mr. Tharp and Mr. Irvin are monitoring these efforts to learn more about the intent of this bill.

#### **NEW BUSINESS**

There was no new business.

#### **EXECUTIVE SESSION**

There was no executive session.

#### **ADJOURNMENT**

Director Fletcher adjourned the meeting.





## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and June 30, 2022.

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

A handwritten signature in blue ink, appearing to read "B. [unclear]", is positioned above the typed name and date.

Pinnacle Consulting Group, Inc.  
July 15, 2022

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						15-Jul-22
BALANCE SHEET						
December 31, 2021 and June 30, 2022						
		Unaudited	Unaudited			
		Actual	Actual			
		12/31/2021	6/30/2022			
<b>Assets</b>						
Current Assets						
Cash, Checking		\$ 5,218,627	\$ 5,852,067			
Cash, Savings		505	117			
Accounts Receivable		1,577,767	1,802,483			
Prepaid Expense		319,916	149,729			
Total Current Assets		\$ 7,116,815	\$ 7,804,396			
Long-Term Assets						
Construction in Progress		\$ 4,074,140	\$ 4,074,140			
Infrastructure		25,895	25,895			
Right of Ways		568,082	568,082			
West Corridor Fiber Optic		865,614	865,614			
Accumulated Depreciation		(353,258)	(353,258)			
Total Long-Term Assets		\$ 5,180,473	\$ 5,180,473			
<b>Total Assets</b>		<b>\$ 12,297,288</b>	<b>\$ 12,984,869</b>			
<b>Liabilities</b>						
Current Liabilities						
Accounts Payable		\$ 1,295,101	\$ 1,023,493			
Total Current Liabilities		\$ 1,295,101	\$ 1,023,493			
<b>Total Liabilities</b>		<b>\$ 1,295,101</b>	<b>\$ 1,023,493</b>			
<b>Fund Equity</b>						
Net Investment in Fixed Assets		\$ 5,180,473	\$ 5,180,473			
Fund Balance						
Nonspendable		319,916	149,729			
Unassigned		5,501,798	6,631,174			
<b>Total Fund Equity</b>		<b>\$ 11,002,187</b>	<b>\$ 11,961,376</b>			
<b>Total Liabilities and Fund Equity</b>		<b>\$ 12,297,288</b>	<b>\$ 12,984,869</b>			
		=	=			

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						15-Jul-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2021	2022	2022	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
Revenues	Actual	Budget	Actual	06/30/22	06/30/22	06/30/22
9-1-1 fee (ETC)	\$ 11,378,689	\$ 11,736,000	\$ 12,500,000	\$ 6,201,413	\$ 5,868,000	\$ 333,413
9-1-1 fee (prepaid)	1,340,043	1,228,385	1,275,000	691,547	614,193	77,355
PUC Statewide 9-1-1 Trust Reimbursement	755,342	550,000	858,000	404,157	275,000	129,157
Interest Income	-	5,000	5,000	-	2,500	(2,500)
Miscellaneous Income	-	500	500	-	250	(250)
<b>Total Revenues</b>	<b>\$ 13,474,074</b>	<b>\$ 13,519,885</b>	<b>\$ 14,638,500</b>	<b>\$ 7,297,117</b>	<b>\$ 6,759,943</b>	<b>\$ 537,175</b>
<b>Expenditures</b>						
Administrative	\$ 247,407	\$ 269,415	\$ 260,725	\$ 116,547	\$ 134,707	\$ 18,160
Agency Operating Fund - BRO	973,239	909,613	909,613	475,429	475,429	-
Agency Operating Fund - WES	1,621,633	1,516,021	1,516,021	792,346	792,346	-
Agency Operating Fund - JEFFCOM	8,221,742	7,681,175	7,681,175	4,015,013	4,015,013	-
Disaster & Recovery Plan (DRP)	28,435	61,800	57,390	57,390	61,800	4,410
GIS System	176,400	185,400	185,220	185,220	185,400	180
Line Charges	526,289	628,476	699,412	349,358	314,238	(35,120)
Notification Systems (ENS)	143,829	136,105	195,745	175,280	125,734	(49,546)
Special Projects	361,338	1,410,632	1,415,202	171,345	706,976	535,631
<b>Total Operating Expenditures</b>	<b>\$ 12,300,312</b>	<b>\$ 12,798,637</b>	<b>\$ 12,920,503</b>	<b>\$ 6,337,928</b>	<b>\$ 6,811,642</b>	<b>\$ 473,714</b>
<b>Revenues over/(under) Expenditures</b>	<b>1,173,762</b>	<b>\$ 721,248</b>	<b>\$ 1,717,997</b>	<b>\$ 959,189</b>	<b>\$ (51,700)</b>	<b>\$ 1,010,889</b>
<b>Beginning Fund Balance</b>	<b>4,647,952</b>	<b>4,963,336</b>	<b>5,821,714</b>	<b>5,821,714</b>		
<b>Ending Fund Balance</b>	<b>\$ 5,821,714</b>	<b>\$ 5,684,584</b>	<b>\$ 7,539,711</b>	<b>\$ 6,780,903</b>		
<b>Components of Ending Fund Balance</b>						
Emergency Reserve (3% of Revenues)	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	3,075,078	3,199,659	3,230,126	3,230,126		
Unrestricted	1,996,636	1,734,925	3,559,585	2,800,777		
<b>Ending Fund Balance</b>	<b>\$ 5,821,714</b>	<b>\$ 5,684,584</b>	<b>\$ 7,539,711</b>	<b>\$ 6,780,903</b>		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						15-Jul-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2021	2022	2022	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	6/30/2022	6/30/2022	6/30/2022
<b>Administration</b>						
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 21,804	\$ 32,950	\$ 11,146
Bank Charges	6,416	-	291	291	-	(291)
Executive Director (ED)						
401k & Benefits	25,927	25,024	25,024	12,172	12,512	340
Mileage Reimbursement	-	488	488	-	244	244
Payroll Tax	9,218	9,682	9,682	4,875	4,841	(34)
Wages & Salaries	118,781	121,133	121,133	62,331	60,566	(1,765)
Insurance	5,997	5,721	5,721	2,658	2,860	202
Legal	26,643	30,900	21,960	8,254	15,450	7,196
Meeting & Misc						
Admin Web/Listserve	352	267	456	456	133	(323)
Meeting & Misc - Other	4,291	4,120	4,120	811	2,060	1,249
Phone/Web Conferencing	155	412	412	-	206	206
Office Supplies & Postage	437	1,030	800	283	515	232
Payroll Expenses	4,642	4,532	4,532	2,612	2,266	(346)
Public Web	-	206	206	-	103	103
Total Administrative Expenses	\$ 247,407	\$ 269,415	\$ 260,725	\$ 116,547	\$ 134,707	\$ 18,160
<b>Agency Operating Fund (AOF)</b>						
Broomfield	\$ 973,239	\$ 909,613	\$ 909,613	\$ 475,429	\$ 475,429	\$ -
Westminster	1,621,633	1,516,021	1,516,021	792,346	792,346	-
Jeffcom	8,221,742	7,681,175	7,681,175	4,015,013	4,015,013	-
Total Agency Operating Fund (AOF)	\$ 10,816,614	\$ 10,106,809	\$ 10,106,809	\$ 5,282,788	\$ 5,282,788	\$ -
<b>Disaster &amp; Recovery Plan (DRP)</b>						
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 57,390	\$ 57,390	\$ 61,800	\$ 4,410
Total Disaster & Recovery Plan (DRP)	\$ 28,435	\$ 61,800	\$ 57,390	\$ 57,390	\$ 61,800	\$ 4,410
<b>GIS System</b>						
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180
Total GIS System	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180
<b>Line Charges</b>						
Call Box MRC	\$ 9,140	\$ 9,600	\$ 9,600	\$ 4,539	\$ 4,800	\$ 261
Jeffcom DS1	24,885	-	20,000	10,807	-	(10,807)
ESInet	449,226	613,876	659,812	329,906	306,938	(22,968)
Other	43,038	5,000	10,000	4,106	2,500	(1,606)
Total Line Charges	\$ 526,289	\$ 628,476	\$ 699,412	\$ 349,358	\$ 314,238	\$ (35,120)
<b>Notification Systems (ENS)</b>						
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 10,243	\$ 8,570	\$ (1,673)
CodeRed (ECN)	125,075	115,360	175,000	163,584	115,361	(48,223)
VoIP Record Extract	-	3,605	3,605	1,453	1,803	350
Total Notification Systems (ENS)	\$ 143,829	\$ 136,105	\$ 195,745	\$ 175,280	\$ 125,734	\$ (49,546)
<b>Special Projects</b>						
Call Box Project	\$ 10,398	\$ 6,695	\$ 11,265	\$ 11,265	\$ 5,007	\$ (6,258)
Fiber Optics						
J-FON	235,094	278,100	278,100	20,324	139,050	118,726
Last Mile Fiber Project	-	437,750	437,750	4,256	218,875	214,619
North Metro	-	390,252	390,252	-	195,126	195,126
Smart911	89,161	91,836	91,836	44,580	45,918	1,338
Special Projects	26,685	206,000	206,000	90,920	103,000	12,080
Total Special Projects	\$ 361,338	\$ 1,410,632	\$ 1,415,202	\$ 171,345	\$ 706,976	\$ 535,631
<b>Total Expenditures</b>	<b>\$ 12,300,312</b>	<b>\$ 12,798,637</b>	<b>\$ 12,920,503</b>	<b>\$ 6,337,928</b>	<b>\$ 6,811,642</b>	<b>\$ 473,714</b>

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,209,788	\$ 4,994,787	\$ 4,629,500	\$ 5,230,658	\$ 5,532,908	\$ 6,306,720	\$ 5,849,643	\$ 5,814,437	\$ 5,779,966	\$ 5,742,905	\$ 5,707,699	\$ 5,673,228
<u>Expected Inflows:</u>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,878	\$ 649,734	\$ 1,291,618	\$ 1,040,477	\$ 1,531,875	\$ 466,612	\$ 959,968	\$ 959,968	\$ 959,968	\$ 959,968	\$ 959,968	\$ 959,968
9-1-1- fee (prepaid)	98,263	103,499	123,248	116,750	128,358	121,430	89,473	89,473	89,473	89,473	89,473	89,473
PUC Statewide 911 Trust Reimbursement	61,778	65,661	113,664	64,512	41,282	57,260	24,307	24,307	24,307	24,307	24,307	24,307
Interest Income	-	-	-	-	-	-	833	833	833	833	833	833
Miscellaneous Income	-	-	-	-	-	-	83	83	83	83	83	83
<b>Total Expected Inflows</b>	<b>\$ 6,365,706</b>	<b>\$ 818,894</b>	<b>\$ 1,528,530</b>	<b>\$ 1,221,738</b>	<b>\$ 1,701,515</b>	<b>\$ 645,302</b>	<b>\$ 1,074,665</b>	<b>\$ 1,074,665</b>	<b>\$ 1,074,665</b>	<b>\$ 1,074,665</b>	<b>\$ 1,074,665</b>	<b>\$ 1,074,665</b>
<u>Expected Outflows:</u>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,904	\$ 8,911	\$ 1,928	\$ 4,134	\$ 7,103	\$ 7,103	\$ 7,103	\$ 7,103	\$ 7,103	\$ 7,103
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	13,349	13,211	13,349	13,349	12,605	12,605	12,605	12,605	12,605	12,605
Insurance	-	-	-	-	-	5,293	-	-	-	-	-	-
Legal	-	433	3,460	995	1,396	1,970	3,774	3,774	3,774	3,774	3,774	3,774
Meeting & Misc	130	456	1,299	-	-	-	486	486	486	486	486	486
Office Supplies & postage	8	-	-	-	33	-	165	165	165	165	165	165
Public Web	-	-	-	-	-	-	34	34	34	34	34	34
Payroll Expense	-	466	173	294	187	173	540	540	540	540	540	540
<b>Administrative Total</b>	<b>\$ 15,744</b>	<b>\$ 15,594</b>	<b>\$ 24,184</b>	<b>\$ 23,411</b>	<b>\$ 16,893</b>	<b>\$ 24,919</b>	<b>\$ 24,707</b>	<b>\$ 24,707</b>	<b>\$ 24,707</b>	<b>\$ 24,707</b>	<b>\$ 24,707</b>	<b>\$ 24,707</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ -	\$ -	\$ -	\$ -	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 735</b>	<b>\$ 735</b>	<b>\$ 735</b>	<b>\$ 735</b>	<b>\$ 735</b>	<b>\$ 735</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
Call Box MRC	\$ 754	\$ 758	\$ 758	\$ 756	\$ 756	\$ 756	\$ 844	\$ 844	\$ 844	\$ 844	\$ 844	\$ 844
ESInet	45,133	73,265	45,133	47,917	47,928	94,342	43,360	43,360	43,360	43,360	43,360	43,360
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,681	2,031	2,031	2,031	2,031	2,031	2,031
Other	2,808	2,812	2,805	-	-	-	500	500	500	500	500	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 50,728</b>	<b>\$ 50,705</b>	<b>\$ 50,716</b>	<b>\$ 97,780</b>	<b>\$ 46,734</b>	<b>\$ 46,734</b>	<b>\$ 46,734</b>	<b>\$ 46,734</b>	<b>\$ 46,734</b>	<b>\$ 46,734</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ -	\$ 7,202	\$ 2,040	\$ -	\$ 1,006	\$ 973	\$ 973	\$ 973	\$ 973	\$ 973	\$ 973
CodeRed (ECN)	129,400	-	-	-	-	35,167	-	-	-	-	-	-
VoIP Record Extract	-	76	-	-	-	1,377	-	-	1,855	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 7,202</b>	<b>\$ 2,040</b>	<b>\$ -</b>	<b>\$ 37,550</b>	<b>\$ 973</b>	<b>\$ 973</b>	<b>\$ 2,828</b>	<b>\$ 973</b>	<b>\$ 973</b>	<b>\$ 973</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314	\$ 314	\$ 314	\$ 314	\$ 314	\$ 314
Fiber Optics	8,403	4,401	3,024	1,099	6,595	5,121	41,576	41,576	41,576	41,576	41,576	41,576
Last Mile Fiber Project	-	400	-	-	-	3,856	72,249	72,249	72,249	72,249	72,249	72,249
North Metro	-	-	-	-	-	-	65,042	65,042	65,042	65,042	65,042	65,042
Smart911	-	-	-	-	-	-	15,306	15,306	15,306	15,306	15,306	15,306
Other	89,161	-	-	-	11,265	90,920	-	-	-	-	-	14,654
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 3,024</b>	<b>\$ 1,099</b>	<b>\$ 17,860</b>	<b>\$ 99,896</b>	<b>\$ 194,487</b>	<b>\$ 194,487</b>	<b>\$ 194,487</b>	<b>\$ 194,487</b>	<b>\$ 194,487</b>	<b>\$ 209,141</b>
<b>Total Expected Outflows</b>	<b>\$ 1,370,919</b>	<b>\$ 1,184,181</b>	<b>\$ 927,371</b>	<b>\$ 919,488</b>	<b>\$ 927,703</b>	<b>\$ 1,102,379</b>	<b>\$ 1,109,871</b>	<b>\$ 1,109,136</b>	<b>\$ 1,111,726</b>	<b>\$ 1,109,871</b>	<b>\$ 1,109,136</b>	<b>\$ 1,123,790</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,994,787</b>	<b>\$ (365,287)</b>	<b>\$ 601,158</b>	<b>\$ 302,250</b>	<b>\$ 773,812</b>	<b>\$ (457,077)</b>	<b>\$ (35,206)</b>	<b>\$ (34,471)</b>	<b>\$ (37,061)</b>	<b>\$ (35,206)</b>	<b>\$ (34,471)</b>	<b>\$ (49,125)</b>
<b>Estimated Cash Position</b>	<b>\$ 4,994,787</b>	<b>\$ 4,629,500</b>	<b>\$ 5,230,658</b>	<b>\$ 5,532,908</b>	<b>\$ 6,306,720</b>	<b>\$ 5,849,643</b>	<b>\$ 5,814,437</b>	<b>\$ 5,779,966</b>	<b>\$ 5,742,905</b>	<b>\$ 5,707,699</b>	<b>\$ 5,673,228</b>	<b>\$ 5,624,102</b>



**Jefferson County Emergency  
Communications Authority**

**Financial Statements**  
with Independent Auditor's Report

**December 31, 2021**



**Jefferson County Emergency  
Communications Authority**

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December 31, 2021

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**HINKLE &  
COMPANY**  
Strategic <sup>PC</sup>  
Business Advisors

## Independent Auditor's Report

Board of Directors  
Jefferson County Emergency Communications Authority  
Lakewood, Colorado

### Report on the Audit of the Financial Statements

#### ***Opinion***

We have audited the accompanying financial statements of the Jefferson County Emergency Communications Authority (the Authority) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as of December 31, 2021, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

The Authority's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions.

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***Auditor's Responsibilities for the Audit of the Financial Statements (Continued)***

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Hick & Company, PC*

Englewood, Colorado  
July 19, 2022



# Jefferson County Emergency Communications Authority

## Management's Discussion and Analysis

December 31, 2021

### Introduction

This management discussion and analysis (this "MD&A") is designed to provide an overview of the financial activities of the Jefferson County Emergency Communications Authority ("JCECA") for the fiscal year ended December 31, 2021. The MD&A should be read in conjunction with JCECA's financial statements.

### Financial Highlights

- Total assets of JCECA at the close of 2021 were \$12,297,288. The assets included \$5,219,132 in cash.
- Total Capital Assets for 2021 were \$5,180,473. An increase of \$60,102 over 2020 due to construction of additional Jefferson County Public Safety Fiber Optic Network (J-FON) infrastructure.
- Total Operating Revenue for 2021 was \$12,838,216. The source of this revenue is from the emergency telephone charge authorized under C.R.S. § 29-11-202 (the "ETC") and the prepaid wireless E9-1-1 charge authorized under C.R.S. § 29-11-102.5.
- Total budgeted expenses for 2021 were \$13,412,118. Actual expenses were \$12,300,313.
- JCECA made 2021 Agency Operating Fund (AOF) distributions of \$10,816,614 to the three supported Emergency Communication Center Public Safety Answering Points (ECC's/PSAP's) for personnel costs as permitted by statute for use of ETC revenue.
- Special Project and other expenses services include:
  - GIS Support expenses associated with 9-1-1 call routing.
  - Emergency Notification System (ENS) expenses for citizen alerting.
  - Smart911 service that provides enhanced information to 9-1-1 call takers.
  - J-FON operation and maintenance.
  - Emergency Call Box operation and maintenance.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis introduce the JCECA's basic financial statements, which are comprised of Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows and Notes to Financial Statements. Additionally, there is a Budgetary Comparison Schedule.

# **Jefferson County Emergency Communications Authority**

## **Management's Discussion and Analysis**

December 31, 2021

### **Proprietary Fund Financial Statements**

A fund is a group of accounts used to maintain control of services that have been set aside for specific activities or objectives. JCECA uses fund accounting to account for all financial activities and to ensure and demonstrate compliance with finance related legal requirements.

JCECA used only one fund for the 2021 fiscal budget year. It is a proprietary fund, and it is intended to account for all financial resources associated with the operating activities of JCECA. There were no capital funds, public utilities trust funds, personnel and benefits funds, or any other funds actively used during 2021.

### **Notes to Financial Statements**

The notes provide detail clarifying additional information necessary for a complete understanding of the data contained in the financial statements.

### **Financial Analysis**

In 1983 the Jefferson County E9-1-1 Emergency Telephone Service Authority was created to assist in funding the operation of the emergency telephone service. The name of the Authority was subsequently changed to the Jefferson County Emergency Communications Authority ("JCECA"). The Intergovernmental Agreement includes participants from cities, towns, and special districts within Jefferson and Broomfield Counties, as well as Jefferson County government. JCECA collects revenue through a monthly emergency telephone charge (the "ETC") for each non-governmental telephone (wireless, wireline, and VOIP). The monthly ETC rate for 2021 was \$1.30.

In 2021 ETC and prepaid wireless E9-1-1 charge funds were used to pay for operating costs directly related to emergency telephone service, costs for emergency telephone notification, for the monthly recurring ESInet charges billed by the service supplier for the emergency telephone service, and for other 9-1-1 related costs authorized under C.R.S. § 29-11-104(2).

**Jefferson County Emergency Communications Authority**  
Management's Discussion and Analysis  
December 31, 2021

**JCECA's Net Position**

	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
Cash and Investments	\$ 5,219,132	\$ 4,006,232
Accounts Receivable	1,577,767	1,794,965
Prepaid Expenses	319,916	2,418
Capital Assets, Not Being Depreciated	4,642,222	4,533,660
Capital Assets, Net of Accumulated Depreciation	<u>538,251</u>	<u>586,711</u>
Total Assets	<u>12,297,288</u>	<u>10,923,986</u>
Current Liabilities - Accounts Payable	1,256,744	1,010,914
Other Liabilities - Accrued Compensated Absences	<u>38,357</u>	<u>36,186</u>
Total Liabilities	<u>1,295,101</u>	<u>1,047,100</u>
Net Position		
Net Investment in Capital Assets	5,180,473	5,120,371
Unrestricted	<u>5,821,714</u>	<u>4,756,515</u>
Total Net Position	<u>\$ 11,002,187</u>	<u>\$ 9,876,886</u>

A portion of JCECA's assets (42%) is in cash and (38%) are net capital assets. The remaining assets represent accounts receivable and prepaid expenses.

# Jefferson County Emergency Communications Authority

## Management's Discussion and Analysis

December 31, 2021

### JCECA's Change in Net Position

For the Years Ended December 31, 2021 and December 31, 2020

	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
Operating Revenues		
Emergency Telephone Charges	\$ 12,838,216	\$11,861,554
Miscellaneous	<u>-</u>	<u>8,169</u>
Total Operating Revenues	<u>12,838,216</u>	<u>11,869,723</u>
Operating Expenses		
Administrative	247,408	235,122
Agency Operating	10,816,614	8,559,324
Depreciation	48,460	48,460
Disaster & Recovery Plan	28,435	75,739
GIS System	176,400	168,000
Line Charges	526,289	622,270
Notification System	143,829	125,200
Special Projects	<u>361,338</u>	<u>403,807</u>
Total Operating Expenses	<u>12,348,773</u>	<u>10,237,922</u>
Net Operating Loss	489,443	1,631,801
Non-operating Revenues		
Grant Income	<u>635,858</u>	<u>579,828</u>
Change in Net Position	1,125,301	2,211,629
Net Position, Beginning	<u>9,876,886</u>	<u>7,665,257</u>
Net Position, Ending	<u>\$ 11,002,187</u>	<u>\$ 9,876,886</u>

# Jefferson County Emergency Communications Authority

## Management's Discussion and Analysis

December 31, 2021

### **Budgetary Highlights**

JCECA approves a budget in December based on anticipated costs for the following year. The following summarizes significant budget to actual variances.

Actual revenue from Emergency Telephone Charges of \$12,838,216 was \$658,948 more than the anticipated budget amount of \$13,497,164.

Actual Agency Operating expenses of \$10,816,614 were \$1,459,148 more than the budgeted amount of \$9,357,466. After the 2020 audit the board chose to distribute additional unrestricted funds to the ECC's to defer additional statutorily permitted payroll costs. The budget was subsequently amended.

Special Project expenses of \$361,338 were \$1,011,047 less than the original budget of \$1,372,385 due to delays in completion of fiber optic and other projects.

### **Capital Assets**

The capital assets of the JCECA are the fiber optic cable, associated appurtenances and right-of-way licenses for the Jefferson County Public Safety Fiber Optic Network ("JFON"). These assets will eventually provide for high bandwidth, very low recurring cost connectivity for the Emergency Communication Centers ("ECC's" fka PSAP's) and associated local governments served by JCECA. Net capital assets were \$4,642,222. Depreciation expense of \$48,460 was reported for the depreciable (fiber optic infrastructure) assets.

### **Next year's budget**

For 2023 the board will be discussing the continued distribution of funds to the ECC's for costs associated with the operation of the PSAP's. Additionally, there will be planning for:

- Funding for refreshment of J-FON network hardware.
- Funding for collaboration with R-1 Schools to increase the J-FON network diversity.
- Funding for enhancements to the citizen alerting system.
- Consideration of future capital needs of the ECC's for facilities enhancement and/or expansion.

# Jefferson County Emergency Communications Authority

Management's Discussion and Analysis

December 31, 2021

## REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the JCECA's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to:

Jeffrey J. Irvin, JCECA Executive Director  
433 S Allison Pkwy  
Lakewood, CO 80226  
Telephone: 303-539-9410  
Email: [jirvin@jceca.org](mailto:jirvin@jceca.org), Web: <https://jceca.org>



## **Basic Financial Statements**

**Jefferson County Emergency  
Communications Authority**  
Statement of Net Position  
Proprietary Funds  
December 31, 2021

<b>Assets</b>	<u>Total</u>
<i>Current Assets</i>	
Cash	\$ 5,219,132
Accounts Receivable	1,577,767
Prepaid Expenses	<u>319,916</u>
Total Current Assets	<u>7,116,815</u>
<i>Noncurrent Assets</i>	
Capital Assets, <i>Not Being Depreciated</i>	4,642,222
Capital Assets, <i>net of Accumulated Depreciation</i>	<u>538,251</u>
Total Noncurrent Assets	<u>5,180,473</u>
Total Assets	<u>\$ 12,297,288</u>
<b>Liabilities and Net Position</b>	
<i>Current Liabilities</i>	
Accounts Payable	\$ 1,256,744
<i>Noncurrent Liabilities</i>	
Accrued Compensated Absences	<u>38,357</u>
Total Liabilities	<u>1,295,101</u>
<i>Net Position</i>	
Net Investment in Capital Assets	5,180,473
Unrestricted	<u>5,821,714</u>
Total Net Position	<u>11,002,187</u>
Total Liabilities and Net Position	<u>\$ 12,297,288</u>

**Jefferson County Emergency  
Communications Authority**  
Statement of Revenues, Expenses and Changes in Net Position  
Proprietary Funds  
For the Year Ended December 31, 2021

	Total
<b>Operating Revenues</b>	
Emergency Telephone Charges	\$ 12,838,216
 Total Operating Revenues	 12,838,216
<b>Operating Expenses</b>	
Administrative	247,408
Agency Operating	10,816,614
Depreciation	48,460
Disaster and Recovery Plan	28,435
GIS System	176,400
Line Charges	526,289
Notification System	143,829
Special Projects	361,338
 Total Operating Expenses	 12,348,773
<b>Net Operating Loss</b>	489,443
<b>Nonoperating Revenues</b>	
Grant Income	635,858
<b>Change in Net Position</b>	1,125,301
<b>Net Position, <i>Beginning of year</i></b>	9,876,886
<b>Net Position, <i>End of year</i></b>	\$ 11,002,187

**Jefferson County Emergency  
Communications Authority**  
Statement of Cash Flows  
Proprietary Funds  
For the Year Ended December 31, 2021

	Total
<b>Cash Flows From Operating Activities</b>	
Cash Received from Emergency Telephone Charges	\$ 13,055,414
Cash Paid to Employees	(116,610)
Cash Payments to Suppliers	<u>(12,253,200)</u>
Net Cash Used by Operating Activities	<u>685,604</u>
<b>Cash Flows From Capital and Related Financing Activities</b>	
Proceeds From Grants	635,858
Asset Acquisitions	<u>(108,562)</u>
<b>Net Decrease in Cash</b>	1,212,900
<i>Cash, Beginning of year</i>	<u>4,006,232</u>
<i>Cash, End of year</i>	<u>\$ 5,219,132</u>
<b>Reconciliation of Net Operating Loss to Net Cash Used by Operating Activities</b>	
Net Operating Loss	\$ 489,443
Adjustments to Reconcile Net Operating Loss to Net Cash Used by Operating Activities	
Depreciation	48,460
Changes in Assets and Liabilities	
Accounts Receivable	217,198
Prepaid Expenses	(317,498)
Accrued Compensated Absences	2,171
Accounts Payable	<u>245,830</u>
Net Cash Used by Operating Activities	<u>\$ 685,604</u>

**Jefferson County Emergency  
Communications Authority**  
Notes to Financial Statements  
December 31, 2021

**Note 1: Summary of Significant Accounting Policies**

The Jefferson County Emergency Communications Authority (the Authority) was formed in October 1983. The Authority provides emergency telephone service in Jefferson and Broomfield Counties, Colorado, financed by fees assessed on telephones in the Counties.

The financial statements of the Authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

**Reporting Entity**

The financial reporting entity consists of the Authority, organizations for which the Authority is financially accountable, and organizations that raise and hold economic resources for the direct benefit of the Authority. All funds, organizations, institutions, agencies, departments, and offices that are not legally separate are part of the Authority. Legally separate organizations for which the Authority is financially accountable are considered part of the reporting entity. Financial accountability exists if the Authority appoints a voting majority of the organization's governing board and is able to impose its will on the organization, or if the organization has the potential to provide benefits to, or impose financial burdens on, the Authority.

Based on the application of this criteria, the Authority does not include additional organizations in its reporting entity.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The Authority uses an enterprise fund to account for its operations. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where a fee is charged to external users for goods or services.

The financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with ongoing operations. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for a specific purpose, the Authority uses restricted resources first, then unrestricted resources as they are needed.

**Jefferson County Emergency  
Communications Authority**  
Notes to Financial Statements  
December 31, 2021

**Note 1: Summary of Significant Accounting Policies (Continued)**

**Assets, Liabilities and Net Position**

*Accounts Receivable* - All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

*Prepaid Expenses* - Certain payments to vendors reflect costs applicable to future years and are reported as prepaid expenses.

*Capital Assets* - Under an amendment to the intergovernmental agreement forming the Authority, effective January 1, 1998, the Authority transferred title and ownership of equipment purchased for the operation of emergency telephone service to the governmental entities that are parties to the agreement, if such equipment is located at, and operated by, the governmental entities.

The Authority capitalizes all assets with an original cost of \$5,000 or more, and a useful life of more than one year. Depreciation of capital assets is computed using the straight-line method over the following estimated useful lives of the assets.

Fiber Optic Network

5 - 20 years

*Compensated Absences* - The Authority's employees are allowed to accumulate unused leave time within limits specific to each employee. Upon separation of employment from the Authority, the employees will be compensated for unused leave time at each employee's pro rata salary. These compensated absences are recognized as a liability in the financial statements when earned.

*Net Position* - Net position is restricted when constraints placed on the use of resources are externally imposed.

**Risk Management**

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Authority maintains commercial insurance for these risks of loss.

**Subsequent Events**

We have evaluated subsequent events through July 19, 2022, the date the financial statements were available to be issued.

**Jefferson County Emergency  
Communications Authority**  
Notes to Financial Statements  
December 31, 2021

**Note 2: Stewardship, Compliance and Accountability**

**Budgets**

Budgets are required by State statutes and are adopted on a non-GAAP budgetary basis. Capital outlay is budgeted as an expense and depreciation is not budgeted. The Authority follows these procedures to establish the budgetary information reflected in the financial statements:

- Prior to October 15, management submits to the Board of Directors a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain citizen comments.
- Prior to December 31, the budget is legally adopted through passage of a resolution.
- Expenditures may not legally exceed appropriations. Revisions that alter total appropriations must be approved by the Board of Directors.
- All appropriations lapse at year end.

**Note 3: Cash and Investments**

**Deposits**

The Colorado Public Deposit Protection Act (PDPA) requires all local government entities to deposit cash in eligible public depositories. Eligibility is determined by State regulations. Amounts on deposit in excess of federal insurance levels must be collateralized by eligible collateral as determined by the PDPA. The PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution or held in trust for all uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits. At December 31, 2021, the Authority had bank deposits of \$4,966,207 collateralized with securities held by the financial institution's agent but not in the Authority's name.

**Investments**

The Authority is required to comply with State statutes which specify investment instruments meeting defined rating, maturity, and concentration risk criteria in which local governments may invest, which include the following. State statutes do not address custodial risk.

- Obligations of the United States and certain U.S. Agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks

**Jefferson County Emergency  
Communications Authority**  
Notes to Financial Statements  
December 31, 2021

**Note 3: Cash and Investments (Continued)**

**Investments** (Continued)

- Commercial paper
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts
- Local government investment pools

*Interest Rate Risk* - State statutes generally limit investments to an original maturity of five years unless the governing board authorizes the investment for a period in excess of five years.

*Credit Risk* - State statutes limit certain investments to those with specified ratings established by the nationally recognized statistical rating organizations, depending on the type of investment.

*Concentration of Credit Risk* - State statutes do not limit the amount the Authority may invest in a single issuer, except for corporate securities.

The Authority had no investments at December 31, 2021.

**Note 4: Capital Assets**

Capital asset activity for the year ended December 31, 2021, was as follows:

	<b>Balance 12/31/20</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance 12/31/21</b>
<i>Capital Assets, Not Being Depreciated</i>				
Right of Way	\$ 568,082	\$ -	\$ -	\$ 568,082
Construction in Progress	3,965,578	108,562	-	4,074,140
Total Capital Assets, <i>Not Being Depreciated</i>	<u>4,533,660</u>	<u>108,562</u>	<u>-</u>	<u>4,642,222</u>
<i>Capital Assets, Being Depreciated</i>				
Fiber Optic Network	891,509	-	-	891,509
Accumulated Deprecations	<u>(304,798)</u>	<u>(48,460)</u>	<u>-</u>	<u>(353,258)</u>
Total Capital Assets, <i>Being Depreciated</i>	<u>586,711</u>	<u>(48,460)</u>	<u>-</u>	<u>538,251</u>
Governmental Activities Capital Assets, <i>net</i>	<u>\$ 5,120,371</u>	<u>\$ 60,102</u>	<u>\$ -</u>	<u>\$ 5,180,473</u>



**Jefferson County Emergency  
Communications Authority**  
Notes to Financial Statements  
December 31, 2021

**Note 5: Employee Compensated Absences**

Changes in accrued compensated absences for the year ended December 31, 2021, were as follows:

	Balance 12/31/20	Additions	Deletions	Balance 12/31/21
Compensated Absences	\$ 36,186	\$ 2,171	\$ -	\$ 38,357

**Note 6: Retirement Commitments**

The Authority has established a flexible 401(k) profit-sharing plan on behalf of its employees. The Authority will contribute a matching amount up to 10% of each participating employee's compensation, depending on the employee's contract terms. Employees become fully vested in all contributions immediately. The plan provisions and contribution requirements are established and may be amended by the Board of Directors. For the year ended December 31, 2021, the Authority contributed \$25,927 to the plan.

**Note 7: Contingency**

Colorado voters passed an amendment to the State Constitution, Article X, Section 20 (the Amendment), which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The Authority's management believes it is exempt from the provisions of the Amendment. However, the Amendment is complex and subject to interpretation. Many of its provisions may require judicial interpretation.

During the year ended December 31, 2020, the United States of America and the State of Colorado declared an emergency associated with the COVID-19 pandemic. Along with significant declines in financial markets, the public health emergency creates uncertain economic conditions. The Authority has adapted and made changes to operations due to potential impacts on the health and safety. Should these conditions persist, the Authority could be negatively impacted.

**Note 8: Concentration of Risk**

The Authority operates solely in Jefferson and Broomfield Counties including portions of the City of Arvada and the City of Westminster that are in Adams County, Colorado, and its only significant source of revenue is a surcharge on telephone service in that geographic region. A reduction in this revenue, if it were to occur, may have a significant effect on the Authority's activities.

## **Supplementary Information**

**Jefferson County Emergency  
Communications Authority**  
Budgetary Comparison Schedule  
Proprietary Fund  
For the Year Ended December 31, 2021

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>Revenues</b>				
Emergency Telephone Charges	\$ 11,996,000	12,807,164	\$ 12,838,216	\$ 31,052
Miscellaneous	500	500	-	(500)
Grants	-	-	635,858	635,858
PUC Statewide 911 Trust Reimbursement	550,000	690,000	-	(690,000)
Investment Income	10,000	2,000	-	(2,000)
	<u>12,556,500</u>	<u>13,499,664</u>	<u>13,474,074</u>	<u>(25,590)</u>
<b>Expenses</b>				
Administrative	282,519	258,082	247,408	10,674
Agency Operating	9,357,466	10,816,614	10,816,614	-
Disaster and Recovery Plan	60,000	60,000	28,435	31,565
GIS System	180,000	176,400	176,400	-
Line Charges	583,500	600,976	526,289	74,687
Notification System	141,500	130,500	143,829	(13,329)
Public Education	-	-	-	-
Special Projects	1,372,385	1,369,546	361,338	1,008,208
	<u>11,977,370</u>	<u>13,412,118</u>	<u>12,300,313</u>	<u>1,111,805</u>
<b>Change in Net Position, Budgetary Basis</b>	<u>\$ 579,130</u>	<u>87,546</u>	<u>1,173,761</u>	<u>\$ 1,086,215</u>
<b>Adjustments to GAAP Basis</b>				
Depreciation			(48,460)	
<b>Change in net Position, GAAP Basis</b>			1,125,301	
<b>Net Position, Beginning of year</b>			9,876,886	
<b>Net Position, End of year</b>			<u>\$ 11,002,187</u>	



JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY									
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL									
GENERAL FUND									
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)	
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year	2022
	Unaudited	Adopted	Projected	Through	Through	Through	Proposed	Budget	Comments
	Actual	Budget	Actual	06/30/2022	06/30/2022	06/30/2022	Budget	Variance	
<b>Administration</b>									
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 21,804	\$ 32,950	\$ 11,146	\$ 77,672	\$ 11,772	Audit \$6,500 Pinnacle increased by 3%
Bank Charges	6,416	-	291	291	-	(291)	7,200	7,200	Per acct analysis statement 06/30/22
Executive Director (ED)									
401k & Benefits	25,927	25,024	25,024	12,172	12,512	340	25,775	751	No increase to Exec. Dir Comp at this time
Mileage Reimbursement	-	488	488	-	244	244	503	15	Contingency amount per Jeff
Payroll Tax	9,218	9,682	9,682	4,875	4,841	(34)	9,972	290	No increase to Exec. Dir Comp at this time
Wages & Salaries	118,781	121,133	121,133	62,331	60,566	(1,765)	124,767	3,634	No increase to Exec. Dir Comp at this time
Insurance	5,997	5,721	5,721	2,658	2,860	202	5,892	172	Expected increase per Jeff
Legal	26,643	30,900	21,960	8,254	15,450	7,196	30,900	-	Estimate to cover special projects work
Meeting & Misc									
Admin Web/Listserve	352	267	456	456	133	(323)	470	203	
Meeting & Misc - Other	4,291	4,120	4,120	811	2,060	1,249	4,244	124	Per discussion with Jeff
Phone/Web Conferencing	155	412	412	-	206	206	424	12	Per discussion with Jeff
Office Supplies & Postage	437	1,030	800	283	515	232	824	(206)	Per discussion with Jeff
Payroll Expenses	4,642	4,532	4,532	2,612	2,266	(346)	4,668	136	Estimating 10% increase
Public Web	-	206	206	-	103	103	3,000	2,794	Consulting, maint costs to comply with statutory requirements.
<b>Total Administrative Expenses</b>	<b>\$ 247,407</b>	<b>\$ 269,415</b>	<b>\$ 260,725</b>	<b>\$ 116,547</b>	<b>\$ 134,707</b>	<b>\$ 18,160</b>	<b>\$ 296,311</b>	<b>\$ 26,896</b>	
<b>Agency Operating Fund (AOF)</b>									
Broomfield	\$ 973,239	\$ 909,613	\$ 909,613	\$ 475,429	\$ 475,429	\$ -	\$ 1,000,574	\$ 90,961	Requested 10% increase for 2023
Westminster	1,621,633	1,516,021	1,516,021	792,346	792,346	-	1,667,623	151,602	Requested 10% increase for 2023
Jeffcom	8,221,742	7,681,175	7,681,175	4,015,013	4,015,013	-	8,449,292	768,117	Requested 10% increase for 2023
<b>Total Agency Operating Fund (AOF)</b>	<b>\$ 10,816,614</b>	<b>\$ 10,106,809</b>	<b>\$ 10,106,809</b>	<b>\$ 5,282,788</b>	<b>\$ 5,282,788</b>	<b>\$ -</b>	<b>\$ 11,117,490</b>	<b>\$ 1,010,681</b>	
<b>Disaster &amp; Recovery Plan (DRP)</b>									
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 57,390	\$ 57,390	\$ 61,800	\$ 4,410	\$ 61,800	\$ -	Flat on 5 year plan
<b>Total Disaster &amp; Recovery Plan (DRP)</b>	<b>\$ 28,435</b>	<b>\$ 61,800</b>	<b>\$ 57,390</b>	<b>\$ 57,390</b>	<b>\$ 61,800</b>	<b>\$ 4,410</b>	<b>\$ 61,800</b>	<b>\$ -</b>	
<b>GIS System</b>									
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180	\$ 185,400	\$ -	Uncertain what services we will continue to contract out to GeoComm, Jeffcom may add staff and assume responsibility for GIS. In process of discussion with ECC's.
<b>Total GIS System</b>	<b>\$ 176,400</b>	<b>\$ 185,400</b>	<b>\$ 185,220</b>	<b>\$ 185,220</b>	<b>\$ 185,400</b>	<b>\$ 180</b>	<b>\$ 185,400</b>	<b>\$ -</b>	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY									
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL									
GENERAL FUND									
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)	
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year	2022
	Unaudited	Adopted	Projected	Through	Through	Through	Proposed	Budget	Comments
<b>Line Charges</b>									
Call Box MRC	\$ 9,140	\$ 9,600	\$ 9,600	\$ 4,539	\$ 4,800	\$ 261	\$ 9,600	\$ -	Ok to assume costs will not increase over actual anticipated for 2022.
Jeffcom DS1	24,885	-	20,000	10,807	-	(10,807)	-	-	Discontinue line item, consolidated into ESInet, see ESInet schedule tab.
ESInet	449,226	613,876	659,812	329,906	306,938	(22,968)	640,398	26,522	See ESInet schedule tab.
Other	43,038	5,000	10,000	4,106	2,500	(1,606)	5,000	-	This is a contingency figure.
Total Line Charges	\$ 526,289	\$ 628,476	\$ 699,412	\$ 349,358	\$ 314,238	\$ (35,120)	\$ 654,998	\$ 26,522	
<b>Notification Systems (ENS)</b>									
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 10,243	\$ 8,570	\$ (1,673)	\$ 18,000	\$ 860	Based on 2022 costs for first six months
Alerting System	125,075	115,360	175,000	163,584	115,361	(48,223)	182,900	67,540	Change to Alerting System to reflect change from CodeRED, See Alerting System schedule tab.
VoIP Record Extract	-	3,605	3,605	1,453	1,803	350	3,605	-	
Total Notification Systems (ENS)	\$ 143,829	\$ 136,105	\$ 195,745	\$ 175,280	\$ 125,734	\$ (49,546)	\$ 204,505	\$ 68,400	
<b>Special Projects</b>									
Call Box Project	\$ 10,398	\$ 6,695	\$ 11,265	\$ 11,265	\$ 5,007	\$ (6,258)	\$ 6,695	\$ -	Annual maintenance + repair contingency
Fiber Optics									
J-FON	235,094	278,100	278,100	20,324	139,050	118,726	480,000	201,900	Increase related to portion of Jeffcom Network Analyst
Last Mile Fiber Project	-	437,750	437,750	4,256	218,875	214,619	300,000	(137,750)	No planned last mile projects in 2023
North Metro	-	390,252	390,252	-	195,126	195,126	686,654	296,403	Assumes property rights issues will, be resolved.
Equipment Refresh Project							480,000		Replace,routers and associated software/licenses
Smart911	89,161	91,836	91,836	44,580	45,918	1,338	91,836	-	Possible cost increase in 2021
Special Projects	26,685	206,000	206,000	90,920	103,000	12,080	200,000	(6,000)	Contingency amount per Jeff
Total Special Projects	\$ 361,338	\$ 1,410,632	\$ 1,415,202	\$ 171,345	\$ 706,976	\$ 535,631	\$ 2,245,185	\$ 834,553	
<b>Total Expenditures</b>	<b>\$ 12,300,312</b>	<b>\$ 12,798,637</b>	<b>\$ 12,920,503</b>	<b>\$ 6,337,928</b>	<b>\$ 6,811,642</b>	<b>\$ 473,714</b>	<b>\$ 14,765,689</b>	<b>\$ 1,967,052</b>	

## 2023 Alerting System Schedule


<u>System</u>	<u>Annual Cost</u>
RAVE Alert	126,900.00
RAVE Aware	56,000.00
Contingency	2,000.00
Total	<u>182,900.00</u>


2023 ESInet Cost Projections

ECC	Sessions	Monthly	Annual
BRO	9	6,769.98	81,239.76
Jeffcom	40	30,088.80	361,065.60
WES	11	8,274.42	99,293.04
SRBC Motorola Support 1yr			40,000.00
Jeffcom DS1	4	2,200.00	26,400.00
Jeffcom PRI EM Trunks	4	2,000.00	24,000.00
Jeffcom LD xfer costs		150.00	1,800.00
Jeffcom to SRBC Ethernet		550.00	6,600.00
J-FON DSL monitoring line		90.00	1,080.00
	Total		<u><u>640,398.40</u></u>





JCECA - 2022 May Expenditure Request Authorization 072622 1318					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-014		Multi	ECC distributions for Aug 2022	AOF	842,234.08
2022-015		Multi	Amended increase in ECC distributions for Aug 2022 if approved	AOF	399,327.00
				<b>Total</b>	<b>1,241,561.08</b>
<b>Expenditures Approved by Executive Director (signature):</b>					
<b>Expenditures Approved by Board Member (signature):</b>					

JCECA - 2022 May Expenditure Request Authorization rev072922 1213					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-014		Multi	ECC distributions for Aug 2022	AOF	842,234.08
2022-015		Multi	Amended increase in ECC distributions for Aug 2022 if approved	AOF	332,772.50
				<b>Total</b>	<b>1,175,006.58</b>
<b>Expenditures Approved by Executive Director (signature):</b>					
<b>Expenditures Approved by Board Member (signature):</b>					

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
AUGUST 25, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. July 28, 2022, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Budget – see the attached 07/31/22 financial statements that contain the proposed 2022 budget amendment and 2023 proposed budget.
    - i. 2022 Budget Amendment Hearing.
    - ii. 2023 Budget Hearing.
  - c. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report
  - a. Status of LookoutAlert opt-in.
  - b. APCO 2022 Conference.
7. Legal Counsel Report.
8. New Business
9. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**AUGUST 25, 2022**

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

Present:                    Director Alan Fletcher  
                                 Director Mike Clement  
                                 Director Mike Kulp  
                                 Director Kraft-Tharp  
                                 Director John Prejzner  
                                 Attorney Ryan Tharp

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Kristy O’Hayre, Broomfield PD  
                                 Jeff Streeter, Jeffcom  
                                 Michael Brewer, Jeffcom

Director Fletcher called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the Minutes of July 28, 2022.

**TREASURER’S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 07/31/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two advising that as of 07/31/22 we had revenues of \$8,538,313 and total expenditures of \$7,313,323. The ending fund balance as of 07/31/22 was \$7,046,706. The projections column is showing the increased AOF distributions approved at the last board meeting.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached). The report shows month over month details as shown in the financial reports. They are projecting an end of year fund balance of \$5.6M.

## **BUDGET HEARINGS**

Ms. Kaminski discussed the 2022 budget amendment for total expenditures of \$14,733,034 (see 2022 Projected Actual column of the 07/31/22 financial report copy attached). This includes the increased AOF distributions.

Ms. Kaminski then reviewed the 2023 proposed budget. She mentioned that they have kept revenue projection flat for 2023 basing it off of 2022. For 2023 they are looking at \$12.5M for ETC revenue and \$1,275,000 in prepaid revenue (see 2023 projected budget column in the 07/31/22 financial report copy attached).

Director Fletcher closed the budget hearings.

The Board upon motion of Director Prejzner, duly seconded by Director Clement and by unanimous vote, approved the 2022 budget amendment and adoption of the 2023 budget.

## **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for August 2022 (copy attached).

The Board upon motion of Director Kulp, duly seconded by Director Kraft-Tharp, and by unanimous vote, approved the August 2022 expenditure requests in the amount of \$1,234,715.24.

## **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. O’Hayre advised that hiring is looking up. They are seeing bigger applicant pools. They are headed into their CAD2CAD go live on 09/07 with Westminster, ADCOM and Broomfield.
- Jeffcom ECC – Mr. Streeter mentioned that several his personnel along with Mr. Irvin attended the APCO 2022 conference in Anaheim, CA. He said it was a great conference that provided many networking opportunities and informative breakout sessions. The highlight of the conference was recognition of Supervisor Cherish Moon as the ECC Communications Supervisor of the Year. Mr. Streeter thanked the board for adopting their budget early and told the board he appreciates JCECA’s support moving forward for 2023. He said hiring is moving up and they are seeing a lot of applicants. He said they have a couple of different process underway and are anticipating an academy class starting the later half of September for both Communication Specialists and Emergency Communication Specialists. Mr. Brewer had a meeting yesterday with RAVE regarding the technical feeds out of CAD and operational use cases for the AWARE system. The first use case scenario will involve a HAZMAT spill. This will help to evaluate the system and present the board with information to assist in decision-making about whether or not to extend the contract into 2023.
- Westminster ECC – no report.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Irvin advised:

Three J-FON special projects are in motion that we hope to complete by the end of the year and for which expenditure requests will be submitted at the next board meeting:

- Kipling Overpull Project – collaboration to increase the size of the J-FON cable and provide a path for JeffCoNet fiber.
- Jeffcom Diversity – path out of NW corner of 433 S Allison Pkwy building along an easement to the west of the building to connect into a JeffCoNet conduit in Alameda Ave. This will provide a connection west to the Kipling Pkwy J-FON fiber.
- J-FON S to Belleview Ave – proofing project to see if it is possible to use an existing conduit to add J-FON fiber to provide a path to connect from SRBC south to Belleview Ave. This will then provide an opportunity for further JeffCoNet collaboration to gain connectivity to Wadsworth Blvd and back north to Jeffcom.

**LookoutAlert** – last month we reported 155,388 opt-ins Today we're at 157,128 – an increase of 1,740. The PIO's and OEM continue to promote registration. Director Fletcher asked Mr. Brewer if he had heard of issues regarding problems with receipt of messages generated with short codes specifically regarding a brush fire in the Leyden Rock area. There was as discussion regarding how Lookout Alert works vs. alerts received via the Smart911 app.

**APCO 2022 Conference** – Mr. Irvin attended and found it to be very informative and beneficial. It was estimated that 4,200 were in attendance.

**WEA Test** – Mr. Brewer mentioned that he received notice that Jefferson County was one of 43 jurisdictions that received approval to participate in the IPAWS/WEA testing that will take place on 09/13/22.

## **LEGAL COUNSEL REPORT**

Mr. Tharp advised that we filed comments with the PUC in their proceeding raising the threshold for the 9-1-1 fees. We supported everything the PUC wanted to do. They had proposed decreasing the State 9-1-1 surcharge from \$0.09 to \$0.08. They had determined after collecting it for a couple of years that they needed only so much money to reimburse the authorities for tariff costs. Several commenters pointed out that Lumen has filed an amendment to its tariff to add ECATS to the tariff and that the PUC should leave the surcharge at \$0.09 to cover the amended tariff costs. In our response comments we're going to agree with the commenters that the surcharge should remain at \$0.09. Mr. Irvin explained what the ECATS system does.

## **NEW BUSINESS**

There was no new business.

## **EXECUTIVE SESSION**

There was no executive session.

## **ADJOURNMENT**

Director Fletcher adjourned the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and July 31, 2022.

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

A handwritten signature in black ink that reads "Amanda Kae Carter". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.  
August 17, 2022




JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		17-Aug-22	
BALANCE SHEET			
December 31, 2021 and July 31, 2022			
	Audited	Unaudited	
	Actual	Actual	
	12/31/2021	7/31/2022	
<b>Assets</b>			
<b>Current Assets</b>			
Cash, Checking	\$ 5,218,627	\$ 6,147,930	
Cash, Savings	505	117	
Accounts Receivable	1,577,767	1,828,884	
Prepaid Expense	319,918	110,572	
<b>Total Current Assets</b>	<b>\$ 7,116,817</b>	<b>\$ 8,087,503</b>	
<b>Long-Term Assets</b>			
Construction in Progress	\$ 4,074,140	\$ 4,074,140	
Infrastructure	25,895	25,895	
Right of Ways	568,082	568,082	
West Corridor Fiber Optic	865,614	865,614	
Accumulated Depreciation	(353,258)	(353,258)	
<b>Total Long-Term Assets</b>	<b>\$ 5,180,473</b>	<b>\$ 5,180,473</b>	
<b>Total Assets</b>	<b>\$ 12,297,290</b>	<b>\$ 13,267,976</b>	
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 1,295,101	\$ 1,040,799	
<b>Total Current Liabilities</b>	<b>\$ 1,295,101</b>	<b>\$ 1,040,799</b>	
<b>Total Liabilities</b>	<b>\$ 1,295,101</b>	<b>\$ 1,040,799</b>	
<b>Fund Equity</b>			
Net Investment in Fixed Assets	\$ 5,180,473	\$ 5,180,473	
<b>Fund Balance</b>			
Nonspendable	319,918	110,572	
Unassigned	5,501,798	6,936,132	
<b>Total Fund Equity</b>	<b>\$ 11,002,189</b>	<b>\$ 12,227,177</b>	
<b>Total Liabilities and Fund Equity</b>	<b>\$ 12,297,290</b>	<b>\$ 13,267,976</b>	
	=	=	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY									
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS									
GENERAL FUND									
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)	
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year	2023
	Audited	Adopted	Projected	Through	Through	Through	Proposed	Budget	Comments
	Actual	Budget	Actual	07/31/22	07/31/22	07/31/22	Budget	Variance	
<b>Revenues</b>									
9-1-1 fee (ETC)	\$ 11,378,689	\$ 11,736,000	\$ 12,500,000	\$ 7,259,632	\$ 6,846,000	\$ 413,632	\$ 12,500,000	\$ 764,000	Based on Current Year Collections
9-1-1 fee (prepaid)	1,340,043	1,228,385	1,275,000	815,804	716,558	99,246	1,275,000	46,615	Based on Current Year Collections
PUC Statewide 9-1-1 Trust Reimbursement	755,342	550,000	858,000	462,877	320,834	142,043	550,000	-	
Interest Income	-	5,000	5,000	-	2,917	(2,917)	5,000	-	
Miscellaneous Income	-	500	500	-	292	(292)	500	-	
<b>Total Revenues</b>	<b>\$ 13,474,074</b>	<b>\$ 13,519,885</b>	<b>\$ 14,638,500</b>	<b>\$ 8,538,313</b>	<b>\$ 7,886,600</b>	<b>\$ 651,713</b>	<b>\$ 14,330,500</b>	<b>\$ 810,615</b>	
<b>Expenditures</b>									
Administrative	\$ 247,405	\$ 269,415	\$ 255,953	\$ 136,142	\$ 160,659	\$ (24,517)	\$ 293,182	\$ 23,767	
Agency Operating Fund - BRO	973,239	909,613	1,059,360	551,230	551,230	-	1,000,574	90,961	
Agency Operating Fund - WES	1,621,633	1,516,021	1,765,600	918,681	918,681	-	1,667,623	151,602	
Agency Operating Fund - JEFFCOM	8,221,742	7,681,175	8,945,711	4,655,111	4,655,111	-	8,449,292	768,117	
Disaster & Recovery Plan (DRP)	28,435	61,800	57,390	57,390	61,800	(4,410)	61,800	-	
GIS System	176,400	185,400	185,220	185,220	185,400	(180)	185,400	-	
Line Charges	526,289	628,476	831,686	415,436	366,611	48,825	654,998	26,522	
Notification Systems (ENS)	143,829	136,105	216,911	209,017	127,462	81,555	204,505	68,400	
Special Projects	361,338	1,410,632	1,415,202	185,096	706,976	(521,880)	2,245,185	834,552	
<b>Total Operating Expenditures</b>	<b>\$ 12,300,310</b>	<b>\$ 12,798,637</b>	<b>\$ 14,733,034</b>	<b>\$ 7,313,323</b>	<b>\$ 7,733,929</b>	<b>\$ (420,606)</b>	<b>\$ 14,762,559</b>	<b>\$ 1,963,922</b>	
<b>Revenues over/(under) Expenditures</b>	<b>1,173,764</b>	<b>\$ 721,248</b>	<b>\$ (94,534)</b>	<b>\$ 1,224,990</b>	<b>\$ 152,671</b>	<b>\$ 1,072,319</b>	<b>\$ (432,059)</b>	<b>\$ (1,153,307)</b>	
<b>Beginning Fund Balance</b>	<b>4,647,952</b>	<b>4,963,336</b>	<b>5,821,716</b>	<b>5,821,716</b>			<b>5,727,182</b>	<b>763,846</b>	
<b>Ending Fund Balance</b>	<b>\$ 5,821,716</b>	<b>\$ 5,684,584</b>	<b>\$ 5,727,182</b>	<b>\$ 7,046,706</b>			<b>\$ 5,295,123</b>	<b>\$ (389,461)</b>	
<b>Components of Ending Fund Balance</b>									
Emergency Reserve (3% of Revenues)	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000			\$ 750,000	\$ -	
Operating Reserve (25% of Expenses)	3,075,078	3,199,659	3,683,258	3,683,258			3,690,640	490,981	
Unrestricted	1,996,638	1,734,925	1,293,924	2,613,448			854,483	(880,442)	
<b>Ending Fund Balance</b>	<b>\$ 5,821,716</b>	<b>\$ 5,684,584</b>	<b>\$ 5,727,182</b>	<b>\$ 7,046,706</b>			<b>\$ 5,295,123</b>	<b>\$ (389,461)</b>	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY									
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL									
GENERAL FUND									
17-Aug-22									
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)	
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year	2023
	Audited	Adopted	Projected	Through	Through	Through	Proposed	Budget	Comments
	Actual	Budget	Actual	7/31/2022	7/31/2022	7/31/2022	Budget	Variance	
<b>Administration</b>									
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 26,478	\$ 41,942	\$ 15,464	\$ 77,013	\$ 11,113	Audit \$6,650 (emailed Hinkle) Pinnacle increased by 7%
Bank Charges	6,416	-	291	291	-	(291)	7,200	7,200	Per Acct analysis strmt 06.30.22
Executive Director (ED)									
401k & Benefits	25,927	25,024	25,024	14,201	14,597	396	25,775	751	No increase to Exec. Dir Comp at this time
Mileage Reimbursement	-	488	488	-	285	285	503	15	Contingency amount per Jeff
Payroll Tax	9,218	9,682	9,682	5,674	5,648	(26)	9,972	290	No increase to Exec. Dir Comp at this time
Wages & Salaries	118,781	121,133	121,133	72,719	70,661	(2,058)	124,767	3,634	No increase to Exec. Dir Comp at this time
Insurance	5,997	5,721	5,721	2,651	3,337	686	5,892	172	Expected increase per Jeff
Legal	26,643	30,900	19,308	9,654	18,025	8,371	30,900	-	Estimate to cover special projects work
Meeting & Misc									
Admin Web/Listserve	352	267	456	456	156	(300)	470	203	
Meeting & Misc - Other	4,291	4,120	2,000	811	2,403	1,592	4,244	124	Per discussion with Jeff
Phone/Web Conferencing	153	412	412	-	240	240	424	12	Per discussion with Jeff
Office Supplies & Postage	437	1,030	800	282	601	319	824	(206)	Per discussion with Jeff
Payroll Expenses	4,642	4,532	4,532	2,925	2,644	(281)	4,985	453	Estimating 10% increase
Public Web	-	206	206	-	120	120	212	6	
<b>Total Administrative Expenses</b>	<b>\$ 247,405</b>	<b>\$ 269,415</b>	<b>\$ 255,953</b>	<b>\$ 136,142</b>	<b>\$ 160,659</b>	<b>\$ 24,517</b>	<b>\$ 293,182</b>	<b>\$ 23,767</b>	
<b>Agency Operating Fund (AOF)</b>									
Broomfield	\$ 973,239	\$ 909,613	\$ 1,059,360	\$ 551,230	\$ 551,230	\$ -	\$ 1,000,574	\$ 90,961	Requested 10% Increase for 2023
Westminster	1,621,633	1,516,021	1,765,600	918,681	918,681	-	1,667,623	151,602	Requested 10% Increase for 2023
Jeffcom	8,221,742	7,681,175	8,945,711	4,655,111	4,655,111	-	8,449,292	768,117	Requested 10% Increase for 2023
<b>Total Agency Operating Fund (AOF)</b>	<b>\$ 10,816,614</b>	<b>\$ 10,106,809</b>	<b>\$ 11,770,671</b>	<b>\$ 6,125,022</b>	<b>\$ 6,125,022</b>	<b>\$ -</b>	<b>\$ 11,117,490</b>	<b>\$ 1,010,681</b>	
<b>Disaster &amp; Recovery Plan (DRP)</b>									
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 57,390	\$ 57,390	\$ 61,800	\$ 4,410	\$ 61,800	\$ -	Flat on 5 year plan
<b>Total Disaster &amp; Recovery Plan (DRP)</b>	<b>\$ 28,435</b>	<b>\$ 61,800</b>	<b>\$ 57,390</b>	<b>\$ 57,390</b>	<b>\$ 61,800</b>	<b>\$ 4,410</b>	<b>\$ 61,800</b>	<b>\$ -</b>	
<b>GIS System</b>									
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180	\$ 185,400	\$ -	Uncertain what services we will continue to contract out to GeoComm. Jeffcom may add staff and assume responsibility for GIS. In process of discussion with ECC's
<b>Total GIS System</b>	<b>\$ 176,400</b>	<b>\$ 185,400</b>	<b>\$ 185,220</b>	<b>\$ 185,220</b>	<b>\$ 185,400</b>	<b>\$ 180</b>	<b>\$ 185,400</b>	<b>\$ -</b>	
<b>Line Charges</b>									
Call Box MRC	\$ 9,140	\$ 9,600	\$ 9,600	\$ 5,287	\$ 5,600	\$ 313	\$ 9,600	\$ -	OK to assume costs will not increase over actual anticipated for 2022
Jeffcom DS1	24,885	-	26,400	13,200	-	(13,200)	-	-	Discontinue line item, consolidated into ESInet, see ESInet schedule tab
ESInet	449,226	613,876	785,686	392,843	358,094	(34,749)	640,398	26,522	See ESInet schedule tab
Other	43,038	5,000	10,000	4,106	2,917	(1,189)	5,000	-	Contingency per Jeff
<b>Total Line Charges</b>	<b>\$ 526,289</b>	<b>\$ 628,476</b>	<b>\$ 831,686</b>	<b>\$ 415,436</b>	<b>\$ 366,611</b>	<b>\$ (48,825)</b>	<b>\$ 654,998</b>	<b>\$ 26,522</b>	
<b>Notification Systems (ENS)</b>									
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 9,246	\$ 9,998	\$ 752	\$ 18,000	\$ 860	Jeff will schedule
CodeRed (ECN)	125,075	115,360	195,318	195,318	115,361	(79,957)	182,900	67,540	Year 4 of 5 year contract modified
VoIP Record Extract	-	3,605	4,453	4,453	2,103	(2,350)	3,605	-	
<b>Total Notification Systems (ENS)</b>	<b>\$ 143,829</b>	<b>\$ 136,105</b>	<b>\$ 216,911</b>	<b>\$ 209,017</b>	<b>\$ 127,462</b>	<b>\$ (81,555)</b>	<b>\$ 204,505</b>	<b>\$ 68,400</b>	
<b>Special Projects</b>									
Call Box Project	\$ 10,398	\$ 6,695	\$ 11,265	\$ 11,265	\$ 5,007	\$ (6,258)	\$ 6,695	\$ -	Annual maintenance project + repair contingency
Fiber Optics									
J-FON	235,094	278,100	278,100	26,644	139,050	112,406	480,000	201,900	Increase related to portion of Jeffcom Network Analyst
Last Mile Fiber Project	-	437,750	437,750	4,256	218,875	214,619	300,000	(137,750)	
North Metro	-	390,252	390,252	-	195,126	195,126	686,654	296,402	Assumes property rights issue will be resolved
Equipment Refresh Project	-	-	-	-	-	-	480,000	480,000	Replace routers and associated software/licenses
Smart911	89,161	91,836	91,836	52,011	45,918	(6,093)	91,836	-	
Special Projects	26,685	206,000	206,000	90,920	103,000	12,080	200,000	(6,000)	Contingency amount per Jeff
<b>Total Special Projects</b>	<b>\$ 361,338</b>	<b>\$ 1,410,632</b>	<b>\$ 1,415,202</b>	<b>\$ 185,096</b>	<b>\$ 706,976</b>	<b>\$ 521,880</b>	<b>\$ 2,245,185</b>	<b>\$ 834,552</b>	
<b>Total Expenditures</b>	<b>\$ 12,300,310</b>	<b>\$ 12,798,637</b>	<b>\$ 14,733,034</b>	<b>\$ 7,313,323</b>	<b>\$ 7,733,929</b>	<b>\$ 420,606</b>	<b>\$ 14,762,559</b>	<b>\$ 1,963,922</b>	

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,209,788	\$ 4,994,787	\$ 4,629,500	\$ 5,230,658	\$ 5,532,908	\$ 6,306,720	\$ 5,849,643	\$ 6,147,930	\$ 6,046,335	\$ 5,955,659	\$ 5,866,838	\$ 5,778,899
<u>Expected Inflows:</u>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,878	\$ 649,734	\$ 1,291,618	\$ 1,040,477	\$ 1,531,875	\$ 466,612	\$ 1,033,331	\$ 945,295	\$ 945,295	\$ 945,295	\$ 945,295	\$ 945,295
9-1-1- fee (prepaid)	98,263	103,499	123,248	116,750	128,358	121,430	124,256	82,516	89,473	89,473	89,473	89,473
PUC Statewide 911 Trust Reimbursement	61,778	65,661	113,664	64,512	41,282	57,260	58,720	17,425	24,307	24,307	24,307	24,307
Interest Income	-	-	-	-	-	-	-	1,000	833	833	833	833
Miscellaneous Income	-	-	-	-	-	-	-	100	83	83	83	83
<b>Total Expected Inflows</b>	<b>\$ 6,365,706</b>	<b>\$ 818,894</b>	<b>\$ 1,528,530</b>	<b>\$ 1,221,738</b>	<b>\$ 1,701,515</b>	<b>\$ 645,302</b>	<b>\$ 1,216,307</b>	<b>\$ 1,046,336</b>	<b>\$ 1,059,992</b>	<b>\$ 1,059,992</b>	<b>\$ 1,059,992</b>	<b>\$ 1,059,992</b>
<u>Expected Outflows:</u>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,904	\$ 8,911	\$ 1,928	\$ 4,134	\$ 2,574	\$ 8,009	\$ 8,009	\$ 8,009	\$ 8,009	\$ 8,009
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	13,349	13,211	13,349	13,349	13,211	12,484	12,484	12,484	12,484	12,484
Insurance	-	-	-	-	-	5,293	-	-	-	-	-	-
Legal	-	433	3,460	995	1,396	1,970	1,400	4,249	4,249	4,249	4,249	4,249
Meeting & Misc	130	456	1,299	-	-	-	-	583	583	583	583	583
Office Supplies & postage	8	-	-	-	33	-	-	198	198	198	198	198
Public Web	-	-	-	-	-	-	-	41	41	41	41	41
Payroll Expense	-	466	173	294	187	173	318	584	584	584	584	584
<b>Administrative Total</b>	<b>\$ 15,744</b>	<b>\$ 15,594</b>	<b>\$ 24,184</b>	<b>\$ 23,411</b>	<b>\$ 16,893</b>	<b>\$ 24,919</b>	<b>\$ 17,503</b>	<b>\$ 26,148</b>	<b>\$ 26,148</b>	<b>\$ 26,148</b>	<b>\$ 26,148</b>	<b>\$ 26,148</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098	640,098
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335	126,335
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 882	\$ 882	\$ 882	\$ 882	\$ 882
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 882</b>	<b>\$ 882</b>	<b>\$ 882</b>	<b>\$ 882</b>	<b>\$ 882</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
Call Box MRC	\$ 754	\$ 758	\$ 758	\$ 756	\$ 756	\$ 756	\$ 748	\$ 863	\$ 863	\$ 863	\$ 863	\$ 863
ESInet	45,133	73,265	45,133	47,917	47,928	94,342	47,956	42,440	42,440	42,440	42,440	42,440
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,681	2,393	2,031	2,031	2,031	2,031	2,031
Other	2,808	2,812	2,805	-	-	-	-	500	500	500	500	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 50,728</b>	<b>\$ 50,705</b>	<b>\$ 50,716</b>	<b>\$ 97,780</b>	<b>\$ 51,097</b>	<b>\$ 45,834</b>	<b>\$ 45,834</b>	<b>\$ 45,834</b>	<b>\$ 45,834</b>	<b>\$ 45,834</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ -	\$ 7,202	\$ 2,040	\$ -	\$ 1,006	\$ (1,989)	\$ 1,566	\$ 1,566	\$ 1,566	\$ 1,566	\$ 1,566
CodeRed (ECN)	129,400	-	-	-	-	35,167	-	-	-	-	-	-
VoIP Record Extract	-	76	-	-	-	1,377	3,000	-	1,855	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 7,202</b>	<b>\$ 2,040</b>	<b>\$ -</b>	<b>\$ 37,550</b>	<b>\$ 1,011</b>	<b>\$ 1,566</b>	<b>\$ 3,421</b>	<b>\$ 1,566</b>	<b>\$ 1,566</b>	<b>\$ 1,566</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 377	\$ 377	\$ 377	\$ 377	\$ 377
Fiber Optics	8,403	4,401	3,024	1,099	6,595	5,121	6,176	48,656	48,656	48,656	48,656	48,656
Last Mile Fiber Project	-	400	-	-	-	3,856	-	86,699	86,699	86,699	86,699	86,699
North Metro	-	-	-	-	-	-	-	78,050	78,050	78,050	78,050	78,050
Smart911	-	-	-	-	-	-	-	18,367	18,367	18,367	18,367	18,367
Other	89,161	-	-	-	11,265	90,920	-	-	-	-	-	14,654
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 3,024</b>	<b>\$ 1,099</b>	<b>\$ 17,860</b>	<b>\$ 99,896</b>	<b>\$ 6,176</b>	<b>\$ 232,149</b>	<b>\$ 232,149</b>	<b>\$ 232,149</b>	<b>\$ 232,149</b>	<b>\$ 246,803</b>
<b>Total Expected Outflows</b>	<b>\$ 1,370,919</b>	<b>\$ 1,184,181</b>	<b>\$ 927,371</b>	<b>\$ 919,488</b>	<b>\$ 927,703</b>	<b>\$ 1,102,379</b>	<b>\$ 918,021</b>	<b>\$ 1,147,931</b>	<b>\$ 1,150,668</b>	<b>\$ 1,148,813</b>	<b>\$ 1,147,931</b>	<b>\$ 1,162,585</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,994,787</b>	<b>\$ (365,287)</b>	<b>\$ 601,158</b>	<b>\$ 302,250</b>	<b>\$ 773,812</b>	<b>\$ (457,077)</b>	<b>\$ 298,287</b>	<b>\$ (101,595)</b>	<b>\$ (90,676)</b>	<b>\$ (88,821)</b>	<b>\$ (87,939)</b>	<b>\$ (102,593)</b>
<b>Estimated Cash Position</b>	<b>\$ 4,994,787</b>	<b>\$ 4,629,500</b>	<b>\$ 5,230,658</b>	<b>\$ 5,532,908</b>	<b>\$ 6,306,720</b>	<b>\$ 5,849,643</b>	<b>\$ 6,147,930</b>	<b>\$ 6,046,335</b>	<b>\$ 5,955,659</b>	<b>\$ 5,866,838</b>	<b>\$ 5,778,899</b>	<b>\$ 5,676,306</b>

JCECA - 2022 Aug Expenditure Request Authorization rev 082322 1013					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-016		Multi	ECC distributions for Sep 2022	AOF	1,175,006.58
2022-017		SRBC	Lumen Side B VESTA support 1yr	Lines:ESInet	39,772.21
2022-018		JCECA	Broadsoft Adaption, LLC- reimburse ETC overpayment	Other misc cost	19,936.45
				<b>Total</b>	<b>1,234,715.24</b>
Expenditures Approved by Executive Director (signature):					
Expenditures Approved by Board Member (signature):					

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
SEPTEMBER 22, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. August 28, 2022, Monthly Meeting and Budget Hearings.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report
  - a. Status of LookoutAlert opt-in.
7. Legal Counsel Report.
8. New Business
9. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**SEPTEMBER 22, 2022**

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

Present:                    Director Alan Fletcher  
                                 Director Mike Kulp  
                                 Director John Prejzner  
                                 JD Jepakma proxy for Director Kraft-Tharp  
                                 Attorney Ryan Tharp

Excused:                   Director Mike Clement  
                                 Director Kraft-Tharp

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Kristy O’Hayre, Broomfield PD  
                                 Jeff Streeter, Jeffcom  
                                 Michael Brewer, Jeffcom  
                                 Lara Mitchell, Westminster PD/FD

Director Fletcher called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the Minutes of August 25, 2022.

**TREASURER'S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 08/31/22 (copy attached). Ms. Kaminski reviewed the Statement of Revenues & Expenditures with Budgets on page two advising that through August we’re recognizing total revenues of \$9,732,633 with offsetting expenses through August 31<sup>st</sup> of \$8,586,392 with a total ending fund balance of \$6,967,957. We are projecting a little bit lower than that through the end of the year at \$5,840,712.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached). The report provides a snapshot of actual and projected revenues and expenses throughout the year. This report contains actual data through August 31, 2022. The remainder of revenues and expenses are annualized through December. This report projects and ending fund balance of just over \$6M.

## **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for September 2022 (copy attached).

The Board upon motion of Director Prejzner, duly seconded by Mr. Jepakma, and by unanimous vote, approved the September 2022 expenditure requests in the amount of \$1,275,532.58.

## **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – Ms. O’Hayre reported that their CAD-to-CAD system was “stood up” two weeks ago with four surrounding agencies and it has been going fairly seamlessly. The last component they are working on is a regionalized map that will soon be ready for functional testing. They can currently see the other agencies units on their CAD maps. This component will allow them to see the other agencies incidents as well. The next project will be an automatic abandoned call call-back solution for the phone system they share with Westminster. This will alleviate some dispatcher workload given the frequency of abandoned 9-1-1 calls. Hiring is looking “stellar”. The only vacancies they now have are the three new positions allotted this year.
- Jeffcom ECC – Mr. Streeter advised he has an academy of nine starting next week. Six ECS (Emergency Communication Specialist) and three CS (Communication Specialist). They are in the hiring process now for an academy that will follow on November 26. Mr. Brewer gave an update on the FCC WEA, (Wireless Emergency Alert) testing that Jeffcom participated in on September 12. He thanked several agencies that assisted in the testing to include: JeffCo Open Space, JeffCo OEM, Jefferson County Sheriff’s Office, Elk Creek Fire Department. He also recognized Adrien Hoff, Jeffcom Senior GIS Analyst who was instrumental in the success of the test. Mr. Brewer stated that the RAVE Alert platform performed as designed and the WEA message was delivered in seconds. He commended the board for their decision to invest in the RAVE platform.
- Westminster ECC – Ms. Mitchell advised that they are in the process of replacing their workstations with PC’s that have faster processors and graphic cards. This is to fix problems with CAD performance. They had Converge One pull some data that indicated since January they have processed 3,000 abandoned 9-1-1 calls. She is hopeful that the call-back solution mentioned by Ms. O’Hayre will help eliminate some of the burden on their call takers. They have a candidate starting next week and another in training that is progressing well. They will then be down to six vacancies.

## **EXECUTIVE DIRECTOR’S REPORT**

Mr. Irvin advised:

- Lookout Alert – 158,616 opt-in registrants as of today, an increase of 1,488 over last month. We have added 15,900 since the rollout of the Lookout Alert system.
- Jeffcom Service Agreements – Mr. Irvin and Mr. Streeter have discussed service agreements for GIS support and J-FON Network Administration support. Mr. Irvin will work with Mr. Tharp to develop those agreements to bring before the board for approval.



## **LEGAL COUNSEL REPORT**

Mr. Tharp discussed a revised tariff that Lumen has proposed that would add ECaTS (<https://ecats911.com/>). Several authorities (not JCECA) filed a letter of protest so now it will go to a proceeding before the PUC in which we will intervene. Mr. Tharp doesn't perceive this to be a very contentious proceeding. The issues will be what modules of ECaTS will be included or not included in the tariff. Those included will be paid for by the Statewide 9-1-1 fee. Those not included will be offered separately by Lumen on an individual contract basis (ICB). The proceeding will likely start in a couple of weeks.

Mr. Tharp also discussed bills that are being formulated with the intent to introduce them in the 2023 legislative session: 1) 9-1-1 Abuse, 2) formation of an Enterprise funding mechanism for training for 9-1-1 personnel, and to provide grants for funding various 9-1-1 needs, and 3) to provide funding for the Colorado 9-1-1 Resource Center.

## **NEW BUSINESS**

There was no new business.

## **EXECUTIVE SESSION**

There was no executive session.

## **ADJOURNMENT**

Director Fletcher adjourned the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and August 31, 2022.

We have also prepared the accompanying adopted budgets of revenues, expenditures and funds available prepared on the modified accrual basis of Jefferson County Emergency Communications Authority for the year ending December 31, 2023.

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

A handwritten signature in black ink that reads "Amanda Kae Carter". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.  
September 19, 2022

Loveland  
550 West Eisenhower Boulevard, Loveland, CO 80537  
(970)669-3611

Denver  
6950 East Belleview Avenue, Suite 200, Greenwood Village, CO 80111  
(303)333-4380

[www.PinnacleConsultingGroupInc.com](http://www.PinnacleConsultingGroupInc.com)


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY									19-Sep-22
BALANCE SHEET									
December 31, 2021 and August 31, 2022									
		Audited	Unaudited						
		Actual	Actual						
		12/31/2021	8/31/2022						
<b>Assets</b>									
Current Assets									
Cash, Checking	\$	5,218,627	\$	6,044,420					
Cash, Savings		505		117					
Accounts Receivable		1,577,767		1,832,277					
Prepaid Expense		319,918		120,993					
Total Current Assets	\$	7,116,817	\$	7,997,807					
Long-Term Assets									
Construction in Progress	\$	4,074,140	\$	4,074,140					
Infrastructure		25,895		25,895					
Right of Ways		568,082		568,082					
West Corridor Fiber Optic		865,614		865,614					
Accumulated Depreciation		(353,258)		(353,258)					
Total Long-Term Assets	\$	5,180,473	\$	5,180,473					
<b>Total Assets</b>		<b>\$ 12,297,290</b>		<b>\$ 13,178,280</b>					
<b>Liabilities</b>									
Current Liabilities									
Accounts Payable	\$	1,295,101	\$	1,029,852					
Total Current Liabilities	\$	1,295,101	\$	1,029,852					
<b>Total Liabilities</b>		<b>\$ 1,295,101</b>		<b>\$ 1,029,852</b>					
<b>Fund Equity</b>									
Net Investment in Fixed Assets	\$	5,180,473	\$	5,180,473					
Fund Balance									
Nonspendable		319,918		120,993					
Unassigned		5,501,798		6,846,962					
<b>Total Fund Equity</b>		<b>\$ 11,002,189</b>		<b>\$ 12,148,428</b>					
<b>Total Liabilities and Fund Equity</b>		<b>\$ 12,297,290</b>		<b>\$ 13,178,280</b>					
		=		=					

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								19-Sep-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year
	Audited	Amended	Projected	Through	Through	Through	Adopted	Budget
	Actual	Budget	Actual	08/31/22	08/31/22	08/31/22	Budget	Variance
<b>Revenues</b>								
9-1-1 fee (ETC)	\$ 11,378,689	\$ 12,500,000	\$ 12,500,000	\$ 8,279,474	\$ 8,333,333	\$ (53,859)	\$ 12,500,000	\$ -
9-1-1 fee (prepaid)	1,340,043	1,275,000	1,378,500	931,531	850,000	81,531	1,378,500	103,500
PUC Statewide 9-1-1 Trust Reimbursement	755,342	858,000	760,000	521,628	572,000	(50,372)	550,000	(308,000)
Interest Income	-	5,000	-	-	3,333	(3,333)	5,000	-
Miscellaneous Income	-	500	-	-	333	(333)	500	-
<b>Total Revenues</b>	<b>\$ 13,474,074</b>	<b>\$ 14,638,500</b>	<b>\$ 14,638,500</b>	<b>\$ 9,732,633</b>	<b>\$ 9,759,000</b>	<b>\$ (26,367)</b>	<b>\$ 14,434,000</b>	<b>\$ (204,500)</b>
<b>Expenditures</b>								
Administrative	\$ 247,405	\$ 255,953	\$ 255,925	\$ 161,777	\$ 173,533	\$ (11,756)	\$ 288,083	\$ 32,130
Agency Operating Fund - BRO	973,239	1,059,360	1,059,360	656,981	656,981	-	1,165,297	105,936
Agency Operating Fund - WES	1,621,633	1,765,600	1,765,600	1,094,932	1,094,932	-	1,942,160	176,560
Agency Operating Fund - JEFFCOM	8,221,742	8,945,711	8,945,711	5,548,116	5,548,116	-	9,840,282	894,571
Disaster & Recovery Plan (DRP)	28,435	57,390	57,390	57,390	57,390	-	61,800	4,410
GIS System	176,400	185,220	185,220	185,220	185,220	-	185,400	180
Line Charges	526,289	933,636	718,184	471,147	632,821	(161,674)	654,998	(278,638)
Notification Systems (ENS)	143,829	216,911	216,911	190,725	209,713	(18,988)	204,505	(12,406)
Special Projects	361,338	1,415,202	1,415,202	220,104	945,536	(725,432)	2,245,185	829,982
<b>Total Operating Expenditures</b>	<b>\$ 12,300,310</b>	<b>\$ 14,834,984</b>	<b>\$ 14,619,504</b>	<b>\$ 8,586,392</b>	<b>\$ 9,504,242</b>	<b>\$ (917,850)</b>	<b>\$ 16,587,709</b>	<b>\$ 1,752,726</b>
<b>Revenues over/(under) Expenditures</b>	<b>1,173,764</b>	<b>\$ (196,484)</b>	<b>\$ 18,996</b>	<b>\$ 1,146,241</b>	<b>\$ 254,758</b>	<b>\$ 891,483</b>	<b>\$ (2,153,709)</b>	<b>\$ (1,957,226)</b>
<b>Beginning Fund Balance</b>	<b>4,647,952</b>	<b>5,821,716</b>	<b>5,821,716</b>	<b>5,821,716</b>			<b>5,840,712</b>	<b>18,996</b>
<b>Ending Fund Balance</b>	<b>\$ 5,821,716</b>	<b>\$ 5,625,232</b>	<b>\$ 5,840,712</b>	<b>\$ 6,967,957</b>			<b>\$ 3,687,003</b>	<b>\$ (1,938,229)</b>
<b>Components of Ending Fund Balance</b>								
Emergency Reserve (3% of Revenues)	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000			\$ 750,000	\$ -
Operating Reserve (25% of Expenses)	3,075,078	3,708,746	3,654,876	3,654,876			4,146,927	438,181
Unrestricted	1,996,638	1,166,486	1,435,836	2,563,081			(1,209,924)	(2,376,410)
<b>Ending Fund Balance</b>	<b>\$ 5,821,716</b>	<b>\$ 5,625,232</b>	<b>\$ 5,840,712</b>	<b>\$ 6,967,957</b>			<b>\$ 3,687,003</b>	<b>\$ (1,938,229)</b>

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								19-Sep-22
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year
	Audited	Amended	Projected	Through	Through	Through	Adopted	Budget
	Actual	Budget	Actual	8/31/2022	8/31/2022	8/31/2022	Budget	Variance
<b>Administration</b>								
Accounting	\$ 44,548	\$ 65,900	\$ 60,900	\$ 32,000	\$ 46,733	\$ 14,733	\$ 71,663	\$ 5,763
Bank Charges	6,416	291	19	291	291	-	7,200	6,909
Executive Director (ED)								-
401k & Benefits	25,927	25,024	25,024	16,230	16,683	453	25,775	751
Mileage Reimbursement	-	488	488	234	325	91	503	15
Payroll Tax	9,218	9,682	9,682	6,473	6,455	(18)	9,972	290
Wages & Salaries	118,781	121,133	121,133	83,108	80,756	(2,352)	124,767	3,634
Insurance	5,997	5,721	5,721	3,092	3,814	722	5,892	172
Legal	26,643	19,308	19,308	9,654	12,872	3,218	30,900	11,592
Meeting & Misc								
Admin Web/Listserve	352	456	700	648	304	(344)	721	265
Meeting & Misc - Other	4,291	2,000	7,000	6,341	1,333	(5,008)	4,244	2,244
Phone/Web Conferencing	153	412	412	-	275	275	424	12
Office Supplies & Postage	437	800	800	331	533	202	824	24
Payroll Expenses	4,642	4,532	4,532	3,375	3,021	(354)	4,985	453
Public Web	-	206	206	-	137	137	212	6
<b>Total Administrative Expenses</b>	<b>\$ 247,405</b>	<b>\$ 255,953</b>	<b>\$ 255,925</b>	<b>\$ 161,777</b>	<b>\$ 173,533</b>	<b>\$ 11,756</b>	<b>\$ 288,083</b>	<b>\$ 32,130</b>
<b>Agency Operating Fund (AOF)</b>								
Broomfield	\$ 973,239	\$ 1,059,360	\$ 1,059,360	\$ 656,981	\$ 656,981	\$ -	\$ 1,165,297	\$ 105,936
Westminster	1,621,633	1,765,600	1,765,600	1,094,932	1,094,932	-	1,942,160	176,560
Jeffcom	8,221,742	8,945,711	8,945,711	5,548,116	5,548,116	-	9,840,282	894,571
<b>Total Agency Operating Fund (AOF)</b>	<b>\$ 10,816,614</b>	<b>\$ 11,770,671</b>	<b>\$ 11,770,671</b>	<b>\$ 7,300,029</b>	<b>\$ 7,300,029</b>	<b>\$ -</b>	<b>\$ 12,947,739</b>	<b>\$ 1,177,067</b>
<b>Disaster &amp; Recovery Plan (DRP)</b>								
SRBC Recurring	\$ 28,435	\$ 57,390	\$ 57,390	\$ 57,390	\$ 57,390	\$ -	\$ 61,800	\$ 4,410
<b>Total Disaster &amp; Recovery Plan (DRP)</b>	<b>\$ 28,435</b>	<b>\$ 57,390</b>	<b>\$ 57,390</b>	<b>\$ 57,390</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ 61,800</b>	<b>\$ 4,410</b>
<b>GIS System</b>								
GIS System Support	\$ 176,400	\$ 185,220	\$ 185,220	\$ 185,220	\$ 185,220	\$ -	\$ 185,400	\$ 180
<b>Total GIS System</b>	<b>\$ 176,400</b>	<b>\$ 185,220</b>	<b>\$ 185,220</b>	<b>\$ 185,220</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ 185,400</b>	<b>\$ 180</b>
<b>Line Charges</b>								
Call Box MRC	\$ 9,140	\$ 9,600	\$ 12,000	\$ 10,023	\$ 6,400	\$ (3,623)	\$ 9,600	\$ -
Jeffcom DS1	24,885	31,184	31,184	15,592	31,184	15,592	-	(31,184)
ESInet	449,226	882,852	665,000	441,426	588,570	147,144	640,398	(242,454)
Other	43,038	10,000	10,000	4,106	6,667	2,561	5,000	(5,000)
<b>Total Line Charges</b>	<b>\$ 526,289</b>	<b>\$ 933,636</b>	<b>\$ 718,184</b>	<b>\$ 471,147</b>	<b>\$ 632,821</b>	<b>\$ 161,674</b>	<b>\$ 654,998</b>	<b>\$ (278,638)</b>
<b>Notification Systems (ENS)</b>								
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 9,246	\$ 11,427	\$ 2,181	\$ 18,000	\$ 860
CodeRed (ECN)	125,075	195,318	195,318	177,026	195,318	18,292	182,900	(12,418)
VoIP Record Extract	-	4,453	4,453	4,453	2,969	(1,484)	3,605	(848)
<b>Total Notification Systems (ENS)</b>	<b>\$ 143,829</b>	<b>\$ 216,911</b>	<b>\$ 216,911</b>	<b>\$ 190,725</b>	<b>\$ 209,713</b>	<b>\$ 18,988</b>	<b>\$ 204,505</b>	<b>\$ (12,406)</b>
<b>Special Projects</b>								
Call Box Project	\$ 10,398	\$ 11,265	\$ 11,265	\$ 11,265	\$ 9,577	\$ (1,688)	\$ 6,695	\$ (4,570)
Fiber Optics								
J-FON	235,094	278,100	278,100	34,286	185,400	151,114	480,000	201,900
Last Mile Fiber Project	-	437,750	437,750	4,256	291,833	287,577	300,000	(137,750)
North Metro	-	390,252	390,252	-	260,168	260,168	686,654	296,402
Equipment Refresh Project	-	-	-	-	-	-	480,000	480,000
Smart911	89,161	91,836	91,836	59,441	61,224	1,783	91,836	-
Special Projects	26,685	206,000	206,000	110,856	137,334	26,478	200,000	(6,000)
<b>Total Special Projects</b>	<b>\$ 361,338</b>	<b>\$ 1,415,202</b>	<b>\$ 1,415,202</b>	<b>\$ 220,104</b>	<b>\$ 945,536</b>	<b>\$ 725,432</b>	<b>\$ 2,245,185</b>	<b>\$ 829,982</b>
<b>Total Expenditures</b>	<b>\$ 12,300,310</b>	<b>\$ 14,834,984</b>	<b>\$ 14,619,504</b>	<b>\$ 8,586,392</b>	<b>\$ 9,504,242</b>	<b>\$ 917,850</b>	<b>\$ 16,587,709</b>	<b>\$ 1,752,726</b>

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,209,788	\$ 4,994,787	\$ 4,629,500	\$ 5,230,658	\$ 5,532,908	\$ 6,306,720	\$ 5,849,643	\$ 6,147,930	\$ 6,044,420	\$ 6,041,375	\$ 6,040,185	\$ 6,038,994
<u>Expected Inflows:</u>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,878	\$ 649,734	\$ 1,291,618	\$ 1,040,477	\$ 1,531,875	\$ 466,612	\$ 1,033,331	\$ 1,017,393	\$ 1,118,271	\$ 1,118,271	\$ 1,118,271	\$ 1,118,271
9-1-1- fee (prepaid)	98,263	103,499	123,248	116,750	128,358	121,430	124,256	115,728	85,867	85,867	85,867	85,867
PUC Statewide 911 Trust Reimbursement	61,778	65,661	113,664	64,512	41,282	57,260	58,720	58,751	59,593	59,593	59,593	59,593
Interest Income	-	-	-	-	-	-	-	-	1,250	1,250	1,250	1,250
Miscellaneous Income	-	-	-	-	-	-	-	-	125	125	125	125
<b>Total Expected Inflows</b>	<b>\$ 6,365,706</b>	<b>\$ 818,894</b>	<b>\$ 1,528,530</b>	<b>\$ 1,221,738</b>	<b>\$ 1,701,515</b>	<b>\$ 645,302</b>	<b>\$ 1,216,307</b>	<b>\$ 1,191,871</b>	<b>\$ 1,265,106</b>	<b>\$ 1,265,106</b>	<b>\$ 1,265,106</b>	<b>\$ 1,265,106</b>
<u>Expected Outflows:</u>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,904	\$ 8,911	\$ 1,928	\$ 4,134	\$ 2,574	\$ 5,742	\$ 8,575	\$ 8,575	\$ 8,575	\$ 8,575
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	13,349	13,211	13,349	13,349	13,211	13,567	12,213	12,213	12,213	12,213
Insurance	-	-	-	-	-	5,293	-	-	-	-	-	-
Legal	-	433	3,460	995	1,396	1,970	1,400	-	2,414	2,414	2,414	2,414
Meeting & Misc	130	456	1,299	-	-	-	-	5,479	100	100	100	100
Office Supplies & postage	8	-	-	-	33	-	-	-	247	247	247	247
Public Web	-	-	-	-	-	-	-	192	4	4	4	4
Payroll Expense	-	466	173	294	187	173	318	333	647	647	647	647
<b>Administrative Total</b>	<b>\$ 15,744</b>	<b>\$ 15,594</b>	<b>\$ 24,184</b>	<b>\$ 23,411</b>	<b>\$ 16,893</b>	<b>\$ 24,919</b>	<b>\$ 17,503</b>	<b>\$ 25,313</b>	<b>\$ 24,200</b>	<b>\$ 24,200</b>	<b>\$ 24,200</b>	<b>\$ 24,200</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 105,751	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	893,005	640,098	640,098	640,098	640,098
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	176,251	126,335	126,335	126,335	126,335
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 1,175,007</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
Call Box MRC	\$ 754	\$ 758	\$ 758	\$ 756	\$ 756	\$ 756	\$ 748	\$ 4,737	\$ 750	\$ 750	\$ 750	\$ 750
ESInet	45,133	73,265	45,133	47,917	47,928	94,342	47,956	63,564	104,403	104,403	104,403	104,403
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,681	2,393	2,393	2,031	2,031	2,031	2,031
Other	2,808	2,812	2,805	-	-	-	-	-	500	500	500	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 50,728</b>	<b>\$ 50,705</b>	<b>\$ 50,716</b>	<b>\$ 97,780</b>	<b>\$ 51,097</b>	<b>\$ 70,693</b>	<b>\$ 107,685</b>	<b>\$ 107,685</b>	<b>\$ 107,685</b>	<b>\$ 107,685</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ -	\$ 7,202	\$ 2,040	\$ -	\$ 1,006	\$ (1,989)	\$ 2,003	\$ 1,456	\$ 1,456	\$ 1,456	\$ 1,456
CodeRed (ECN)	129,400	-	-	-	-	35,167	-	-	-	-	-	-
VoIP Record Extract	-	76	-	-	-	1,377	3,000	-	1,855	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 7,202</b>	<b>\$ 2,040</b>	<b>\$ -</b>	<b>\$ 37,550</b>	<b>\$ 1,011</b>	<b>\$ 2,003</b>	<b>\$ 3,311</b>	<b>\$ 1,456</b>	<b>\$ 1,456</b>	<b>\$ 1,456</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,613	\$ 1,613	\$ 1,613	\$ 1,613
Fiber Optics	8,403	4,401	3,024	1,099	6,595	5,121	6,176	2,429	60,213	60,213	60,213	60,213
Last Mile Fiber Project	-	400	-	-	-	3,856	-	-	108,374	108,374	108,374	108,374
North Metro	-	-	-	-	-	-	-	-	97,563	97,563	97,563	97,563
Smart911	-	-	-	-	-	-	-	-	22,959	22,959	22,959	22,959
Other	89,161	-	-	-	11,265	90,920	-	19,936	-	-	-	14,654
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 3,024</b>	<b>\$ 1,099</b>	<b>\$ 17,860</b>	<b>\$ 99,896</b>	<b>\$ 6,176</b>	<b>\$ 22,366</b>	<b>\$ 290,722</b>	<b>\$ 290,722</b>	<b>\$ 290,722</b>	<b>\$ 305,376</b>
<b>Total Expected Outflows</b>	<b>\$ 1,370,919</b>	<b>\$ 1,184,181</b>	<b>\$ 927,371</b>	<b>\$ 919,488</b>	<b>\$ 927,703</b>	<b>\$ 1,102,379</b>	<b>\$ 918,021</b>	<b>\$ 1,295,381</b>	<b>\$ 1,268,151</b>	<b>\$ 1,266,296</b>	<b>\$ 1,266,296</b>	<b>\$ 1,280,950</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,994,787</b>	<b>\$ (365,287)</b>	<b>\$ 601,158</b>	<b>\$ 302,250</b>	<b>\$ 773,812</b>	<b>\$ (457,077)</b>	<b>\$ 298,287</b>	<b>\$ (103,510)</b>	<b>\$ (3,045)</b>	<b>\$ (1,190)</b>	<b>\$ (1,190)</b>	<b>\$ (15,844)</b>
<b>Estimated Cash Position</b>	<b>\$ 4,994,787</b>	<b>\$ 4,629,500</b>	<b>\$ 5,230,658</b>	<b>\$ 5,532,908</b>	<b>\$ 6,306,720</b>	<b>\$ 5,849,643</b>	<b>\$ 6,147,930</b>	<b>\$ 6,044,420</b>	<b>\$ 6,041,375</b>	<b>\$ 6,040,185</b>	<b>\$ 6,038,994</b>	<b>\$ 6,023,150</b>

JCECA - 2022 Sep Expenditure Request Authorization rev 092022 1507					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2022-019		Multi	ECC distributions for Oct 2022	AOF	1,175,006.58
2022-020		JCECA	J-FON Diversity NW entrance to 433 S Allison Pkwy, duct & handhole placement, PM	SpProj	32,115.00
2022-021		JCECA	J-FON temp reroute and termination at SRBC of 144 fibers, project management	SpProj	34,625.00
2022-022		JCECA	J-FON ROM for proofing conduit on S Kipling between 3535 and Bellview	SpProj	33,786.00
				<b>Total</b>	<b>1,275,532.58</b>
<b>Expenditures Approved by Executive Director (signature):</b>					
<b>Expenditures Approved by Board Member (signature):</b>					

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
SEPTEMBER 22, 2022 AT 10 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. August 28, 2022, Monthly Meeting and Budget Hearings.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report
  - a. Status of LookoutAlert opt-in.
7. Legal Counsel Report.
8. New Business
9. Adjournment.



**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**OCTOBER 27, 2022**

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

Present:                    Director Mike Clement  
                                 Director Mike Kulp  
                                 Director John Prejzner  
                                 Director Kraft-Tharp  
                                 Attorney Ryan Tharp

Excused:                   Director Alan Fletcher

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Amanda Castle, Pinnacle Consulting Group, Inc.  
                                 Jeff Streater, Jeffcom  
                                 Michael Brewer, Jeffcom  
                                 Kevin Biegert, Jeffcom  
                                 Lara Mitchell, Westminster PD/FD  
                                 JD Jepkma, JCSO

Director Clement called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the Minutes of September 27, 2022.

**TREASURER'S REPORT**

Amanda Castle, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 09/30/22 (copy attached). Ms. Castle reviewed the Statement of Revenues & Expenditures with Budgets on page two, noting that as of the end of September the Authority had collected just under \$11M in ETC, prepaid and state trust reimbursement revenues. She advised that based on those collections while we are seeing some decrease in the 9-1-1 ETC revenue, we are seeing increases elsewhere, so we do still anticipate total revenues to come in at budget of the \$14.6M. She advised that when we look at total expenditures to-date the Authority is recognizing some cost savings showing total expenditures of \$9,876,000 bringing revenues over expenditures just over \$1M for a total ending fund balance of \$6.8M. She said that they did take the opportunity this last month to walk through the projections with Mr. Irvin and were able to see where they should pan out by the end of the year. Based on the current year projections, and what we anticipate the next three month will look like, we anticipate total operating expenses to be under budget at just over \$14.3M. That will allow the Authority to have an ending fund balance right at about \$6.1M at the end of the year.

Ms. Castle then reviewed the Statement of Revenues & Expenditures with Budgets – Detail on

page three observing that a lot of the projects are within budget and that where we may have major savings is in the Special Projects section. It is anticipated that some projects will be completed in 2022 and some will flow into 2023.

The Board upon motion of Director Kulp and duly seconded by Director Kraft-Tharp and by unanimous vote, approved the Treasurer's Report.

Ms. Castle then reviewed the Cash Encumbrance report (copy attached). Ms. Castle stated that as they updated those projections and "homed in" on what they think the next three months will look like, the cash position report shows we are anticipating a cash balance right under \$5.5M as we end the year. The difference between the \$6.1M ending fund balance and the \$5.5M cash balance is the difference between our accounts payable and our accounts receivable. Our accounts receivable balance is traditionally offset by that amount which leads to that differential between the two.

### **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for October 2022 (copy attached). He discussed the status of the J-FON/JeffCoNet collaboration regarding the loop south from the SRBC, along W. Belleview Ave. and north along S. Wadsworth Blvd. Mr. Brewer and Mr. Biegert then provided a presentation about the RAVE App Armor request (copy attached). There was a discussion and questions posed by the Directors were answered.

The Board upon motion of Director Prejzner, duly seconded by Director Kulp, and except for Director Kraft-Tharp who objected to the App Armor expenditure, approved the October 2022 expenditure requests in the amount of \$1,883,810.33.

### **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – nothing to report.
- Jeffcom ECC – Mr. Streeter thanked the board for their continual support in advancing the cutting-edge technology for all three ECC's. The Jeffcom board met last Thursday and approved their 2023 budget.
- Westminster ECC – Ms. Mitchell said that she wanted to echo what Mr. Streeter said and that they appreciate the support of the board. Nothing to report.

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

Mr. Irvin advised:

- Lookout Alert – last month we reported 158,616 opt-in registrants. This month 159,492, an increase of 876 since last month. With the implementation of App Armor there will be an opportunity to once again enlist the help of the PIO's to encourage Lookout Alert registration and use of App Armor.
- RTD North Metro J-FON Fiber – Mr. Irvin updated the board regarding recent discussions with RTD regarding the open property rights issues for this fiber.
- Mr. Irvin advised that he and Director Fletcher agreed that his annual performance review that is normally conducted at the October meeting would be postponed until the next meeting.

## **LEGAL COUNSEL REPORT**

Mr. Tharp discussed the status of the CenturyLink (Lumen) ESInet tariff amendment which is to add ECaTS (<https://ecats911.com/>) to the tariff. There was a procedural hearing yesterday and next week there will be a meeting with the various counsel and their clients to talk about what the proceeding will look like and will focus on making sure the charges are cost based and to determine what ECaTS modules will be included in the tariff. Mr. Tharp will work with Mr. Irvin and the ECC representatives to determine what they would like to see included in the tariff.

## **NEW BUSINESS**

There was a discussion about the November meeting. It was decided the board would not meet in November and would meet next on December 22.

## **EXECUTIVE SESSION**

There was no executive session.

## **ADJOURNMENT**

The Board upon motion of Director Kulp, duly seconded by Director Prejzner, unanimously voted to adjourn the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and September 30, 2022. We have also prepared the accompanying 2023 adopted budgets of revenues, expenditures and funds available prepared on the modified accrual basis.

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

A handwritten signature in blue ink that reads "Amanda Kae Coste". The signature is fluid and cursive.

Pinnacle Consulting Group, Inc.  
October 11, 2022

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		
BALANCE SHEET		
December 31, 2021 and September 30, 2022		
	Audited Actual 12/31/2021	Unaudited Actual 9/30/2022
<b>Assets</b>		
Current Assets		
Cash, Checking	\$ 5,218,627	\$ 5,945,785
Cash, Savings	505	-
Accounts Receivable	1,577,767	1,833,984
Prepaid Expense	319,918	88,818
Total Current Assets	\$ 7,116,817	\$ 7,868,587
Long-Term Assets		
Construction in Progress	\$ 4,074,140	\$ 4,074,140
Infrastructure	25,895	25,895
Right of Ways	568,082	568,082
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(353,258)	(353,258)
Total Long-Term Assets	\$ 5,180,473	\$ 5,180,473
<b>Total Assets</b>	<b>\$ 12,297,290</b>	<b>\$ 13,049,060</b>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	\$ 1,301,917	\$ 1,035,470
Total Current Liabilities	\$ 1,301,917	\$ 1,035,470
<b>Total Liabilities</b>	<b>\$ 1,301,917</b>	<b>\$ 1,035,470</b>
<b>Fund Equity</b>		
Net Investment in Fixed Assets	\$ 5,180,473	\$ 5,180,473
Fund Balance		
Nonspendable	319,918	88,818
Unassigned	5,494,982	6,744,299
<b>Total Fund Equity</b>	<b>\$ 10,995,373</b>	<b>\$ 12,013,590</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 12,297,290</b>	<b>\$ 13,049,060</b>
	=	=


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year
	Audited	Amended	Projected	Through	Through	Through	Adopted	Budget
	Actual	Budget	Actual	09/30/22	09/30/22	09/30/22	Budget	Variance
<b>Revenues</b>								
9-1-1 fee (ETC)	\$ 11,378,689	\$ 12,500,000	\$ 12,450,000	\$ 9,253,991	\$ 9,375,000	\$ (121,009)	\$ 12,450,000	\$ (50,000)
9-1-1 fee (prepaid)	1,340,043	1,275,000	1,408,500	1,055,705	850,000	205,705	1,408,500	133,500
PUC Statewide 9-1-1 Trust Reimbursement	755,342	858,000	780,000	584,714	572,000	12,714	550,000	(308,000)
Interest Income	-	5,000	-	-	3,333	(3,333)	5,000	-
Miscellaneous Income	-	500	-	-	333	(333)	500	-
<b>Total Revenues</b>	<b>\$ 13,474,074</b>	<b>\$ 14,638,500</b>	<b>\$ 14,638,500</b>	<b>\$ 10,894,410</b>	<b>\$ 10,800,667</b>	<b>\$ 93,743</b>	<b>\$ 14,414,000</b>	<b>\$ (224,500)</b>
<b>Expenditures</b>								
Administrative	\$ 247,405	\$ 255,953	\$ 269,395	\$ 182,476	\$ 194,138	\$ (11,662)	\$ 293,433	\$ 37,480
Agency Operating Fund - BRO	973,239	1,089,310	1,089,310	762,732	762,732	-	1,198,241	108,931
Agency Operating Fund - WES	1,621,633	1,815,516	1,815,516	1,271,183	1,271,183	-	1,997,068	181,552
Agency Operating Fund - JEFFCOM	8,221,742	9,198,618	9,198,618	6,441,121	6,441,121	-	10,118,480	919,862
Disaster & Recovery Plan (DRP)	28,435	57,390	57,390	57,390	57,390	-	61,800	4,410
GIS System	176,400	185,220	185,220	185,220	185,220	-	185,400	180
Line Charges	533,105	831,686	758,092	527,056	623,769	(96,713)	654,998	(176,688)
Notification Systems (ENS)	143,829	216,911	285,261	216,024	211,513	4,511	204,505	(12,406)
Special Projects	361,338	1,415,202	666,297	232,989	1,062,530	(829,541)	2,245,185	829,982
<b>Total Operating Expenditures</b>	<b>\$ 12,307,126</b>	<b>\$ 15,065,806</b>	<b>\$ 14,325,099</b>	<b>\$ 9,876,191</b>	<b>\$ 10,809,595</b>	<b>\$ (933,404)</b>	<b>\$ 16,959,109</b>	<b>\$ 1,893,303</b>
<b>Revenues over/(under) Expenditures</b>	<b>1,166,948</b>	<b>\$ (427,306)</b>	<b>\$ 313,401</b>	<b>\$ 1,018,219</b>	<b>\$ (8,929)</b>	<b>\$ 1,027,148</b>	<b>\$ (2,545,109)</b>	<b>\$ (2,117,803)</b>
<b>Beginning Fund Balance</b>	<b>4,647,952</b>	<b>5,821,716</b>	<b>5,814,900</b>	<b>5,814,900</b>			<b>6,128,301</b>	<b>306,585</b>
<b>Ending Fund Balance</b>	<b>\$ 5,814,900</b>	<b>\$ 5,394,410</b>	<b>\$ 6,128,301</b>	<b>\$ 6,833,119</b>			<b>\$ 3,583,192</b>	<b>\$ (1,811,218)</b>
<b>Components of Ending Fund Balance</b>								
Emergency Reserve (3% of Revenues)	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000			\$ 750,000	\$ -
Operating Reserve (25% of Expenses)	3,076,782	3,766,452	3,581,275	3,581,275			4,239,777	473,325
Unrestricted	1,988,118	1,166,486	1,797,026	2,501,844			(1,406,585)	(2,573,071)
<b>Ending Fund Balance</b>	<b>\$ 5,814,900</b>	<b>\$ 5,682,938</b>	<b>\$ 6,128,301</b>	<b>\$ 6,833,119</b>			<b>\$ 3,583,192</b>	<b>\$ (2,099,746)</b>

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year
	Audited	Amended	Projected	Through	Through	Through	Adopted	Budget
	Actual	Budget	Actual	9/30/2022	9/30/2022	9/30/2022	Budget	Variance
<b>Administration</b>								
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 34,255	\$ 51,525	\$ 17,270	\$ 77,013	\$ 11,113
Bank Charges	6,416	291	291	291	291	-	7,200	6,909
Executive Director (ED)								
401k & Benefits	25,927	25,024	25,024	18,258	18,768	510	25,775	751
Mileage Reimbursement	-	488	488	234	366	132	503	15
Payroll Tax	9,218	9,682	9,682	7,271	7,262	(10)	9,972	290
Wages & Salaries	118,781	121,133	121,133	93,496	90,850	(2,646)	124,767	3,634
Insurance	5,997	5,721	5,721	3,758	4,290	532	5,892	172
Legal	26,643	19,308	27,506	13,753	14,481	728	30,900	11,592
Meeting & Misc								
Admin Web/Listserve	352	456	700	648	342	(306)	721	265
Meeting & Misc - Other	4,291	2,000	7,000	6,341	1,500	(4,841)	4,244	2,244
Phone/Web Conferencing	153	412	412	-	309	309	424	12
Office Supplies & Postage	437	800	800	332	600	268	824	24
Payroll Expenses	4,642	4,532	4,532	3,839	3,399	(440)	4,985	453
Public Web	-	206	206	-	155	155	212	6
Total Administrative Expenses	\$ 247,405	\$ 255,953	\$ 269,395	\$ 182,476	\$ 194,138	\$ 11,662	\$ 293,433	\$ 37,480
<b>Agency Operating Fund (AOF)</b>								
Broomfield	\$ 973,239	\$ 1,089,310	\$ 1,089,310	\$ 762,732	\$ 762,732	\$ -	\$ 1,198,241	\$ 108,931
Westminster	1,621,633	1,815,516	1,815,516	1,271,183	1,271,183	-	1,997,068	181,552
Jeffcom	8,221,742	9,198,618	9,198,618	6,441,121	6,441,121	-	10,118,480	919,862
Total Agency Operating Fund (AOF)	\$ 10,816,614	\$ 12,103,444	\$ 12,103,444	\$ 8,475,036	\$ 8,475,036	\$ -	\$ 13,313,788	\$ 1,210,344
<b>Disaster &amp; Recovery Plan (DRP)</b>								
SRBC Recurring	\$ 28,435	\$ 57,390	\$ 57,390	\$ 57,390	\$ 57,390	\$ -	\$ 61,800	\$ 4,410
Total Disaster & Recovery Plan (DRP)	\$ 28,435	\$ 57,390	\$ 57,390	\$ 57,390	\$ 57,390	\$ -	\$ 61,800	\$ 4,410
<b>GIS System</b>								
GIS System Support	\$ 176,400	\$ 185,220	\$ 185,220	\$ 185,220	\$ 185,220	\$ -	\$ 185,400	\$ 180
Total GIS System	\$ 176,400	\$ 185,220	\$ 185,220	\$ 185,220	\$ 185,220	\$ -	\$ 185,400	\$ 180
<b>Line Charges</b>								
Call Box MRC	\$ 9,140	\$ 9,600	\$ 15,500	\$ 14,397	\$ 7,200	\$ (7,197)	\$ 9,600	\$ -
Jeffcom DS1	24,885	26,400	26,400	17,985	19,800	1,815	-	(26,400)
ESInet	456,042	785,686	706,192	490,018	589,269	99,251	640,398	(145,288)
Other	43,038	10,000	10,000	4,656	7,500	2,844	5,000	(5,000)
Total Line Charges	\$ 533,105	\$ 831,686	\$ 758,092	\$ 527,056	\$ 623,769	\$ 96,713	\$ 654,998	\$ (176,688)
<b>Notification Systems (ENS)</b>								
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 10,241	\$ 12,855	\$ 2,614	\$ 18,000	\$ 860
CodeRed (ECN)	125,075	195,318	263,668	201,330	195,318	(6,012)	182,900	(12,418)
VoIP Record Extract	-	4,453	4,453	4,453	3,340	(1,113)	3,605	(848)
Total Notification Systems (ENS)	\$ 143,829	\$ 216,911	\$ 285,261	\$ 216,024	\$ 211,513	\$ (4,511)	\$ 204,505	\$ (12,406)
<b>Special Projects</b>								
Call Box Project	\$ 10,398	\$ 11,265	\$ 11,265	\$ 11,265	\$ 9,577	\$ (1,688)	\$ 6,695	\$ (4,570)
Fiber Optics								
J-FON	235,094	278,100	165,200	39,741	208,575	168,834	480,000	201,900
Last Mile Fiber Project	-	437,750	208,026	4,256	328,313	324,057	300,000	(137,750)
North Metro	-	390,252	-	-	292,689	292,689	686,654	296,402
Equipment Refresh Project	-	-	-	-	-	-	480,000	480,000
Smart911	89,161	91,836	91,836	66,871	68,877	2,006	91,836	-
Special Projects	26,685	206,000	189,970	110,856	154,500	43,644	200,000	(6,000)
Total Special Projects	\$ 361,338	\$ 1,415,202	\$ 666,297	\$ 232,989	\$ 1,062,530	\$ 829,541	\$ 2,245,185	\$ 829,982
<b>Total Expenditures</b>	<b>\$ 12,307,126</b>	<b>\$ 15,065,806</b>	<b>\$ 14,325,099</b>	<b>\$ 9,876,191</b>	<b>\$ 10,809,595</b>	<b>\$ 933,404</b>	<b>\$ 16,959,109</b>	<b>\$ 1,893,303</b>

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	(Estimate)	(Estimate)	(Estimate)
<b>Cash on Hand</b>	\$ 5,218,627	\$ 4,997,211	\$ 4,631,924	\$ 5,233,112	\$ 5,535,362	\$ 6,308,964	\$ 5,852,067	\$ 6,147,930	\$ 6,044,420	\$ 5,945,785	\$ 5,795,237	\$ 5,644,689
<u>Expected Inflows:</u>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,962	\$ 649,734	\$ 1,292,627	\$ 1,040,477	\$ 1,532,162	\$ 467,100	\$ 1,031,818	\$ 1,017,393	\$ 972,712	1,050,613	\$ 1,050,613	\$ 1,050,613
9-1-1- fee (prepaid)	98,263	103,499	123,248	116,750	128,358	121,430	124,256	115,728	124,174	121,992	121,992	121,992
PUC Statewide 911 Trust Reimbursement	61,778	65,661	113,664	64,512	41,282	57,260	58,720	58,751	63,086	65,325	65,325	65,325
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expected Inflows</b>	<b>\$ 6,374,629</b>	<b>\$ 818,894</b>	<b>\$ 1,529,539</b>	<b>\$ 1,221,738</b>	<b>\$ 1,701,802</b>	<b>\$ 645,791</b>	<b>\$ 1,214,794</b>	<b>\$ 1,191,871</b>	<b>\$ 1,159,972</b>	<b>\$ 1,237,930</b>	<b>\$ 1,237,930</b>	<b>\$ 1,237,930</b>
<u>Expected Outflows:</u>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,874	\$ 8,911	\$ 2,108	\$ 4,134	\$ 2,574	\$ 5,742	\$ 1,805	\$ 3,728	\$ 3,728	\$ 3,728
Bank Charges	6,415	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	13,349	13,211	13,349	13,349	13,211	13,567	13,211	13,211	13,211	13,211
Insurance	-	-	-	-	-	5,293	-	-	225	-	-	-
Legal	-	433	3,460	995	1,396	1,970	1,400	-	-	1,500	1,500	1,500
Meeting & Misc	214	456	2,308	-	317	308	911	5,479	1,014	100	100	100
Office Supplies & postage	8	-	-	-	33	-	-	-	-	330	330	330
Public Web	-	-	-	-	-	-	-	192	-	5	5	5
Payroll Expense	-	466	173	294	187	173	318	333	468	706	706	706
<b>Administrative Total</b>	<b>\$ 22,243</b>	<b>\$ 15,594</b>	<b>\$ 25,164</b>	<b>\$ 23,411</b>	<b>\$ 17,390</b>	<b>\$ 25,227</b>	<b>\$ 18,414</b>	<b>\$ 25,313</b>	<b>\$ 16,722</b>	<b>\$ 19,579</b>	<b>\$ 19,579</b>	<b>\$ 19,579</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 105,751	\$ 105,751	\$ 105,751	\$ 105,751	\$ 105,751
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	893,005	893,005	893,005	893,005	893,005
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	176,251	176,251	176,251	176,251	176,251
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
Call Box MRC	\$ 754	\$ 758	\$ 758	\$ 756	\$ 756	\$ 756	\$ 748	\$ 4,737	\$ 4,374	\$ 750	\$ 750	\$ 750
ESInet	45,133	73,265	45,133	47,917	47,928	94,342	47,956	63,564	48,593	57,092	57,092	57,092
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,681	2,393	2,393	2,393	2,031	2,031	2,031
Other	2,808	2,812	2,805	-	-	-	-	-	550	500	500	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 50,728</b>	<b>\$ 50,705</b>	<b>\$ 50,716</b>	<b>\$ 97,780</b>	<b>\$ 51,097</b>	<b>\$ 70,693</b>	<b>\$ 55,909</b>	<b>\$ 60,374</b>	<b>\$ 60,374</b>	<b>\$ 60,374</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ -	\$ 7,202	\$ 2,040	\$ -	\$ 1,006	\$ 1,011	\$ 2,003	\$ 995	\$ 610	\$ 610	\$ 610
CodeRed (ECN)	129,400	-	-	-	-	35,167	-	-	-	-	-	-
VoIP Record Extract	-	76	-	-	-	1,377	-	-	-	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 7,202</b>	<b>\$ 2,040</b>	<b>\$ -</b>	<b>\$ 37,550</b>	<b>\$ 1,011</b>	<b>\$ 2,003</b>	<b>\$ 995</b>	<b>\$ 610</b>	<b>\$ 610</b>	<b>\$ 610</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,151	\$ 2,151	\$ 2,151
Fiber Optics	8,403	4,401	3,024	1,099	6,595	5,121	6,176	2,429	9,975	39,326	39,326	39,326
Last Mile Fiber Project	-	400	-	-	-	3,856	-	-	-	67,923	67,923	67,923
North Metro	-	-	-	-	-	-	-	-	-	-	-	-
Smart911	89,161	-	-	-	-	-	-	-	-	892	892	892
Other	-	-	-	-	11,265	90,920	-	19,936	-	22,616	22,616	22,616
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 3,024</b>	<b>\$ 1,099</b>	<b>\$ 17,860</b>	<b>\$ 99,896</b>	<b>\$ 6,176</b>	<b>\$ 22,366</b>	<b>\$ 9,975</b>	<b>\$ 132,908</b>	<b>\$ 132,908</b>	<b>\$ 132,908</b>
<b>Total Expected Outflows</b>	<b>\$ 1,377,418</b>	<b>\$ 1,184,181</b>	<b>\$ 928,351</b>	<b>\$ 919,488</b>	<b>\$ 928,200</b>	<b>\$ 1,102,687</b>	<b>\$ 918,932</b>	<b>\$ 1,295,381</b>	<b>\$ 1,258,607</b>	<b>\$ 1,388,478</b>	<b>\$ 1,388,478</b>	<b>\$ 1,388,478</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,997,211</b>	<b>\$ (365,287)</b>	<b>\$ 601,188</b>	<b>\$ 302,250</b>	<b>\$ 773,602</b>	<b>\$ (456,897)</b>	<b>\$ 295,862</b>	<b>\$ (103,510)</b>	<b>\$ (98,635)</b>	<b>\$ (150,548)</b>	<b>\$ (150,548)</b>	<b>\$ (150,548)</b>
<b>Estimated Cash Position</b>	<b>\$ 4,997,211</b>	<b>\$ 4,631,924</b>	<b>\$ 5,233,112</b>	<b>\$ 5,535,362</b>	<b>\$ 6,308,964</b>	<b>\$ 5,852,067</b>	<b>\$ 6,147,930</b>	<b>\$ 6,044,420</b>	<b>\$ 5,945,785</b>	<b>\$ 5,795,237</b>	<b>\$ 5,644,689</b>	<b>\$ 5,494,141</b>



JCECA - 2022 Oct Expenditure Request Authorization rev 102622 1027						
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Notes
2022-023		Multi	ECC distributions for Nov 2022	AOF	1,175,006.58	
2022-024		JCECA	J-FON router-SW upgrade project, Presidio Quote 2001222037382-06	SpProj	568,883.74	Hardware delivery estimated to be 280 days out from placement of order, will not be invoiced until sometime in Q1 2023.
2022-025		Multi	RAVE Aware Renewal Quote Option A 1yr	SpProj	59,920.01	2023 renewal
2022-026		Jeffcom	RAVE AppArmor 1yr license fee	SpProj	80,000.00	
				<b>Total</b>	<b>1,883,810.33</b>	
<b>Expenditures Approved by Executive Director (signature):</b>						
<b>Expenditures Approved by Board Member (signature):</b>						



# AppArmor

A RAVE MOBILE SAFETY COMPANY

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Innovators  
of public  
safety.



AppArmor Safety

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Award winning  
custom branded  
safety apps.

## Prototype Application



The JCECA Prototype Safety App

The prototype for JCECA is available at the instructions below. We use the “AppArmor Safety” app in the major app stores to provide trials to prospective organizations. Note that the AppArmor app is just for prototypes - the final version would be a standalone app branded to JCECA.

### Download Instructions:

1. Go to the appropriate AppStore and download the "AppArmor Safety" app.

iPhone: <https://itunes.apple.com/app/id1205988178>

Android: <https://play.google.com/store/apps/details?id=com.cutcom.apparmor.apparmor> .

(Or simply search “AppArmor Safety”)

2. Log into the demo app with the following credentials:

Username: jeffco@apparmor.com

Password: Summer2022!

## Executive Summary

[AppArmor Safety](#) is Rave Mobile Safety's premium safety app offering. Each safety app is completely custom branded and submitted under the organization's AppStore account. The platform is powered by a cloud based console which houses a content management system, mass notification options, reporting functions, and location services features.

## Popular Features

1. **Unlimited Push Notifications:** Mass notification system with delivery times of 1-5 seconds. Can be segmented into channels. Notifies even when app is not running.
2. **Friend Walk:** User sends real-time location to a contact or local security/police force. Emergency button in case of a crisis. Brings peace of mind to end user.
3. **Mobile BlueLight/Panic Button:** Simultaneous emergency call and location share. User location sent to cloud dashboard. A blue light in your pocket.
4. **Reporting Capabilities:** Users can report suspicious activity, crime, facilities outages and more, all in real time.
5. **Content Management:** Ability to dynamically add and remove content such as emergency plans, important phone numbers, interactive maps, and other resources in real-time.

## Additional Services

**Extensive Device Support:** Supports over 10,000 different iOS and Android devices including tablets. Includes ongoing device support

**End User Support:** Included End User Support via AppArmor Support Team

**Marketing Launch Toolkit:** Assist in the marketing of your solution to your target audience.

**AppStore Submission Support:** Deploy the app in your AppStore accounts. Includes ongoing updates.

**Natively Integrated into Rave Alert:** Trigger alerts to groups of safety app end users from your Rave Alert console.

**Integration with Other ENS':** App can be integrated into third party emergency notification software.

## Premium Features

1. **CheckIn:** Initiate a two-way push notification so users can indicate that they're "OK"!
2. **WorkAlone:** End users can have the app check in on them while working alone. Can rally emergency services if timer expires or user indicates duress.
3. **Social Escape:** Allow your user to trigger an outbound call to allow them to gracefully exit a potentially dangerous social situation.
4. **Multi Language Support:** App supports multiple languages (English, French and Spanish). Determined based on language of device or user preference.
5. **Advanced End User Reporting (AppArmor Report Integration):** Route reports with advanced routing rules, automated escalation notifications and more.
6. **Multiple Location Support:** Support multiple locations / campuses via multiple dashboards and unique app interfaces per location.

## Hosting, Privacy and Security

Hosted on the [Microsoft Azure Geo-Redundant](#) platform with servers in the appropriate national jurisdiction. Azure is the most security certified hosting platform available.

All information is encrypted both in transit and at rest (https SSL, TLS 1.2). Extreme focus on information and data security.

Organizations on the AppArmor platform own all of their data and it is not shared with third parties at any time. Learn more at the links below.

**Hosting:** <https://apparmor.com/about/hosting/>

**Privacy:** <https://apparmor.com/about/privacy/>

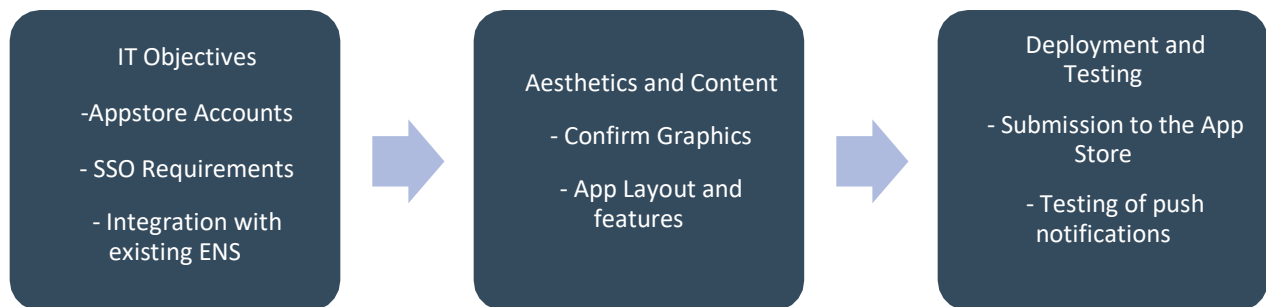
**Security:** <https://apparmor.com/about/security/>



## Implementation

AppArmor has had great success implementing fully customized apps for hundreds of organizations. Among the most important stages is the establishment of the project plan and timelines. This is when we establish the roadmap and important objectives which have to be achieved by AppArmor or the organization.

In coordination with the organization implementation team and other key stakeholders, an AppArmor Senior Project Manager will both break down the project into more digestible sub projects and establish key timelines based on the needs and priorities of the organization. There are three distinct phases to any app deployment. They are:



AppArmor uses the “Teamwork” project management software. In the platform, we provide key milestones, timelines, and deployment documentation. Project members at JCECA will act as administrators in Teamwork, along with the AppArmor onboarding team. This is a tried and true process for seamlessly deploying a custom branded safety app quickly and easily.

a. **IT Objectives:** This involves getting access to JCECA’s Appstores accounts so that AppArmor may submit the app under the JCECA account (this is important for downloads). As this project will also require single sign-on/ a different integration (which can be executed concurrently to getting access to Appstores accounts and will likely be mostly executed by AppArmor) we would need that information during this phase.

b. **Aesthetic and Content Objectives:** This phase requires the organization’s marketing department to confirm app aesthetics with the AppArmor design team (generally this is a very quick task). Secondly, this phase also incorporates determining the layout of the app as it pertains to content and features. This is a very exciting phase where your safety app solution comes together. Once this stage is complete, AppArmor will also begin work on the Marketing Launch toolkit, which includes screenshots of the app, videos, samples tweets, a marketing plan and much more.

c. **Deployment and Testing:** Once phases A and B have been completed AppArmor will submit the app to the appropriate Appstores. The app will be under review with Apple and Google for 1-5 business

Training and testing on the system will occur either during a soft launch period or possibly prior to deployment. AppArmor is happy to offer unlimited training for the duration of the contract. JCECA may request training for as many staff members as required in order to be able to manage the new tools and processes related to this application.

AppArmor is also happy to complete a more detailed SOW should the project gain approval. Generally speaking, the timeline from start to finish is approximately 4 weeks. Our fastest deployment was 5 business days at the Rochester Institute of Technology.

## Project Management and Roles during Implementation

AppArmor will assign a Senior Project Manager at AppArmor to this deployment for JCECA.

In our previous deployments, the only major issue we've had with regard to staffing is simply not having access to the correct individuals at the institution. As such, we have a detailed list of parties "required" to the project to ensure its success. Here is a sample of such a list – note that each deployment is unique in terms of time commitments:

**HR (or an admin on the Human Resources Management System)** – 2 hours of meetings, 2 hours of work, totaling: 4 hours.

**Marketing - Brand Communications/Marketing** – 1 hours of meetings, 4 hours of work, totaling: 5 hours.

**Emergency Management** – 2 hours of meetings, 5 hours of work, totaling: 7 hours.

**Public Safety/Security** – 2 hours of meetings, 5 hours of work, totaling: 7 hours

Additional staff from AppArmor may be leveraged as required.

## Marketing and Communication Plan

AppArmor provides a "Marketing Launch Toolkit" for all institutions on the platform. Included in the toolkit is:

1. A suggested marketing strategy in a PowerPoint document for the launch of your app, including best practices, potential advertising channels and more
2. A suggested poster which features your app. We leave it partially blank so your team can populate it with your launch message
3. A suggested "business card sized handout" which features your app. We leave it partially blank as well, so your team can populate it with your launch message.
4. High resolution screenshots of your app on all applicable platforms (e.g. iOS, Android)
5. A short 1-minute video meant to show off the basics of the app.

Otherwise we are happy to coordinate our design experts with the marketing group at the institution. We provide this support for marketing and communications material for the duration of the contract.

## Training

In terms of training services and documentation provided to JCECA, there are numerous. First, we offer unlimited training for the duration of the contract. Secondly, we provide detailed documentation on dispatcher roles and responsibilities, we have a detailed documentation section that identifies key features and functions and lastly, we have a video library of resources.

All training sessions are performed remotely and recorded for future reference.

See below for sample video documentation on the most important training and configuration aspects:



1. Virtual Walkhome: <http://video.apparmor.com/VirtualWalkhome>
2. Mobile BlueLight: <http://video.apparmor.com/MobileBlueLight>
3. Friend Walk: <http://video.apparmor.com/Friend-Walk>
4. Chat with Dispatch: <http://video.apparmor.com/Chat>
5. Geo-Fencing: <http://video.apparmor.com/Geofence>
6. Geo-Phone: <http://video.apparmor.com/Geophone>
7. Alert Status: <http://video.apparmor.com/Alertstatus>
8. Push Notifications: <http://video.apparmor.com/Pushnotifications>
9. Check-In: <http://video.apparmor.com/CheckIn>
10. Designer Content Management: <http://video.apparmor.com/Designer>
11. Interactive Maps: <http://video.apparmor.com/Mapping>
12. WorkAlone: <http://video.apparmor.com/WorkAlone>
13. Dispatcher Training Video: <http://video.apparmor.com/DispatcherTraining>

We have significant written documentation, available online, as well. We have omitted it here in the interest of brevity.

## Customer Support

### 24/7/365 Support

AppArmor is happy to provide 24/7/365 access to our team, including software engineers as needed. We have provided an overview of our support level below. JCECA would qualify for Enhanced support.

See our SLA table below for specifics:

## Severity Levels

Definitions
<p><b>Business Critical - Priority One (Urgent)</b> Represents a complete loss of service or a significant feature that is completely unavailable and no workaround exists. Does not include items that are in development or sandbox environments.</p>
<p><b>Degraded Service - Priority Two (High)</b> Includes intermittent issues or reduced quality of service. A workaround may be available. Does not include development issues in development or sandbox environments.</p>
<p><b>General Issue - Priority Three (Medium)</b> Includes product questions, feature requests, and all non-urgent support.</p>

## Support Availability, Response and Resolution Commitments

	Basic	Enhanced	Premium
<p><b>Content Support</b></p> <p>Response Time</p>	1 Business Week	1-2 Business Days	1 Business Day
<p><b>Technical Support</b></p> <p>Business Critical</p> <p>Degraded Service</p> <p>General Issue</p>	<p>9am-5pm, 5 days a week, Response: 4 Business Hours, Target Resolution: 3 hours</p> <p>9am-5pm, 5 days a week, Response: 2 Business Days, Target Resolution: 2 Business Days</p> <p>9am-5pm, 5 days a week, Response: 4 Business Days, Target Resolution: 1 Business Week</p>	<p>9am-5pm, 5 days a week, Response: 1 Business Hour, Target Resolution: 2 hours</p> <p>9am-5pm, 5 days a week, Response: 1 Business Day, Target Resolution: 2 Business Days</p> <p>9am-5pm, 5 days a week, Response: 2 Business Days, Target Resolution: 3 Business Days</p>	<p>24 hours a day, 7 days a week, 365 days a year, Response: 1 hour, Target Resolution: 2 hours</p> <p>9am-5pm, 5 days a week, Response: 4 Business Hours, Target Resolution: 6 hours</p> <p>9am-5pm, 5 days a week, Response: 1 Business Day, Target Resolution: 3 Days</p>
<p><b>Contact Available</b></p> <p>Email Support</p> <p>Phone Support</p> <p>Video Training</p> <p>Online Documentation</p>	<p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>9am-5pm, 5 days a week</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>9am-5pm, 5 days a week (General Issue, Degraded Service), 24 hours a day, 7 days a week, 365 days a year for Business Critical.</p> <p>Yes</p> <p>Yes</p>

APPARMOR SLA TABLE

Generally speaking, the objective is to resolve the issue faster than our promised SLAs. Further, the AppArmor System has “Proactive Support”; if any error occurs on the system, the Support Team is automatically notified, sends the error logs and will notify the customer of the findings and course of action.

## Pricing (5-year agreement)

Annual License Fee	\$80,000
Setup Fee	\$0

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
DECEMBER 22, 2022 AT 9 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. October 27, 2022, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report
  - a. Status of Lookout Alert opt-in
7. Legal Counsel Report.
  - a. FAML I opt-out resolution.
  - b. Jeffcom service agreements
    - i. GIS services
    - ii. J-FON Network Administration
    - iii. PUC – Lumen Tariff activity
8. New Business
9. Executive Session pursuant to §24-6-402(4)(f)(I), C.R.S., for personnel matters regarding the Executive Director annual performance review.
10. Adjournment.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**DECEMBER 22, 2022**

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

Present:                    Director Alan Fletcher  
                                 Director Mike Clement  
                                 Director Tracy Kraft-Tharp  
                                 Director Mike Kulp  
                                 Director John Prejzner  
                                 Attorney Ryan Tharp

Also, Present:            Jeff Irvin, JCECA Executive Director  
                                 Tracie Kaminski, Pinnacle Consulting Group, Inc.  
                                 Michael Garcia, Pinnacle Consulting Group, Inc.  
                                 Jeff Streeter, Jeffcom  
                                 Michael Brewer, Jeffcom

Director Fletcher called the meeting to order.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE MINUTES**

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the Minutes of October 27, 2022. The board did not meet in November.

**TREASURER'S REPORT**

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the financial statements for the month ending 11/30/22 (copy attached). Ms. Kaminski introduced Michael Garcia, PCGI Assistant Accounting Manager. She then reviewed the Statement of Revenues & Expenditures with Budgets on page two advising nothing out of the ordinary to report with revenues being recognized as anticipated and expenditures starting to trend a little bit under what we had amended to earlier in the year but still over the original adopted budget for 2022. Total projected expenditures are \$14,216,837 leaving an ending fund balance of just over \$6M which breaks out to the emergency reserve of \$750K, operating reserve of 25% of expenditures which is just over \$3.5M and the unrestricted fund balance of just over \$1.7M.

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

Ms. Kaminski then reviewed the Cash Encumbrance report (copy attached). She advised the report shows the actuals through November with the estimated breakout for December showing an estimated fund balance of just over \$5.4M. The difference between this figure and the \$6M figure that was just presented is the variance between the AR (accounts receivable) and AP (accounts payable) balances.

## **EXPENDITURE REQUESTS**

Mr. Irvin presented the expenditure requests for November 2022 (copy attached).

The Board upon motion of Director Prejzner, duly seconded by Director Kraft-Tharp, and by unanimous vote, approved the November 2022 expenditure requests in the amount of \$2,709,074.12.

## **ECC PARTNERS REPORT**

The ECC (Emergency Communication Center) partners reported the following:

- Broomfield ECC – nothing to report.
- Jeffcom ECC – Mr. Brewer discussed a recent Lookout Alert issue that resulted in a notification launch that went outside the geofence bounds. They are working with RAVE to try to determine what happened. He mentioned that RAVE support has been very responsive in working with them to try to determine what happened. There was a discussion regarding the incident.
- Westminster ECC – no report.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Irvin advised:

- Lookout Alert – at the October meeting we reported 155,492 opt-in registrants, as of this morning we were at 161,730, an increase of 2,238 registrants.
- RAVE App Armor – Broomfield and Westminster have expressed interest in use of customized versions of this product. A meeting will be scheduled for January for a demonstration and further discussion. Mr. Streeter mentioned that the Jeffcom911 App Armor app is now available for download from the Apple and Google stores. Mr. Brewer explained that the Jeffcom911 website (<https://jeffcom911.org/>) has been updated and now allows for online reporting.
- J-FON – the “proofing” project for a section of conduit from SRBC south to Belleview was completed successfully so we will now be able to move forward with construction of the south loop of the JeffCoNet collaboration.

## **LEGAL COUNSEL REPORT**

Mr. Tharp discussed the following matters:

- FAMLI (Colorado Family and Medical Leave Insurance Program, <https://famli.colorado.gov/employers>). The state has just finalized the regulations as to the opt-out process for local governments. The Board upon motion of Director Fletcher, duly seconded by Director Prejzner unanimously voted to opt-out of FAMLI. Mr. Tharp advised that this op-out will need to be voted upon again in eight years.
- Jeffcom GIS and J-FON Network Administration Service Agreements are in process and will be forwarded to Mr. Streeter for review when completed.
- Mr. Tharp discussed the status of the CenturyLink (Lumen) ESInet tariff amendment which is to add ECaTS (<https://ecats911.com/>) to the tariff. Lumen withdrew the tariff and will now hold several meetings with the parties to discuss how the tariff process is going

to work and what the costs are going to be. Their intent is in February to refile their advice letter to amend the tariff.

- Wireless Call Routing – the FCC is expected to announce a notice of proposed rulemaking (NOPRM) in January that will address wireless call routing. We will be discussing this with the ECC's and will likely file comments in the proceeding.

### **NEW BUSINESS**

The board discussed the meeting schedule for 2023. It was decided that the meetings would be virtual at 0900MT the third Thursdays unless a need arises for a hybrid meeting.

### **EXECUTIVE SESSION**

The Board upon motion of Director Kulp, duly seconded by Director Clement unanimously voted to move into Executive Session pursuant to §24-6-402(4)(f)(I), C.R.S., for personnel matters regarding the Executive Director annual performance review.

The board returned from Executive Session. Director Fletcher made a motion to acknowledge the work of Executive Director Irvin and increase his salary for 2023 by 6%. The motion was duly seconded by Director Kraft-Tharp and upon vote was unanimously approved.

### **ADJOURNMENT**

The Board upon motion of Director Fletcher, duly seconded by Director Kraft-Tharp, unanimously voted to adjourn the meeting.



## Management Financial Statements

BOARD OF DIRECTORS  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and November 30, 2022. We have also prepared the accompanying 2023 adopted budgets of revenues, expenditures and funds available prepared on the modified accrual basis.

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

A handwritten signature in black ink that reads "Amanda Carter". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.  
December 14, 2022

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		
BALANCE SHEET		
December 31, 2021 and November 30, 2022		
	Audited	Unaudited
	Actual	Actual
	12/31/2021	11/30/2022
<b>Assets</b>		
Current Assets		
Cash, Checking	\$ 5,218,627	\$ 5,636,829
Cash, Savings	505	-
Accounts Receivable	1,577,767	1,836,218
Prepaid Expense	319,918	24,247
Total Current Assets	\$ 7,116,817	\$ 7,497,294
Long-Term Assets		
Construction in Progress	\$ 4,074,140	\$ 4,074,140
Infrastructure	25,895	25,895
Right of Ways	568,082	568,082
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(353,258)	(353,258)
Total Long-Term Assets	\$ 5,180,473	\$ 5,180,473
<b>Total Assets</b>	<b>\$ 12,297,290</b>	<b>\$ 12,677,767</b>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	\$ 1,301,917	\$ 1,143,949
Total Current Liabilities	\$ 1,301,917	\$ 1,143,949
<b>Total Liabilities</b>	<b>\$ 1,301,917</b>	<b>\$ 1,143,949</b>
<b>Fund Equity</b>		
Net Investment in Fixed Assets	\$ 5,180,473	\$ 5,180,473
Fund Balance		
Nonspendable	319,918	24,247
Unassigned	5,494,982	6,329,098
<b>Total Fund Equity</b>	<b>\$ 10,995,373</b>	<b>\$ 11,533,818</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 12,297,290</b>	<b>\$ 12,677,767</b>
	=	=




JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year
	Audited	Amended	Projected	Through	Through	Through	Adopted	Budget
	Actual	Budget	Actual	11/30/22	11/30/22	11/30/22	Budget	Variance
<b>Revenues</b>								
9-1-1 fee (ETC)	\$ 11,378,689	\$ 12,500,000	\$ 12,055,562	\$ 11,056,630	\$ 11,458,333	\$ (401,703)	\$ 12,055,562	\$ (444,438)
9-1-1 fee (prepaid)	1,340,043	1,275,000	1,550,000	1,426,012	1,168,750	257,262	1,550,000	275,000
PUC Statewide 9-1-1 Trust Reimbursement	755,342	858,000	830,000	770,747	786,500	(15,753)	550,000	(308,000)
Interest Income	-	5,000	-	-	4,583	(4,583)	5,000	-
Miscellaneous Income	-	500	-	-	458	(458)	500	-
<b>Total Revenues</b>	<b>\$ 13,474,074</b>	<b>\$ 14,638,500</b>	<b>\$ 14,435,562</b>	<b>\$ 13,253,389</b>	<b>\$ 13,418,625</b>	<b>\$ (165,236)</b>	<b>\$ 14,161,062</b>	<b>\$ (477,438)</b>
<b>Expenditures</b>								
Administrative	\$ 247,405	\$ 255,953	\$ 239,133	\$ 219,871	\$ 235,347	\$ (15,476)	\$ 269,871	\$ 13,918
Agency Operating Fund - BRO	973,239	1,089,310	1,089,310	974,233	974,233	-	1,198,241	108,931
Agency Operating Fund - WES	1,621,633	1,815,516	1,815,516	1,623,685	1,623,685	-	1,997,068	181,552
Agency Operating Fund - JEFFCOM	8,221,742	9,198,618	9,198,618	8,227,131	8,227,131	-	10,118,480	919,862
Disaster & Recovery Plan (DRP)	28,435	57,390	57,390	57,390	57,390	-	61,800	4,410
GIS System	176,400	185,220	185,220	185,220	185,220	-	185,400	180
Line Charges	533,105	831,686	720,092	637,059	762,384	(125,325)	654,998	(176,688)
Notification Systems (ENS)	143,829	216,911	285,261	266,127	215,112	51,015	204,505	(12,406)
Special Projects	361,338	1,415,202	626,297	524,226	1,296,520	(772,294)	2,245,185	829,982
<b>Total Operating Expenditures</b>	<b>\$ 12,307,126</b>	<b>\$ 15,065,806</b>	<b>\$ 14,216,837</b>	<b>\$ 12,714,942</b>	<b>\$ 13,577,022</b>	<b>\$ (862,080)</b>	<b>\$ 16,935,547</b>	<b>\$ 1,869,741</b>
<b>Revenues over/(under) Expenditures</b>	<b>1,166,948</b>	<b>\$ (427,306)</b>	<b>\$ 218,725</b>	<b>\$ 538,447</b>	<b>\$ (158,397)</b>	<b>\$ 696,844</b>	<b>\$ (2,774,485)</b>	<b>\$ (2,347,179)</b>
<b>Beginning Fund Balance</b>	<b>4,647,952</b>	<b>5,821,716</b>	<b>5,814,900</b>	<b>5,814,900</b>			<b>6,033,625</b>	<b>211,909</b>
<b>Ending Fund Balance</b>	<b>\$ 5,814,900</b>	<b>\$ 5,394,410</b>	<b>\$ 6,033,625</b>	<b>\$ 6,353,347</b>			<b>\$ 3,259,140</b>	<b>\$ (2,135,270)</b>
<b>Components of Ending Fund Balance</b>								
Emergency Reserve (3% of Revenues)	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000			\$ 750,000	\$ -
Operating Reserve (25% of Expenses)	3,076,782	3,766,452	3,554,209	3,554,209			4,233,887	467,435
Unrestricted	1,988,118	1,166,486	1,729,416	2,049,138			(1,724,747)	(2,891,233)
<b>Ending Fund Balance</b>	<b>\$ 5,814,900</b>	<b>\$ 5,682,938</b>	<b>\$ 6,033,625</b>	<b>\$ 6,353,347</b>			<b>\$ 3,259,140</b>	<b>\$ (2,423,798)</b>

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year
	Audited	Amended	Projected	Through	Through	Through	Adopted	Budget
	Actual	Budget	Actual	11/30/2022	11/30/2022	11/30/2022	Budget	Variance
<b>Administration</b>								
Accounting	\$ 44,548	\$ 65,900	\$ 45,000	\$ 39,918	\$ 61,108	\$ 21,190	\$ 54,650	\$ (11,250)
Bank Charges	6,416	291	291	291	291	-	7,200	6,909
Executive Director (ED)								
401k & Benefits	25,927	25,024	25,024	22,316	22,939	623	25,775	751
Mileage Reimbursement	-	488	255	234	448	214	263	(225)
Payroll Tax	9,218	9,682	9,682	8,869	8,875	6	9,972	290
Wages & Salaries	118,781	121,133	121,133	114,273	111,038	(3,235)	124,767	3,634
Insurance	5,997	5,721	5,192	5,192	5,244	52	5,347	(373)
Legal	26,643	19,308	19,308	16,586	17,699	1,113	30,900	11,592
Meeting & Misc								
Admin Web/Listserve	352	456	700	668	418	(250)	721	265
Meeting & Misc - Other	4,291	2,000	7,000	6,341	1,833	(4,508)	4,244	2,244
Phone/Web Conferencing	153	412	200	147	378	231	206	(206)
Office Supplies & Postage	437	800	610	556	733	177	628	(172)
Payroll Expenses	4,642	4,532	4,532	4,480	4,154	(326)	4,985	453
Public Web	-	206	206	-	189	189	212	6
Total Administrative Expenses	\$ 247,405	\$ 255,953	\$ 239,133	\$ 219,871	\$ 235,347	\$ 15,476	\$ 269,871	\$ 13,918
<b>Agency Operating Fund (AOF)</b>								
Broomfield	\$ 973,239	\$ 1,089,310	\$ 1,089,310	\$ 974,233	\$ 974,233	\$ -	\$ 1,198,241	\$ 108,931
Westminster	1,621,633	1,815,516	1,815,516	1,623,685	1,623,685	-	1,997,068	181,552
Jeffcom	8,221,742	9,198,618	9,198,618	8,227,131	8,227,131	-	10,118,480	919,862
Total Agency Operating Fund (AOF)	\$ 10,816,614	\$ 12,103,444	\$ 12,103,444	\$ 10,825,049	\$ 10,825,049	\$ -	\$ 13,313,788	\$ 1,210,344
<b>Disaster &amp; Recovery Plan (DRP)</b>								
SRBC Recurring	\$ 28,435	\$ 57,390	\$ 57,390	\$ 57,390	\$ 57,390	\$ -	\$ 61,800	\$ 4,410
Total Disaster & Recovery Plan (DRP)	\$ 28,435	\$ 57,390	\$ 57,390	\$ 57,390	\$ 57,390	\$ -	\$ 61,800	\$ 4,410
<b>GIS System</b>								
GIS System Support	\$ 176,400	\$ 185,220	\$ 185,220	\$ 185,220	\$ 185,220	\$ -	\$ 185,400	\$ 180
Total GIS System	\$ 176,400	\$ 185,220	\$ 185,220	\$ 185,220	\$ 185,220	\$ -	\$ 185,400	\$ 180
<b>Line Charges</b>								
Call Box MRC	\$ 9,140	\$ 9,600	\$ 27,500	\$ 23,136	\$ 8,800	\$ (14,336)	\$ 9,600	\$ -
Jeffcom DS1	24,885	26,400	26,400	22,770	24,200	1,430	-	(26,400)
ESInet	456,042	785,686	656,192	586,497	720,217	133,720	640,398	(145,288)
Other	43,038	10,000	10,000	4,656	9,167	4,511	5,000	(5,000)
Total Line Charges	\$ 533,105	\$ 831,686	\$ 720,092	\$ 637,059	\$ 762,384	\$ 125,325	\$ 654,998	\$ (176,688)
<b>Notification Systems (ENS)</b>								
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 11,736	\$ 15,712	\$ 3,976	\$ 18,000	\$ 860
CodeRed (ECN)	125,075	195,318	263,668	249,938	195,318	(54,620)	182,900	(12,418)
VoIP Record Extract	-	4,453	4,453	4,453	4,082	(371)	3,605	(848)
Total Notification Systems (ENS)	\$ 143,829	\$ 216,911	\$ 285,261	\$ 266,127	\$ 215,112	\$ (51,015)	\$ 204,505	\$ (12,406)
<b>Special Projects</b>								
Call Box Project	\$ 10,398	\$ 11,265	\$ 161,265	\$ 156,429	\$ 9,577	\$ (146,852)	\$ 6,695	\$ (4,570)
Fiber Optics								
J-FON	235,094	278,100	175,200	170,954	254,925	83,971	480,000	201,900
Last Mile Fiber Project	-	437,750	8,026	4,256	401,271	397,015	300,000	(137,750)
North Metro	-	390,252	-	-	357,731	357,731	686,654	296,402
Equipment Refresh Project	-	-	-	-	-	-	480,000	480,000
Smart911	89,161	91,836	91,836	81,731	84,183	2,452	91,836	-
Special Projects	26,685	206,000	189,970	110,856	188,834	77,978	200,000	(6,000)
Total Special Projects	\$ 361,338	\$ 1,415,202	\$ 626,297	\$ 524,226	\$ 1,296,520	\$ 772,294	\$ 2,245,185	\$ 829,982
<b>Total Expenditures</b>	<b>\$ 12,307,126</b>	<b>\$ 15,065,806</b>	<b>\$ 14,216,837</b>	<b>\$ 12,714,942</b>	<b>\$ 13,577,022</b>	<b>\$ 862,080</b>	<b>\$ 16,935,547</b>	<b>\$ 1,869,741</b>

**Jefferson County Emergency Communications Authority  
2022 Cash Projection Report**

	January	February	March	April	May	June	July	August	September	October	November	December
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	(Estimate)
<b>Cash on Hand</b>	\$ 5,218,627	\$ 4,997,211	\$ 4,631,924	\$ 5,233,112	\$ 5,535,362	\$ 6,308,964	\$ 5,852,067	\$ 6,147,930	\$ 6,044,420	\$ 5,945,785	\$ 5,838,734	\$ 5,636,829
<b>Expected Inflows:</b>												
2021 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 995,962	\$ 649,734	\$ 1,292,627	\$ 1,040,477	\$ 1,532,162	\$ 467,100	\$ 1,031,818	\$ 1,017,393	\$ 972,712	\$ 963,505	\$ 1,021,796	\$ 1,037,732
9-1-1- fee (prepaid)	98,263	103,499	123,248	116,750	128,358	121,430	124,256	115,728	124,174	123,515	126,087	122,616
PUC Statewide 911 Trust Reimbursement	61,778	65,661	113,664	64,512	41,282	57,260	58,720	58,751	63,086	62,604	58,977	64,317
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expected Inflows</b>	<b>\$ 6,374,629</b>	<b>\$ 818,894</b>	<b>\$ 1,529,539</b>	<b>\$ 1,221,738</b>	<b>\$ 1,701,802</b>	<b>\$ 645,791</b>	<b>\$ 1,214,794</b>	<b>\$ 1,191,871</b>	<b>\$ 1,159,972</b>	<b>\$ 1,149,624</b>	<b>\$ 1,206,860</b>	<b>\$ 1,224,666</b>
<b>Expected Outflows:</b>												
2021 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 2,226	\$ 180	\$ 5,874	\$ 8,911	\$ 2,108	\$ 4,134	\$ 2,574	\$ 5,742	\$ 1,805	\$ 2,376	\$ 4,183	\$ 3,647
Bank Charges	6,415	-	-	-	-	-	-	-	-	-	-	-
Executive Director (ED)	13,380	14,060	13,349	13,211	13,349	13,349	13,211	13,567	13,211	13,349	13,211	13,211
Insurance	-	-	-	-	-	5,293	-	-	225	-	331	-
Legal	-	433	3,460	995	1,396	1,970	1,400	-	-	6,933	-	1,500
Meeting & Misc	214	456	2,308	-	317	308	911	5,479	1,014	147	-	100
Office Supplies & postage	8	-	-	-	33	-	-	-	-	-	-	330
Public Web	-	-	-	-	-	-	-	192	-	-	-	5
Payroll Expense	-	466	173	294	187	173	318	333	468	180	333	706
<b>Administrative Total</b>	<b>\$ 22,243</b>	<b>\$ 15,594</b>	<b>\$ 25,164</b>	<b>\$ 23,411</b>	<b>\$ 17,390</b>	<b>\$ 25,227</b>	<b>\$ 18,414</b>	<b>\$ 25,313</b>	<b>\$ 16,722</b>	<b>\$ 22,985</b>	<b>\$ 18,058</b>	<b>\$ 19,498</b>
Agency Operating Fund (AOF)												
BRO Recurring	\$ 96,424	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 75,801	\$ 105,751	\$ 105,751	\$ 105,751	\$ 105,751	\$ 105,751
Jeffcom Wages & Salaries	814,523	640,098	640,098	640,098	640,098	640,098	640,098	893,005	893,005	893,005	893,005	893,005
WES Recurring	160,671	126,335	126,335	126,335	126,335	126,335	126,335	176,251	176,251	176,251	176,251	176,251
<b>Agency Operating Fund (AOF) Total</b>	<b>\$ 1,071,618</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 842,234</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>	<b>\$ 1,175,007</b>
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ -	\$ 57,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Disaster &amp; Recovery Plan (DRP) Total</b>	<b>\$ -</b>	<b>\$ 57,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
GIS System												
GIS System Support	\$ -	\$ 185,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GIS System Total</b>	<b>\$ -</b>	<b>\$ 185,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Line Charges												
Call Box MRC	\$ 754	\$ 758	\$ 758	\$ 756	\$ 756	\$ 756	\$ 748	\$ 4,737	\$ 4,374	\$ 4,370	\$ 4,370	\$ 750
ESInet	45,133	73,265	45,133	47,917	47,928	94,342	47,956	63,564	48,593	48,006	48,473	55,483
Jeffcom DS1	2,031	2,031	2,031	2,031	2,031	2,681	2,393	2,393	2,393	2,393	2,393	2,031
Other	2,808	2,812	2,805	-	-	-	-	-	550	-	-	500
<b>Line Charges Total</b>	<b>\$ 50,727</b>	<b>\$ 78,866</b>	<b>\$ 50,728</b>	<b>\$ 50,705</b>	<b>\$ 50,716</b>	<b>\$ 97,780</b>	<b>\$ 51,097</b>	<b>\$ 70,693</b>	<b>\$ 55,909</b>	<b>\$ 54,768</b>	<b>\$ 55,235</b>	<b>\$ 58,764</b>
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ 1,054	\$ -	\$ 7,202	\$ 2,040	\$ -	\$ 1,006	\$ 1,011	\$ 2,003	\$ 995	\$ -	\$ 1,495	\$ 610
CodeRed (ECN)	129,400	-	-	-	-	35,167	-	-	-	-	-	-
VoIP Record Extract	-	76	-	-	-	1,377	-	-	-	-	-	-
<b>Notification Systems (ENS) Total</b>	<b>\$ 130,454</b>	<b>\$ 76</b>	<b>\$ 7,202</b>	<b>\$ 2,040</b>	<b>\$ -</b>	<b>\$ 37,550</b>	<b>\$ 1,011</b>	<b>\$ 2,003</b>	<b>\$ 995</b>	<b>\$ -</b>	<b>\$ 1,495</b>	<b>\$ 610</b>
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,164	\$ 2,151
Fiber Optics	8,403	4,401	3,024	1,099	6,595	5,121	6,176	2,429	9,975	3,915	16,807	39,326
Last Mile Fiber Project	-	400	-	-	-	3,856	-	-	-	-	-	67,923
North Metro	-	-	-	-	-	-	-	-	-	-	-	-
Smart911	89,161	-	-	-	-	-	-	-	-	-	-	892
Other	-	-	-	-	11,265	90,920	-	19,936	-	-	-	22,616
<b>Special Projects Total</b>	<b>\$ 102,376</b>	<b>\$ 4,801</b>	<b>\$ 3,024</b>	<b>\$ 1,099</b>	<b>\$ 17,860</b>	<b>\$ 99,896</b>	<b>\$ 6,176</b>	<b>\$ 22,366</b>	<b>\$ 9,975</b>	<b>\$ 3,915</b>	<b>\$ 158,971</b>	<b>\$ 132,908</b>
<b>Total Expected Outflows</b>	<b>\$ 1,377,418</b>	<b>\$ 1,184,181</b>	<b>\$ 928,351</b>	<b>\$ 919,488</b>	<b>\$ 928,200</b>	<b>\$ 1,102,687</b>	<b>\$ 918,932</b>	<b>\$ 1,295,381</b>	<b>\$ 1,258,607</b>	<b>\$ 1,256,675</b>	<b>\$ 1,408,766</b>	<b>\$ 1,386,786</b>
<b>Net Inflows/Outflows</b>	<b>\$ 4,997,211</b>	<b>\$ (365,287)</b>	<b>\$ 601,188</b>	<b>\$ 302,250</b>	<b>\$ 773,602</b>	<b>\$ (456,897)</b>	<b>\$ 295,862</b>	<b>\$ (103,510)</b>	<b>\$ (98,635)</b>	<b>\$ (107,050)</b>	<b>\$ (201,905)</b>	<b>\$ (162,121)</b>
<b>Estimated Cash Position</b>	<b>\$ 4,997,211</b>	<b>\$ 4,631,924</b>	<b>\$ 5,233,112</b>	<b>\$ 5,535,362</b>	<b>\$ 6,308,964</b>	<b>\$ 5,852,067</b>	<b>\$ 6,147,930</b>	<b>\$ 6,044,420</b>	<b>\$ 5,945,785</b>	<b>\$ 5,838,734</b>	<b>\$ 5,636,829</b>	<b>\$ 5,474,708</b>

JCECA - 2022 Dec Expenditure Request Authorization rev 122222 0732						
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Notes
2022-027		Multi	RAVE Alert year 2 of 5 year agreement	ENS	126,900.00	2023 renewal
2022-028		Multi	Jeffcom ArcGIS Enterprise Advanced server license 1 yr	GIS	36,000.00	
2022-029		Multi	ECC distributions for Dec 2022 and Jan 2023	AOF	2,350,013.16	
2022-030		Multi	Reimb Jeffcom for 2022 J-FON Network Administration Services	SpProj	107,000.00	
2022-031		Multi	RAVE Smart911 renewal yr 5 ,of 5	SpProj	89,160.96	
				<b>Total</b>	<b>2,709,074.12</b>	2023 renewal
<b>Expenditures Approved by Executive Director (signature):</b>						
<b>Expenditures Approved by Board Member (signature):</b>						

**NOTICE OF MEETING FOR THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)  
JANUARY 26, 2023 AT 9 A.M.**

**THIS WILL BE A VIRTUAL MEETING ONLY**

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - a. December 22, 2022, Monthly Meeting.
4. Treasurer's Report:
  - a. Financial Reports – Pinnacle Consulting Group, Inc.
    - i. Financial Statements.
    - ii. Cash Encumbrance Report.
  - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
  - a. City and County of Broomfield (Broomfield PD PSAP).
  - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
    - i. Status of RAVE AppArmor product deployment.
  - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director’s Report
  - a. Status of Lookout Alert opt-in
7. Legal Counsel Report
8. New Business
9. Adjournment.