

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

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

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

Also, Present: Jeff Irvin, JCECA Executive Director
 Maylee Barraza, Jefferson County Clerk to the Board
 Mike Garcia, Pinnacle Consulting Group, Inc.
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Jeremy Metz, West Metro FPD
 Jacinda English, Broomfield PD
 Kathleen Schaefer, City and County of Broomfield
 Jeff Streeter, Jeffcom911
 Kinde Yetemgn, Jeffcom911
 Gina Ramirez, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Michael Brewer, Jeffcom911
 Lara Mitchell, Westy911
 Timothy Ahopelto, Hinkle & Company

Director Fletcher called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Fletcher, duly seconded by Director Kraft-Tharp and by unanimous vote, approved the Minutes of June 27, 2024.

TREASURER'S REPORT

Michael Garcia, Pinnacle Consulting Group, Inc. (PCGI), introduced Mr. Ahopelto, Hinkle & Company who presented the draft December 31, 2023 Financial Statements with Independent Auditor’s Report. Mr. Garcia requested that the board move to accept the report subject to final review completion between management and legal.

The Board upon motion of Director Kulp, duly seconded by Director Goodell and by unanimous vote, approved the motion to accept the 2023 audit report upon final review. A copy of the final report filed with the Office of the State Auditor on 07/31/24 is attached.

Mr. Garcia then presented the unaudited financial statements prepared by PCGI through June 30, 2024 (copy attached). Mr. Garcia advised revenue for the period ending 06/30/24 was

\$10,069,919. The revenue was offset by expenditures through the same period totaling \$8,987,600. Through June, this leaves us with a positive revenue over expenditures of \$1,082,319. The ending fund balance was \$4,741,653.

The Board upon motion of Director Lester and duly seconded by Director Goodell and by unanimous vote, approved the Treasurer's Report.

Mr. Garcia then presented the cash encumbrance report (copy attached). Mr. Garcia advised that the projected cash position at the end of the year is \$5,377,559.

Mr. Garcia and Mr. Irvin advised the board that they have started the budgeting process for 2025.

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for July 2024 (copy attached). The Board upon motion of Director Kulp and duly seconded by Director Lester and by unanimous vote, approved the July 2024 expenditure requests in the amount of \$1,275,904.75.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English had nothing to report.
- **Jeffcom ECC** – Mr. Streeter advised they anticipate going live with their new CPE (customer premises equipment) phone system early the morning of Tuesday July 30. They are moving to a Carbyne platform and away from Lumen. They will be one of the first in the country. It will be cloud-based CPE. This week they started nine new hires in their academy. The academy runs for seven weeks and then they'll be on the floor for eight weeks after that for further training. Director Kulp asked if, with the new phone system, there would be any change to the phone numbers used by Arvada FPD. Mr. Streeter advised him there would be no change.
- **Westminster ECC** – Ms. Mitchell had nothing to report.

EXECUTIVE DIRECTOR'S REPORT

Lookout Alert – Mr. Irvin displayed the Lookout Alert Stats table he maintains (copy attached) and advised that this month we've seen an increase of 1,1431 opt-ins.

Colorado PUC 911 Advisory Task Force – Mr. Irvin mentioned that the task force has been quite active. He continues to attend the regular meetings and is involved in several subcommittees.

Backup Center Relocation - Mr. Irvin met with West Metro Deputy Chief of Administration Metz earlier in the month to discuss the decommissioning of the south regional backup center at 3535 S Kipling St and the conversion of the existing operations floor at 433 S Allison Pkwy to a hot backup center. Chief Metz prepared a proposal dated 07/23/24 (copy attached) that set forth terms for leasing the areas necessary to facilitate the center. Chief Metz was present and participated in the discussion. It was proposed that the lease start 01/01/25. There was consensus among the board members that we should move forward with including funding of the hot backup center in the 2025 budgeting process.

LEGAL COUNSEL REPORT

Mr. Tharp advised there are three PUC matters that are ongoing:

- CenturyLink (CL) Tariff Amendment – we entered into a settlement agreement along with several other authorities. The agreement doesn't change the pricing, it just updates some of the terms.
- CL Network Improvement Plan – we continue to monitor this matter that mostly pertains to rural areas.
- Outages – in this rule making there was a report and order by an administrative law judge (ALJ) with a recommended decision. CI filed exceptions to that decision. We filed a response to CL's exceptions. We are not waiting for the ALJ's order with respect to these filings.

FCC – we filed comments regarding the proposed multilingual WEA (wireless emergency alerts) requirements. The requirements would provide for the use of standardized templates that would be translated into multiple languages. There was a discussion including Ms. Mitchell and Mr. Brewer regarding the technical aspects of this matter.

NEW BUSINESS

Director Fletcher advised the board he will be resigning after the September meeting as his spouse has retired and they are relocating out of state.

Mr. Irvin thanked Director Fletcher for his many years of service to JCECA.

ADJOURNMENT

The meeting was adjourned by Director Fletcher.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2023 and June 30, 2024.

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

A handwritten signature in black ink that reads "Tracie L. Kaminski". The signature is written in a cursive style with a large initial 'T'.

Pinnacle Consulting Group, Inc.
July 19, 2024

Offices Located in Loveland and Denver

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Serving our clients and community through excellent dependable service.

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
BALANCE SHEET						
December 31, 2023 and June 30, 2024						
		Unaudited	Unaudited			
		Actual	Actual			
		12/31/2023	6/30/2024			
Assets						
Current Assets						
Cash, Checking	\$	551,005	\$	2,507,119		
Cash, Savings		2,396,205		1,185,513		
Accounts Receivable		1,659,260		2,233,594		
Prepaid Expense		301,822		137,869		
Total Current Assets	\$	4,908,292	\$	6,064,095		
Long-Term Assets						
Construction in Progress	\$	4,835,724	\$	4,835,724		
Infrastructure		25,895		25,895		
Right of Ways		568,082		568,082		
West Corridor Fiber Optic		865,614		865,614		
Accumulated Depreciation		(450,178)		(450,178)		
Total Long-Term Assets	\$	5,845,137	\$	5,845,137		
Total Assets	\$	10,753,429	\$	11,909,232		
Liabilities						
Current Liabilities						
Accounts Payable	\$	1,248,958	\$	1,322,441		
Total Current Liabilities	\$	1,248,958	\$	1,322,441		
Total Liabilities	\$	1,248,958	\$	1,322,441		
Fund Equity						
Net Investment in Fixed Assets	\$	5,845,137	\$	5,845,137		
Fund Balance						
Nonspendable		301,822		137,869		
Unassigned		3,357,512		4,603,784		
Total Fund Equity	\$	9,504,471	\$	10,586,790		
Total Liabilities and Fund Equity	\$	10,753,429	\$	11,909,232		
		=		=		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
Revenues	Actual	Budget	Actual	06/30/24	06/30/24	06/30/24
9-1-1 fee (ETC)	\$ 12,178,390	\$ 18,153,248	\$ 17,750,000	\$ 8,761,641	\$ 8,777,766	\$ (16,125)
9-1-1 fee (prepaid)	1,571,049	1,815,325	1,790,000	892,404	899,326	(6,922)
PUC Statewide 9-1-1 Trust Reimbursement	728,534	726,130	726,130	376,566	388,065	(11,499)
Interest Income	46,205	10,000	87,000	39,307	10,000	29,307
Miscellaneous Income	12	500	500	-	250	(250)
Total Revenues	\$ 14,524,190	\$ 20,705,203	\$ 20,353,630	\$ 10,069,919	\$ 10,075,407	\$ (5,488)
Expenditures						
Administrative	\$ 323,461	\$ 307,153	\$ 321,879	\$ 174,340	\$ 175,963	\$ (1,623)
Agency Operating Fund - BRO	1,198,241	1,377,977	1,377,977	688,988	688,989	-
Agency Operating Fund - WES	1,997,068	2,296,628	2,296,628	1,148,315	1,148,314	1
Agency Operating Fund - JEFFCOM	10,118,480	11,636,252	11,636,252	5,818,127	5,818,126	1
Disaster & Recovery Plan (DRP)	38,656	63,654	63,654	22,405	37,390	(14,985)
GIS System	196,766	190,962	202,248	-	-	-
Line Charges	786,570	674,648	674,648	249,431	335,723	(86,292)
Notification Systems (ENS)	153,993	210,640	374,286	129,708	135,320	(5,612)
Special Projects	905,661	1,395,887	1,437,487	756,286	797,836	(41,550)
Total Operating Expenditures	\$ 15,718,896	\$ 18,153,801	\$ 18,385,059	\$ 8,987,600	\$ 9,137,661	\$ (150,060)
Revenues over/(under) Expenditures	(1,194,706)	\$ 2,551,401	\$ 1,968,570	\$ 1,082,319	\$ 937,746	\$ 144,573
Beginning Fund Balance	4,854,040	5,727,182	3,659,334	3,659,334		
Ending Fund Balance	\$ 3,659,334	\$ 8,278,583	\$ 5,627,904	\$ 4,741,653		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	3,929,724	4,538,450	4,596,265	4,538,450		
Unrestricted	(1,020,390)	2,990,133	281,639	(546,797)		
Ending Fund Balance	\$ 3,659,334	\$ 8,278,583	\$ 5,627,904	\$ 4,741,653		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	06/30/24	06/30/24	06/30/24
Administration						
Accounting	\$ 86,120	\$ 84,500	\$ 79,323	\$ 41,306	\$ 42,250	\$ (944)
Bank Charges	1,316	7,416	7,416	4,764	4,908	(144)
Executive Director (ED)						
401k & Benefits	27,781	26,548	26,548	12,943	13,274	(332)
Mileage Reimbursement	39	518	518	-	259	(259)
Payroll Tax	10,395	10,271	10,271	5,465	5,636	(171)
Wages & Salaries	134,124	128,510	128,510	70,035	71,756	(1,721)
Insurance	6,095	6,069	6,069	2,762	3,034	(272)
Legal	25,928	31,827	31,827	26,063	26,914	(851)
Meeting & Misc						
Admin Web/Listserves	833	484	484	-	242	(242)
Meeting & Misc - Other	10,038	4,371	16,243	8,243	4,371	3,871
Phone/Web Conferencing	147	437	437	-	218	(218)
Office Supplies & Postage	820	849	849	439	424	15
Payroll Expenses	19,825	5,135	5,135	2,321	2,567	(247)
Public Web	-	218	8,250	-	109	(109)
Total Administrative Expenses	\$ 323,461	\$ 307,153	\$ 321,879	\$ 174,340	\$ 175,963	\$ (1,623)
Agency Operating Fund (AOF)						
Broomfield	\$ 1,198,241	\$ 1,377,977	\$ 1,377,977	\$ 688,988	\$ 688,989	\$ -
Westminster	1,997,068	2,296,628	2,296,628	1,148,315	1,148,314	1
Jeffcom	10,118,480	11,636,252	11,636,252	5,818,127	5,818,126	1
Total Agency Operating Fund (AOF)	\$ 13,313,789	\$ 15,310,857	\$ 15,310,857	\$ 7,655,430	\$ 7,655,429	\$ 2
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 38,656	\$ 63,654	\$ 63,654	\$ 22,405	\$ 37,390	\$ (14,985)
Total Disaster & Recovery Plan (DRP)	\$ 38,656	\$ 63,654	\$ 63,654	\$ 22,405	\$ 37,390	\$ (14,985)
GIS System						
GIS System Support	\$ 196,766	\$ 190,962	\$ 190,962	\$ -	\$ -	\$ -
MSAG, wireless auditing contracted services	-	-	11,286	-	-	-
Total GIS System	\$ 196,766	\$ 190,962	\$ 202,248	\$ -	\$ -	\$ -
Line Charges						
Call Box MRC	\$ 6,201	\$ 9,888	\$ 9,888	\$ 4,172	\$ 3,344	\$ 828
ESInet	780,369	659,610	659,610	244,158	329,804	(85,646)
Other	-	5,150	5,150	1,100	2,575	(1,475)
Total Line Charges	\$ 786,570	\$ 674,648	\$ 674,648	\$ 249,431	\$ 335,723	\$ (86,292)
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 10,542	\$ 18,540	\$ 18,540	\$ 6,543	\$ 9,270	\$ (2,727)
ENS	126,900	188,387	227,883	123,166	124,194	(1,028)
VoIP Record Extract	16,551	3,713	3,713	-	1,857	(1,857)
ENS Systems Support	-	-	124,150	-	-	-
Total Notification Systems (ENS)	\$ 153,993	\$ 210,640	\$ 374,286	\$ 129,708	\$ 135,320	\$ (5,612)
Special Projects						
Call Box Project	\$ 1,720	\$ 6,896	\$ 6,896	\$ 140	\$ 5,007	\$ (4,867)
Fiber Special Projects	462,281	500,000	541,600	211,636	228,333	(16,698)
Fiber Optics	1,779	-	-	-	-	-
Last Mile Fiber Project	115,819	400,000	400,000	170,036	203,333	(33,298)
North Metro	-	100,000	100,000	-	25,000	(25,000)
Equipment Refresh Project	344,683	-	41,600	41,600	-	41,600
J-FON O&M	60,424	494,400	494,400	334,341	337,200	(2,859)
Smart911	89,161	94,591	94,591	44,580	47,296	(2,715)
Special Projects Contingency	292,075	300,000	300,000	165,589	180,000	(14,411)
Total Special Projects	\$ 905,661	\$ 1,395,887	\$ 1,437,487	\$ 756,286	\$ 797,836	\$ (41,550)
Total Expenditures	\$ 15,718,896	\$ 18,153,801	\$ 18,385,059	\$ 8,987,600	\$ 9,137,661	\$ (150,060)

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

	Q1 Actual	April Actual	May Actual	June Actual	Q2 Actual	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 2,206,562	\$ 2,566,166	\$ 3,541,535	\$ 3,426,928	\$ 3,426,928	\$ 4,254,278	\$ 5,093,303
<i>Expected Inflows:</i>							
2024 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 6,900,291	\$ 2,415,796	\$ 1,323,693	\$ 1,799,432	\$ 5,538,920	\$ 5,636,520	\$ 5,636,520
<i>Expected Outflows:</i>							
2024 Obligations (As projected, less paid)							
Administrative Total	\$ 82,160	\$ 32,876	\$ 27,456	\$ 28,478	\$ 88,811	\$ 68,068	\$ 68,068
Agency Operating Fund (AOF) Total	3,661,292	1,275,905	1,275,905	1,275,905	3,827,714	3,910,925	3,910,925
Disaster & Recovery Plan (DRP) Total	13,156	-	-	9,249	9,249	20,625	20,625
GIS System Total	11,286	-	-	-	-	89,838	89,838
Line Charges Total	169,007	56,373	57,340	56,978	170,690	167,475	167,475
Notification Systems (ENS) Total	13,098	-	-	-	-	178,737	178,737
Special Projects Total	384,125	75,273	77,598	163,120	315,991	368,695	368,704
Total Expected Outflows	\$ 4,334,125	\$ 1,440,427	\$ 1,438,299	\$ 1,533,729	\$ 4,412,455	\$ 4,797,489	\$ 4,790,623
Net Inflows/Outflows	\$ 2,566,166	\$ 975,369	\$ (114,607)	\$ 265,703	\$ 1,126,465	\$ 839,031	\$ 845,897
Estimated Cash Position	\$ 2,566,166	\$ 3,541,535	\$ 3,426,928	\$ 3,692,631	\$ 3,692,631	\$ 4,531,662	\$ 5,377,559

**Jefferson County Emergency
Communications Authority**

Financial Statements
with Independent Auditor's Report

December 31, 2023



**HINKLE &
COMPANY**
Strategic ^{PC}
Business Advisors

**Jefferson County Emergency
Communications Authority**

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December 31, 2023

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**HINKLE &
COMPANY**
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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 financial statements of the Jefferson County Emergency Communications Authority (the Authority) as of and for the year ended December 31, 2023, 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, 2023, and the changes in financial position and cash flows thereof 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). 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 from 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

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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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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. 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.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying supplementary information described in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information described in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information described in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Hick & Company, PC

Englewood, Colorado
July 30, 2024



Jefferson County Emergency Communications Authority

Management's Discussion and Analysis

December 31, 2023

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, 2023. The MD&A should be read in conjunction with JCECA's financial statements.

Financial Highlights

- Total assets of JCECA at the close of 2023 were \$10,753,428. The assets included \$2,947,210 in cash.
- Net Capital Assets in 2023 were \$5,845,137. This is an increase of \$696,479 over 2022 due to fiber optic network expansion. The Jefferson County Public Safety Fiber Optic Network (J-FON) owned and operated by JCECA is predominant component of the Capital Assets.
- Total Operating Revenue for 2023 was \$13,749,451. 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 and from PUC Statewide 9-1-1 Trust reimbursements for costs associated with ESInet operation.
- Total budgeted expenses for 2023 were \$16,958,858. Actual expenses were \$15,767,355.
- JCECA made 2023 Agency Operating Fund (AOF) distributions of \$13,313,789 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, 2023

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 2023 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 2023.

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 2023 was \$1.30.

In 2023 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). Additionally, JCECA received reimbursement from the State of Colorado Public Utilities Commission (PUC) 9-1-1 Trust for expenses related to the Lumen Tariff that provides Emergency Services IP Network (ESInet) services for 9-1-1 traffic handling.

Jefferson County Emergency Communications Authority
Management's Discussion and Analysis
December 31, 2023

JCECA's Net Position

	<u>Dec 31, 2023</u>	<u>Dec 31, 2022</u>
Cash and Investments	\$ 2,947,210	\$ 5,453,819
Accounts Receivable	1,659,259	1,512,849
Prepaid Expenses	301,822	211,133
Capital Assets, Not Being Depreciated	5,403,806	4,658,867
Capital Assets, Net of Accumulated Depreciation	<u>441,331</u>	<u>489,791</u>
Total Assets	<u>\$ 10,753,428</u>	<u>\$ 12,326,459</u>
Current Liabilities - Accounts Payable	\$ 1,205,858	\$ 1,538,163
Other Liabilities - Accrued Compensated Absences	<u>43,098</u>	<u>40,659</u>
Total Liabilities	<u>\$ 1,248,956</u>	<u>\$ 1,578,822</u>
Net Position		
Net Investment in Capital Assets	\$ 5,845,137	\$ 5,148,658
Unrestricted	<u>3,659,335</u>	<u>5,598,979</u>
Total Net Position	<u>\$ 9,504,472</u>	<u>\$ 12,326,459</u>

Jefferson County Emergency Communications Authority
Management's Discussion and Analysis
December 31, 2023

JCECA's Change in Net Position

For the Years Ended December 31, 2023 and December 31, 2022

	<u>Dec 31, 2023</u>	<u>Dec 31, 2022</u>
Operating Revenues		
Emergency Telephone Charges	\$ 13,749,439	\$ 13,347,121
Miscellaneous	12	-
 Total Operating Revenues	 <u>13,749,451</u>	 <u>13,347,121</u>
Operating Expenses		
Administrative	323,460	247,100
Agency Operating	13,313,789	12,103,441
Depreciation	48,460	48,460
Disaster & Recovery Plan	38,656	57,390
GIS System	196,766	185,220
Line Charges	786,570	742,802
Notification System	153,993	291,424
Special Projects	<u>905,661</u>	<u>693,535</u>
 Total Operating Expenses	 <u>15,767,355</u>	 <u>14,369,372</u>
 Net Operating Loss	 <u>(2,017,905)</u>	 <u>(1,022,251)</u>
Non-operating Revenues		
Grant Income	728,534	767,701
Investment Income	<u>46,205</u>	<u>-</u>
 Change in Net Position	 (1,243,165)	 (254,550)
 Net Position, Beginning	 <u>10,747,637</u>	 <u>11,002,187</u>
 Net Position, Ending	 <u>\$ 9,504,472</u>	 <u>\$ 10,747,637</u>

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 \$13,749,439 was \$1,249,439 more than the anticipated budget amount of \$12,500,000.

Total Operating Expenses of \$15,776,895 were \$1,191,503 less than the budgeted amount of \$16,958,858.

Jefferson County Emergency Communications Authority

Management's Discussion and Analysis

December 31, 2023

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 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 \$5,845,137. Depreciation expense of \$48,460 was reported for the depreciable (fiber optic infrastructure) assets.

Next year's budget

For 2024 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 additional collaboration with R-1 Schools to increase the J-FON network diversity and provide for last mile connectivity for agencies in the JCECA service area.
- Consideration of increasing AOF distributions to assist the ECC's with increasing payroll costs due to increased staffing and compensation to enhance retention.
- Consideration of future capital needs of the ECC's for facilities enhancement and expansion.

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, Web: <https://jceca.org>

Basic Financial Statements

**Jefferson County Emergency
Communications Authority**
Statement of Net Position
Proprietary Funds
December 31, 2023

Assets	Total
<i>Current Assets</i>	
Cash and Investments	\$ 2,947,210
Accounts Receivable	1,659,259
Prepaid Expenses	301,822
Total Current Assets	4,908,291
<i>Noncurrent Assets</i>	
Capital Assets, <i>Not Being Depreciated</i>	5,403,806
Capital Assets, <i>net of Accumulated Depreciation</i>	441,331
Total Noncurrent Assets	5,845,137
Total Assets	\$ 10,753,428
Liabilities and Net Position	
<i>Current Liabilities</i>	
Accounts Payable	\$ 1,205,858
<i>Noncurrent Liabilities</i>	
Accrued Compensated Absences	43,098
Total Liabilities	1,248,956
<i>Net Position</i>	
Net Investment in Capital Assets	5,845,137
Unrestricted	3,659,335
Total Net Position	9,504,472
Total Liabilities and Net Position	\$ 10,753,428

**Jefferson County Emergency
Communications Authority**
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2023

	Total
Operating Revenues	
Emergency Telephone Charges	\$ 13,749,439
Miscellaneous	12
Total Operating Revenues	13,749,451
Operating Expenses	
Administrative	323,460
Agency Operating	13,313,789
Depreciation	48,460
Disaster and Recovery Plan	38,656
GIS System	196,766
Line Charges	786,570
Notification System	153,993
Special Projects	905,661
Total Operating Expenses	15,767,355
Net Operating Loss	(2,017,904)
Nonoperating Revenues	
Grant Income	728,534
Investment Income	46,205
Change in Net Position	(1,243,165)
Net Position, <i>Beginning of Year</i>	10,747,637
Net Position, <i>End of Year</i>	\$ 9,504,472

**Jefferson County Emergency
Communications Authority**
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2023

	Total
Cash Flows From Operating Activities	
Cash Received from Emergency Telephone Charges	\$ 13,603,041
Cash Paid to Employees	(131,685)
Cash Payments to Suppliers	<u>(16,007,765)</u>
Net Cash Used by Operating Activities	<u>(2,536,409)</u>
Cash Flows From Capital and Related Financing Activities	
Proceeds From Grants	728,534
Asset Acquisitions	<u>(744,939)</u>
Net Cash Used by Capital and Related Financing Activities	<u>(16,405)</u>
Cash Flows From Investing Activities	
Investment Earnings Received	<u>46,205</u>
Net Decrease in Cash	(2,506,609)
Cash, Beginning of Year	<u>5,453,819</u>
Cash, End of Year	<u>\$ 2,947,210</u>
Reconciliation of Net Operating Loss to Net Cash Used by Operating Activities	
Net Operating Loss	\$ (2,017,904)
Adjustments to Reconcile Net Operating Loss to Net Cash Used by Operating Activities	
Depreciation	48,460
Changes in Assets and Liabilities	
Accounts Receivable	(146,410)
Prepaid Expenses	(90,689)
Accrued Compensated Absences	2,439
Accounts Payable	<u>(332,305)</u>
Net Cash Used by Operating Activities	<u>\$ (2,536,409)</u>

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2023

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, 2023

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 30, 2024, the date the financial statements were available to be issued.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2023

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.

For the year ended December 31, 2023, the Authority's expenditures exceeded expenditure appropriations. This may be a violation of State statutes.

Note 3: Cash and Investments

At December 31, 2023, cash and investments consisted of the following:

Deposits	\$ 551,005
Investments	<u>2,396,205</u>
Total	<u>\$ 2,947,210</u>

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, 2023, the Authority had bank deposits of \$311,193 collateralized with securities held by the financial institution's agent but not in the Authority's name.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2023

Note 3: Cash and Investments (Continued)

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
- 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.

Local Government Investment Pool - At December 31, 2023, the Authority had \$2,396,205 invested in the Colorado Local Government Liquid Asset Trust (ColoTrust), an investment vehicle established for local government entities in Colorado to pool surplus funds. The Colorado Division of Securities administers and enforces the requirements of creating and operating ColoTrust. ColoTrust operates in conformity with the Securities and Exchange Commission's Rule 2a-7, with each share valued at \$1. ColoTrust is rated AAAM by Standard and Poor's. Investments of ColoTrust are limited to those allowed by State statutes. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. The custodian's internal records identify the investments owned by the participating governments.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2023

Note 3: Cash and Investments (Continued)

Investments (Continued)

Fair Value Measurements - The Authority reports its investments using the fair value measurements established by generally accepted accounting principles. As such, a fair value hierarchy categorizes the inputs used to measure the fair value of the investments into three levels. Level 1) inputs are quoted prices in active markets for identical investments; Level 2) inputs include quoted prices in active markets for similar investments, or other observable inputs; and Level 3) inputs are unobservable inputs. At December 31, 2023, the Authority's investment in ColoTrust was reported at the net asset value per share, measured utilizing quoted prices in active markets for similar investments (Level 2 inputs).

Note 4: Capital Assets

Capital asset activity for the year ended December 31, 2023, was as follows:

	Balance 12/31/22	Additions	Deletions	Balance 12/31/23
<i>Capital Assets, Not Being Depreciated</i>				
Right of Way	\$ 568,082	\$ -	\$ -	\$ 568,082
Construction in Progress	4,090,785	744,939	-	4,835,724
Total Capital Assets, Not Being Depreciated	4,658,867	744,939	-	5,403,806
<i>Capital Assets, Being Depreciated</i>				
Fiber Optic Network	891,509	-	-	891,509
Accumulated Depreciations	(401,718)	(48,460)	-	(450,178)
Total Capital Assets, Being Depreciated	489,791	(48,460)	-	441,331
Governmental Activities Capital Assets, net	\$ 5,148,658	\$ 696,479	\$ -	\$ 5,845,137

Note 5: Employee Compensated Absences

Changes in accrued compensated absences for the year ended December 31, 2023, were as follows:

	Balance 12/31/22	Additions	Deletions	Balance 12/31/23
Compensated Absences	\$ 40,659	\$ 2,439	\$ -	\$ 43,098

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2023

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, 2023, the Authority contributed \$27,781 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, 2023

	Original and Final Budget	Actual	Variance <i>Positive</i> <i>(Negative)</i>
Revenues			
Emergency Telephone Charges	\$ 13,775,000	\$ 13,749,439	\$ (25,561)
Miscellaneous	500	12	(488)
Grants	550,000	728,534	178,534
Investment Income	5,000	46,205	41,205
	<u>14,330,500</u>	<u>14,524,190</u>	<u>193,690</u>
Expenses			
Administrative	293,181	323,460	30,279
Agency Operating	13,313,789	13,313,789	-
Disaster and Recovery Plan	61,800	38,656	(23,144)
GIS System	185,400	196,766	11,366
Line Charges	654,998	786,570	131,572
Notification System	204,505	153,993	(50,512)
Special Projects	2,245,185	905,661	(1,339,524)
	<u>16,958,858</u>	<u>15,718,895</u>	<u>(1,239,963)</u>
Change in Net Position, Budgetary Basis	<u>\$ (2,628,358)</u>	(1,194,705)	<u>\$ 1,433,653</u>
Adjustments to GAAP Basis			
Depreciation		(48,460)	
Change in net Position, GAAP Basis		(1,243,165)	
Net Position, Beginning of Year		<u>10,747,637</u>	
Net Position, End of Year		<u>\$ 9,504,472</u>	



Board of Directors
Jefferson County Emergency Communications Authority
Lakewood, Colorado

We have audited the financial statements of the Jefferson County Emergency Communications Authority (the Authority) as of and for the year ended December 31, 2023, and have issued our report thereon dated July 30, 2024. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As communicated in our engagement letter dated November 10, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or the management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We applied certain limited procedures to the required supplementary information (RSI). However, we did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Office Locations:

Colorado Springs, CO
Denver, CO
Frisco, CO
Tulsa, OK

Denver Office:

750 W. Hampden Avenue,
Suite 400
Englewood,
Colorado 80110
TEL: 303.796.1000
FAX: 303.796.1001
www.HinkleCPAs.com

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop significant estimates in determining that they are reasonable in relation to the financial statements as a whole.

Difficulties Encountered in Performing the Audit

We encountered no difficulties dealing with management during the audit process.

Corrected and Uncorrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected financial statement adjustments.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no financial statement adjustments.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during our audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in a letter dated July 30, 2024.



Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves the application of an accounting principle to the Authority’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to contact us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Conclusion

This report is intended solely for the information and use of the Board of Directors and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Hick & Company, PC

Englewood, Colorado
July 30, 2024



Subject: Confirmation of your Audit submission



osa.lg@coleg.gov <osa.lg@coleg.gov>
to Jennifer Ondracek

Wed, Jul 31, 5:04 PM (17 hr)




Office of the State Auditor
Local Government Audits Division

Hello Jennifer Ondracek,

We have received your Audit submission. The confirmation number for the submission is: 2024073147055.

The submission was submitted on behalf of Local Government Entity Jefferson County Emergency Communicatio
Authority.

[Click here to manage emails](#)

JCECA - 2024 Jul Expenditure Request Authorization 072324 0958					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2024-019		Multi	ECC distributions for Aug 2024	AOF	1,275,904.75
				Total	1,275,904.75
Expenditures Approved by Executive Director (signature):					

Lookout Alert Stats		
Date	Opt-In Recipients	+ / -
01/25/2024	178,141	
02/22/2024	181,519	3,378
03/28/2024	182,620	1,101
04/25/2024	183,320	700
05/23/2024	185,120	1,800
06/27/2024	187,481	2,361
07/25/2024	188,624	1,143
Date	All Loaded Public Data	+ / -
01/25/2024	437,673	
02/22/2024	466,194	28,521
03/28/2024	466,194	0
04/25/2024	466,194	0
05/23/2024	466,194	0
06/27/2024	466,194	0
07/25/2024	466,194	0



West Metro Fire Protection District

433 S. Allison Parkway
Lakewood, CO 80226

Bus: (303) 989-4307
Fax: (303) 989-6725
www.westmetrofire.org

July 23, 2024

Jeffrey Irvin, Executive Director
Jefferson County Emergency Communications Authority (JCECA)
433 S. Allison Pkwy, Lakewood, CO 80226

Mr. Irvin,

The purpose of this proposal is in response to the pending move of the primary Jefferson County Communications Authority (Jeffcom) dispatch center to 440 Indiana Street in 2025. West Metro Fire Protection District (WMFPD) is proposing that a lease for a “hot” backup dispatch center to remain at WMFPD headquarters at 433 S. Allison Street be executed with the Jefferson County Emergency Communication Authority (JCECA) to commence on January 1, 2025 for a period of 12 months with four auto renewable 12 month periods for a total of a five year lease. The square footage and lease rate per square foot can be found in the table below.

Area	Area Dimension	Total Sq/Ft	Price Per Sq/Ft	Annual Total	Monthly Total
Dispatch Floor (3rd floor)	130' x 34'	4420	\$29	\$ 128,180	\$ 10,681.67
Server Room (3rd floor dispatch server area)	21' x 20'	420	\$29	\$ 12,180	\$ 1,015.00
UPS Room (basement)	11' x 11'	121	\$29	\$ 3,509	\$ 292.42
		4961	\$29	\$ 143,869	\$ 11,989.08

This proposed lease would be considered a full service gross lease, meaning that WMFPD (landlord) would be responsible for all utilities and property maintenance, excluding the service, maintenance, repair, and replacement of the following equipment: Jeffcom dispatch consoles and related equipment, Jeffcom generator, Jeffcom UPS equipment, Jeffcom servers, and any other portable or fixed Jeffcom owned equipment.

In the event of a need for Jeffcom to stand up backup dispatch center operations or for regularly scheduled backup test, there will be reasonable accommodations made by WMFPD to allow Jeffcom personnel utilize the 3rd floor breakroom, classroom, and conference room space.

If this lease proposal is acceptable to JCECA, please notify me directly. WMFPD legal counsel will prepare lease documents that can be formally reviewed by your board and/or legal counsel. The board of directors would make the final approval of the lease agreement between WMFPD and JCECA.

Sincerely,

A handwritten signature in black ink, appearing to read 'J Metz', with a stylized flourish at the end.

Jeremy Metz, Deputy Chief of Administration

West Metro Fire Protection District

303-539-9512

jmetz@westmetrofire.org

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
AUGUST 22, 2024, AT 9 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - i. July 25, 2024, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. 2023 audit filed with OSA 07/31/24
 - iv. Status of 2025 budget process.
 - 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
7. Legal Counsel Report
 - a. Lobbyist activity report.
 - b. PUC matters in process or pending.
 - c. Status of call for nominations for special district board positions expiring 09/24.
8. New Business
9. Adjournment.

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