

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JANUARY 21, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                Director Lynn Johnson  
                             Director Nick Boukas  
                             Director Mark Krapf  
                             Director Tim McSherry  
                             Dennis Tharp, Attorney  
                             Debbie Quinn, Secretary

Absent:                 Director Mike Donner

Also Present:         Jeff Irvin, Executive Director  
                             Karyn Kretzel, West Metro  
                             Brian Goeman, Broomfield PD  
                             Larry Stodden, Wheat Ridge PD  
                             Dan Householder, JCSO  
                             Mark Gutke, JCSO  
                             Carla Milne, JCSO  
                             Jodi Maplass, Lakewood PD  
                             Scott Rose, Lakewood PD

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Donner absent, approved the Minutes of the December 17, 2009 with three minor corrections. The Board upon motion of Director Krapf, duly seconded by Director Boukas, and by majority vote with Director Donner absent, approved the Minutes of November 19, 2009.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Boukas, duly seconded by Director McSherry, and by majority vote with Director Donner absent, approved the Treasurer's Report. (see attached)

**ADVISORY COMMITTEE REPORT**

Jeff Irvin, Executive Director, gave the Advisory Committee report. The Committee met with Qwest and reviewed the report card. Jeff suggested that Qwest reduce the workbook to a spreadsheet to more accurately represent their performance. Overall

Qwest did a good job. They also talked with GeoComm on the jurisdiction problem. The notification committee met to start preparing an RFI for notification systems. Jeff asked if County purchasing would be willing to assisting setting up the RFI and Director McSherry indicated they would help.

### **EXPENDITURE REQUESTS**

Jeff suggested that the Advisory Committee eliminate the use of Ebbyfish and simplify requests on the Administrative portal thru the website. The Board agreed to the suggestion. He presented the training and small equipment expenditure requests in the amount of \$12,943.10. The Board upon motion of Director Krapf, duly seconded by Director McSherry, and by majority vote with Director Donner absent, approved the expenditure requests. Mark Gutke, JCSO, requested \$250,000 for funding of the new mobile communications dispatch vehicle and \$150,000 of JCSO's AOF fund to issue the P.O. and begin the process to order the vehicle. The County will be contributing toward the IT hardware. LDV is the vendor and the Sheriff's Office will be giving updates to the Board as they occur. Director Boukas asked the Advisory Committee to give a comprehensive report when they ask for AOF money. The Board upon motion of Director Boukas, duly seconded by Director McSherry, and by majority vote with Director Donner absent, approved the expenditure requests in the amount of \$584,162.

Dan Householder presented the JCSO request for \$33,000 for security upgrades for the Dispatch Communication unit. Jodi Malpass, Lakewood PD presented a request for \$51,162 for a Qwest maintenance contract. The Board requested that Dennis Tharp look over the contract before it is signed. They also asked that the Advisory Committee look at the scope of the contract for all of the PSAPs. Attorney Tharp said he would work with Boris and Jodi to meet the PSAPs needs.

### **NEW BUSINESS**

Jeff and Dennis went to the PUC rules hearing on January 12, 2010. The PUC Task Force will hire an expert, Daryl Branson and he will represent the PSAP's as the Resource Center Director, as Colorado moves to an internet based system. Wireless users are questioning the PUC authority and would like a non-regulated environment which could lead to a monopoly for 911 services. Jeff also suggested setting up a technical steering committee to help with the new technical information coming out. Dennis reported on the TracFone notice of withdrawal for the Lifeline product. He is concerned because they have not paid their tariff fees and may have to be taken to court to get the money they owe which could be a million dollars or more depending on how many years back to collect on. He also said the City of Lakewood's finance minister is concerned that the Board monies may need to be refunded through Tabor. Director Johnson asked Attorney Tharp to draft a letter to all the PSAPs addressing this concern. Jeff stated that the audit is scheduled for the 1<sup>st</sup> week of March. Director Boukas said that at the NCR meeting they posted a 5 year plan for training exercises for the dispatch units and suggested that the PSAPs check out the schedule. Jeff announced that the next meeting would take place at 8:00 a.m. and then the Board would adjourn and go down to the Buffalo Bill Room for a day long planning meeting.

The plan is to have Qwest attend and go over the business model. If you have any other agenda items for that day please let Jeff know.

**ADJOURNMENT**

The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Donner absent, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**FEBRUARY 18, 2010 AT 8:00 A.M.**

**1ST FLOOR – HEARING ROOM #2 (note Room change)**

**PLANNING RETREAT TO FOLLOW**

**BUFFALO BILL ROOM**

**LOWER LEVEL**

1. Call to Order
2. Approval of January 21, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**Jefferson County Emergency Communications Authority**

**Minutes**

**Planning Retreat**

**February 18, 2010 @ 9am**

**Attendance –**

AFPD	-	Chris Ambrosio
Arvada Police	-	Vicki Pickett
Broomfield PD	-	Brian Goeman, Monty Heffner
Evergreen Fire	-	Shane Palmer
Golden Police	-	Lisa Sorrentino
JCSO	-	Dan Householder, Mandy Stollsteimer
Lakewood Police	-	Scott Rose, Jodi Malpass, Kevin McCumber
West Metro Fire	-	Karyn Kretzel
Westminster PD	-	Karin Marquez, Russ Bowers
Wheat Ridge Police	-	Larry Stodden
Executive Director	-	Jeff Irvin
Board Counsel	-	Dennis Tharp
Board Members	-	Mike Donner, Nick Boukas, Tim McSherry, Lynn Johnson, Mark Krapf
Guests	-	Wes Horn- Qwest, Pauline, Qwest, Jim Hinsdale – Live Wire, Colleen Eyeman – Plant CML, Rick McLaury – Plant CML, Boris Nashansky – City of Lakewood IT.

Jeff started the meeting as this being our opportunity to be forward thinking and look at how NG will move forward.

**Broadband Technology presentation:** Jim Hinsdale – President LiveWire Networks.

As part of the BTOP (broadbandusa.gov) program which currently has \$2.35 billion for infrastructure (fiber optic transport to the middle areas), taking broadband out to critical City facilities with a focus on colleges. All grant funds will be awarded by September 2010 for both

rounds one and two. Live Wire is looking for public/private partnering showing plans that serve the public safety community, colleges, unserved and underserved areas. They are looking for cost matches in cash or in kind contributions. However cash matches will be the priority. They are planning on building 155 miles of new 48 strand backbone and this would be extended to 19 PSAP's. The map he had showed the areas that would be covered by this proposal, Evergreen was not on that map, FT Collins was as well as Longmont to Estes park. The cost analysis for coverage in this mapped area was roughly estimated to be \$30million, but they are still waiting for further cost estimates from Level III. For Jefferson County this map showed only 5 PSAP's with a total estimated construction cost at \$7.72 million. Live wire is also talking with the City of Lakewood, City of Arvada, Estes Park, CDOT, Silver Dollar Metro district and Red Rocks Community College about possible arrangements.

There are a lot of action items left for Live Wire to do but they need to submit an application by March 1<sup>st</sup> and have letters of intent by this deadline. Dennis asked them to clarify what exactly they are wanting from JCECA, the reply was that they were looking for funding commitments over the next three years.

There were several technical, conceptual questions posed to Live Wire, including:

- Can they use existing fiber that is already in place in these mapped areas
- How do they guarantee priority to 911 services
- Can they isolate the PSAP rings separate from the private companies
- Where does this fit into the State PUC conversations about building out an IP network for the state
- Who has ownership of the fiber
- Why would this Board fund pieces of this when the large portion of this map is outside of JeffCo
- Are they in discussions with other authorities

Live Wire is primarily looking for a letter of intent to participate in the project and commitment to funding this program.

Many concerns were raised as to why JCECA would pay for a larger portion than what its shared piece would be. There were no calculations based on the number of miles of fiber that would be within JeffCo vs. the number of miles outside of JeffCo.

The group asked questions on this project to Rick McClaury who gave some feedback regarding the challenges of the NextGen unknowns.

Mr. Hinsdale provided everyone with an executive summary of the concept. Dan Householder said there are way too many questions that can't be answered right now, there doesn't seem to be a comfort level in making a decision now.

Mr. McLaury added that Plant CML is testing with Intrado and Micro Data on NextGen connectivity. Both standards use IP voice traffic using G.711 or fallback to G.729, the difference is the 711 is similar to what we are using today with quality voice traffic and background information (sounds). 729 is compressed sound. It filters out some of the background noises. It takes ¼ of the bandwidth. If you use 90k bandwidth per trunk, you're looking at 990k of bandwidth, which is required for the higher quality for voice only. Then you need to add Ali, and text, video, photos etc. you would then need to break down the requirements even more. For the smaller PSAP's their proposal would be ok, but for the larger ones it's going to be pretty tight.

Karin M. thought that it sounded like JCECA needed to build a network from the ground up, need to know the requirements for our individual needs, then to connect to the neighboring agencies that we'll partner with then build a network based on that making sure you can easily add to that network.

Larry S. asked Rick if there is a benefit to having one system in the County or continue to have multiple. Rick stated that would depend on interoperability between the systems. For more information on ICE testing go to the NENA website which has a list of all players participating in this testing.

Director Krapf suggested having another committee of IT folks (technical committee) – there were several comments around involving IT departments but steered by the PSAPs with help from IT.

There were additional conversations about the benefits of hosted solutions through Positron/Intrado (Broomfield PD). Looking at what is already in place, Westminster could essentially host the backbone for the entire County as its Sentinel Patriot can hold up to 100 positions, by this fall that will be extended to 150 positions. We (JCECA) need to make those business decisions before we start building "statewide" networks. Many of our agencies have aging equipment and will need to start making these decisions very soon.

City of Lakewood networking project request:

Boris was asked to update the status regarding the RTD conduit on the west corridor. (Have Jeff send out his power point). How do we guarantee that Pub Safety has priority? Who would manage and maintain the system was discussed.

Boris is looking for funding today for this RTD fiber project. After the presentation it was determined that this would be a project that we're interested in with a few other questions regarding the managing and maintaining of this network.

The next steps would be to notify RTD that we're interested and someone would need to author an IGA in the next 6-8 weeks. Lakewood's City council is already engaged with this but if the Board is going to pay for it then the Board needs to author the IGA to show ownership by the Board. (Director Johnson).

In this plan we're being offered 96 strands of fiber. In the presentation this morning by (LiveWire), we were being presented with aerial fiber, which would increase the cost of the maintenance. The value for the dollar on this RTD project is more justifiable as long as ownership and bandwidth are guaranteed. When asked what fiber maintenance in the ground would be Boris added that he spoke with traffic engineering and would be about \$50k/year with the dangers being a line cut as part of construction. This danger was thought to be minimal as the fiber would be within RTD right-of-way.

It was asked if this meeting was posted as a public meeting. Jeff Irvin advised that it was. Therefore the board was able to make a motion and approved up to \$850,000 for moving forward with an IGA on this project.

Boris added that this should be done by March 2011.

After a break the group reconvened at 12:50 p.m.

Jeff and Boris were talking about having a technical steering committee to help in the process of a 5 year technical plan. Karin spoke up asking isn't this the responsibility of the Advisory Committee and they're doing this already, using the expertise and knowledge of the City IT folks. She stated this should be the Advisory Committees responsibility anyway.

Next Gen Presentation: Wes Horn

Wes feels that Next Gen needs to move forward as a statewide project and that we should be cautious with trying to silo ourselves. On this topic Rick with Plant CML was asked for his opinion:

Rick – The IP network can carry several different kinds of traffic. The network is the backbone that will carry the traffic. The question mark is the protocol I3 or RFAI. We need to be looking at it on a larger scale, the backbone is not the determining factor here, we would need to determine the path that fits our needs.

Dennis – heard the FCC is supposed to come out with a recommendation on broadband uniformity.

Rick – The FCC could be very vague, it will be up to the area/PSAP's to determine where they want to go.

Dennis – Does I3 communicate with RFAI?

Rick – there will still have to be a “gatekeeper” to exchange that data between the two protocols. Intrado has their vision on Next Gen, NENA has theirs with multiple vendors.

It was very obvious that we need to move to IP networks. Washington State, MN, UT and AZ are deploying NextGen as well as a lot of work in FL is moving forward towards Next Gen.

INSERT WES’ POWER POINT HERE \* (Need a copy from Jeff or Wes)

Tarrif issues: NextGen will likely be de-regulated. The question is, does the PUC have the authority to define what those rules are.

Roundtable:

Nick – Speaking as one board member, he takes very seriously what the committee is saying. The best thing that may serve our interest now is at the next meeting we get together with white paper of the hot topics and when those things need to happen; that will help determine if we need a consultant, or what help from the IT departments is needed.

Vicki – shared the letter that was presented during budget time. We can bring that idea and concept back.

Jeff – The questions came up as to what Qwest would provide in the maintenance contract. Do we need to move to a maintenance contract and what do we get doing this.

Wes – On the more sophisticated systems it is recommended that there be maintenance contracts. Lakewood PD had issues that Qwest will maintain the software for their system but since Qwest does not sell servers they don’t maintain servers. Value – on a maintenance contract, two identical service calls they go to the maintenance person first.

Karin – explained the benefit of having that service contract and Westminster’s experience of having the tech on site, opening and closing issues quickly while doing on site preventative maintenance.

Vicki – With basic systems there is not really a need for a maintenance contract but for the more complex systems it would be nice to have a maintenance contract.

Colleen – this gives the dispatcher a chance to handle their workload and allow for managed services or someone to troubleshoot and often times fix issues quickly.

We began the discussion over Brian’s (Broomfield) expenditure of funds

Director Krapf has mechanisms in place that if they (WMFPD) get something funded by the board they can put their agency monies in a Capital Improvement fund. Broomfield seems to be different in that any reimbursement other than training goes to the general fund.



Nick – there will always be situations where the board has to look at things on a case by case basis.

Lynn – there is a danger in budgeting for the City to rely on funds coming from what are basically grants.

Jeff – back in November Broomfield came forward and made requests for their furniture replacement. 288k for numerous items, consoles, flooring, phone relocation. Maybe the board can help them in their approach and provide them with advice for the next time they want to come forward with this sort of request.

Karin – brought up that the perception is that other city departments have requested use of 911 monies.

Lisa – She is told by her department what the monies are going to be used for, their (Comm Center) voice is not as loud as it used to be. She has a console that is broken and the City cannot put this in their “two” year budget.

A lot of the conversations continued on Broomfield’s furniture request.

Bottom line, Broomfield was not denied their request, they were just told to take it out of AOF. Broomfield does not need the MDC’s from program funding and asked if they could ask the Board to use the MDC monies towards their furniture request.

Dan – we were going to discuss at one point, what formula would be used for AOF... it was done in the budget and Jeff can show how that was broken up.

Mandy – Nothing to add

Nick - Nothing to add

Mike - Nothing to add

Monty - Nothing to add

Pauline - Nothing to add

Lynn – If Broomfield wants to come to the board and ask to use MDC funding on their furniture the Board would absolutely listen to that presentation.

Chris - Nothing to add

Dennis – Nothing to add

Tim – Nothing to add

Vicki – Nothing to add

Mark – as far as MDC's, saw some juggling of years that agencies needed MDC's, he would like to see accountability for what the agency had and when they were originally purchased.

Colleen – misses these meetings

Jodi – Nothing to add

Scott - Nothing to add

The meeting was adjourned at 1545.

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**FEBRUARY 18, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Lynn Johnson  
                                 Director Mike Donner  
                                 Director Tim McSherry  
                                 Director Mark Krapf  
                                 Director Nick Boukas  
                                 Dennis Tharp, Attorney  
                                 Joyce Woodley, Secretary

Also Present:            Jeff Irvin, Executive Director  
                                 Brian Goeman, Broomfield PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Dan Householder, JCSO  
                                 Jodi Malpass, Lakewood PD  
                                 Scott Rose, Lakewood PD  
                                 Kevin McCumber, Lakewood PD  
                                 Karin Marquez, Westminster PD  
                                 Monty Heffner, Broomfield PD  
                                 Shane Palmer, Evergreen Fire  
                                 Vicki Pickett, Arvada PD  
                                 Lisa Sorrentino, Golden PD  
                                 Chris Ambrosio, Arvada Fire  
                                 Mandy Stollsteimer, JCSO  
                                 Rick McLaury, Plant CML  
                                 Colleen Eyman, Plant CML

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director McSherry, and by unanimous vote, approved the Minutes of the January 21, 2010 meeting.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Donner, duly seconded by Director McSherry and by unanimous vote, approved the Treasurer's Report. (see attached)

### **ADVISORY COMMITTEE REPORT**

Vickie Pickett, Arvada PD presented the Advisory Committee Report. They had a conference call with Greg Murdock of GeoComm. He said that Rich Snelling is still working with them on the fire jurisdiction issues. Natalie Riggins from the State Health Department made a presentation on EM Systems which is the website application that contains information from the local hospitals on the number of beds and any kind of divert status, etc. Westminster is coordinating with her to set up a couple of training classes for the PSAP's. They spent quite a bit of time talking about a proposal from Brian Goeman, Broomfield PD on a spending priorities worksheet which Brian will be discussing later. Vickie asked if anyone is planning to go to the "911 Goes to Washington" conference on March 14<sup>th</sup> through the 17<sup>th</sup>. She attended last year and thought it was a valuable experience and suggested that Jeff Irvin attend this year. She mentioned numerous discussions they had at last year's conference regarding things that are currently happening nationwide which included a panel discussion with cell phone companies and vendors about the issues of how to collect fees. There was half a day of classroom discussion on 911 issues in the state and nation first, followed by a discussion with their local representatives and senators about what they felt was important. Vickie felt that it had more impact because they were speaking from experience. She also feels that it is important to have some visibility there because JCECA is such a big authority board in the state. Following a general discussion and encouragement from the Authority Board, Jeff agreed to attend the conference.

Wes Horn and Pauline Salazar with Qwest were also at their meeting and there was some discussion regarding the progress on the network that they are trying to work on with Arvada Fire, Arvada PD and Westminster PD. They also talked about target notification and the wireless program. One of the questions that came up was whether they should be purging this information every so often and making sure the information is still current and how that would be done. One of the suggestions was doing a launch just to the customers regarding updating their information and making sure that it is current. They are looking at about 7,000 numbers so there would be a cost involved, which would be offset by the value in updated information.

Karen Marquez suggested that the Board also send Kevin McCumber, Lakewood PD to the conference. Kevin previously worked in Washington DC and with a little background information from the PUC Task Force should be an excellent representative for the county. Following a general discussion, Director Donner made a motion, duly seconded by Director Boukas, and by unanimous vote, approved sending both Jeff and Kevin to the conference. The expenditure of the funds will be approved at the next meeting because the trip takes place prior to that meeting.

### **EXPENDITURE REQUESTS**

Jeff presented the expenditure requests under \$10,000.00. Following a general discussion, the Board upon motion of Director McSherry, duly seconded by Director Krapf and by unanimous vote, approved the expenditure requests under \$10,000.00 in the amount of \$63,757.77.

He also presented the expenditure requests over \$10,000.00. Following a general discussion, the Board upon motion of Director Krapf, duly seconded by Director Donner and by unanimous vote, approved the expenditure requests over \$10,000.00 in the amount of \$149,175.00..

Director Johnson asked that the March meeting be rescheduled to March 25, 2010 so that everyone could be there and to get a report on how the Washington conference turned out.

### **ADJOURNMENT**

With no further business to come before the Board, the meeting was adjourned.

## **NOTICE OF MEETING**

### **FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**March 25, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #2**

1. Call to Order
2. Approval of February 18, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
  - a. Interoperable Network Request
  - b. Communications Center Reconfiguration Request
  - c. South Regional Back-up Center 2010 Request
6. Executive Director Report
7. New Business
  - a. LiveWireNet support letter
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**MARCH 25, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                Director Lynn Johnson  
                             Director Nick Boukas  
                             Director Mike Donner  
                             Dennis Tharp, Attorney  
                             Debbie Quinn, Secretary

Absent:                 Director Mark Krapf  
                             Director Tim McSherry

Also Present:         Jeff Irvin, Executive Director  
                             Vicki Pickett, Arvada PD  
                             Karyn Kretzel, West Metro  
                             Brian Goeman, Broomfield PD  
                             Monte Heffner, Broomfield PD  
                             Larry Stodden, Wheat Ridge PD  
                             Carla Milne, JCSO  
                             Jodi Malpass, Lakewood PD  
                             Scott Rose, Lakewood PD  
                             Kevin McCumber, Lakewood PD  
                             Chris Ambrosio, Arvada Fire/Rescue  
                             Karin Marquez, Westminster PD  
                             Colleen Eyman, Plant CML  
                             Rich Snelling, Mi Tech Consulting  
                             Wes Horn, Qwest  
                             Pat Purdy, West Metro Fire/Rescue

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Krapf and McSherry absent, approved the Minutes of February 18, 2010 with a correction to Mark Krapf's name on page 3.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Krapf and McSherry absent, approved the Treasurer's Report. (see attached)

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada Police, gave the Advisory Committee report. They had the GeoComm conference call and had presentations for Yotta MVS regarding GIS data, the Interoperable Network Request, Broomfield's Comm Center request and a status report by Pat Purdy on the South Regional Back-up center.

### **EXPENDITURE REQUESTS**

Jeff presented the training and small equipment expenditure requests in the amount of \$45,188.74. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Krapf and McSherry absent, approved the expenditure requests under \$10,000.

Jeff presented some requests: Arvada Fire, a fourth Comm. position out of AOF for \$12,586

Evergreen Fire replacement sequel server out of AOF for \$10,750

Jefferson County SO request for replacement MDC's Program funding for \$136,800

Jefferson County CAD maintenance \$46,863

Jefferson County capital acquisition fund for upgrades & replacement equipment for the digital trunk radio equipment. The County was able to come up with their share and the Sheriff's Office is requesting \$498,393 to buy microwave infrastructure equipment.

West Metro Fire 2010 CAD maintenance \$89,435.69

West Metro Fire CAD licenses maintenance reconfiguration at the Regional Backup Center for \$37,000 out of AOF.

Brian Goeman, Broomfield PD, presented a request for a Communication Reconfiguration and Backup Center in an amount not to exceed \$262,660.00. The Board had a long discussion and decided to table the matter until next month. They suggested that Broomfield use their AOF funds for this project and come up with some hard numbers for the project. The Board was willing to fund the AVL replacements from the MDC fund because some of the money has been refunded by GeoComm and Broomfield is not going to use their MDC funds for computers in 2010.

Karin Marquez, Rick Snelling, Chris Ambrosio and Vicki Pickett presented a request for funding for the interoperable network for Westminster, Arvada Fire and Police. The three agencies will share information but not a building as a virtual backup center. Qwest will provide the hardware and maintain both the network and the hardware. They will implement this plan in 3 phases with a bonus phase thrown in and have room to grow for other agencies. The cost is not to exceed \$240,000 for the entire request.

Pat Purdy gave a report on the current status of the Regional Backup Center with a request for \$316,166 of the 2010 budgeted money to finish Phase One of the infrastructure. He invited everyone to come and visit the facility. Jodi Malpass stated that she felt the stakeholders were left out of the planning meetings and that the users

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should be involved before going any further in the project. The Board agreed and suggested that they get all parties together with their IT departments and continue any requests until the next meeting so that all the agencies involved could come together.

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Directors' Krapf and McSherry absent, approved the expenditure requests in the amount of \$1,035,614.55.

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

Jeff reported on the RTD fiber project. The application deadline for the BTOP grant was extended to March 26, 2010. Jeff will send out the Live Wire support letter with the Board's approval. Jeff will report on NENA goes to Washington at the next meeting. The audit fieldwork was completed and will be filed early.

Attorney Tharp gave an update to SB120, prepaid wireless. It has passed the Senate and will move to the house. He also reported that SB 135 is essentially dead.

Director Boukas suggested that the PSAPs' start the budget process early and use firm numbers. The Board stated that the budget should be a true reflection of needs for the current year while keeping in mind the 5 year projections for each PSAP.

### **ADJOURNMENT**

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Krapf and McSherry absent, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**APRIL 22, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of March 25, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
  - a. Broomfield Comm Center Reconfiguration Request
  - b. Regional Backup Center
6. Executive Director Report
  - a. RTD Fiber Project
7. New Business
  - a. NENA goes to Washington report
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**APRIL 22, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Lynn Johnson  
                                 Director Nick Boukas  
                                 Director Mike Donner  
                                 Director Mark Krapf  
                                 Director Tim McSherry  
                                 Dennis Tharp, Attorney  
                                 Joyce Woodley, Secretary

Also Present:            Jeff Irvin, Executive Director  
                                 Vicki Pickett, Arvada PD  
                                 Karyn Kretzel, West Metro  
                                 Brian Goeman, Broomfield PD  
                                 Carla Milne, JCSO  
                                 Scott Rose, Lakewood PD  
                                 Kevin McCumber, Lakewood PD  
                                 Wes Horn, Qwest  
                                 Pat Purdy, West Metro Fire/Rescue  
                                 Dale Massey, Massey Consulting Services, LLC.  
                                 Dan Householder, JCSO

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director McSherry, and by unanimous vote, approved the Minutes of March 25, 2010

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director McSherry, duly seconded by Director Boukas and by unanimous vote, approved the Treasurer's Report. (see attached)

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD gave the Advisory Committee report. The Committee had a special meeting regarding the RTD Fiber Project on 04/09/10. Brian Shepherd, ADCOM, gave a briefing regarding efforts in ADCOM to build a private interoperable network connecting their PSAPs.

Representatives of Qwest and Intrado made a presentation and discussed the feasibility of E911 traffic conveyance on a private interoperable network. It was asserted that at least at the present time, it would not be feasible to place E911 traffic on an interoperable private network. Representatives from several of the PSAPs along with their IT personnel were present and contributed greatly to the discussion.

The regular conference call with GeoComm was held during the meeting. There was a discussion regarding the receipt of E911 calls from VOIP provider OOMA. Rich Snelling purchased an OOMA handset and conducted testing. Gregg Murdoch will be attending the next Advisory Committee meeting to deliver their quarterly report.

The Committee conducted a conference call with Pictometry. The Committee was advised that Pictometry had five planes in the Denver area to complete project flyovers. There was a discussion regarding early leafing-out of trees and snow cover. The President of the company was on the call and said that if they fly now and there are issues with product quality due to leaf cover or snow cover, Pictometry will go back and re-fly areas in the fall at no cost

There was a long follow up conversation on the RTD Fiber Project. They had anticipated that they were going to make a decision or have some sort of a recommendation for the Board today and clearly there is not enough information. Following a general discussion, Director Johnson made a recommendation that the Advisory Committee move forward in doing the background and the work to put together an RFP or an RFQ.

### **EXPENDITURE REQUESTS**

Jeff presented the training and small equipment expenditure requests in the amount of \$19,297.54. The Board upon motion of Director Donner, duly seconded by Director Krapf and by unanimous vote, approved the expenditure requests under \$10,000.

He also presented a request over \$10,000.00 for WestMetro Fire for a Regional Backup Center in the amount of \$316,166.00. The Board upon motion of Director McSherry, duly seconded by Director Boukas and by unanimous vote approved the expenditure request.

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

Jeff reported that he has upgraded the QuickBooks accounting system so now as he pays invoices and pays bills, he actually scans and stores them on-line in a cloud server. This means that for everything 2010 forward, he can pull up any document, any invoice, anything that has been paid and have that documentation here at any time.

### **NEW BUSINESS**

Director Krapf brought up the expectations on the budget and some of the flexibility the Board had at the end of the year about allowing things to roll into the next year and how they account for those things. He would like to look at it more formally in that in order for items to be posted say in 2010, they need to be received in 2010. Or if there are special projects that need allocation, whatever is left needs to be reformed and in the next year as a new line item versus just keeping everything open and trying to keep posting back. It's a more commonly practiced and probably a better business practice type of thing. For single item capital project type budgeting, it's really not a problem of rolling those off to the next year, but where it will really come into play, are the expenditures in the AOF. He doesn't believe it is right that if somebody doesn't use it and then just comes up with something that they can roll it over to the next year. Director Johnson mentioned that at the next Board meeting he would like to see a budget time-line, a look at what the expectations are in terms of building this budget and when it is going to be ready. The Board stressed the importance of the PSAP's not creating their budget or plan their budget around what they believe or expect that the 911 authority is going to pick up in terms of expenditures for their agency. Jeff suggested that they have a special meeting to review the program funding process. Their goal initially was to try to level these expenditures to where they could project five years and set the ATC to support and while they still cannot bank on it because they are only allocating a one year budget, at least it gives them a little more security in knowing that the Board will try to fund those level items into the future. The other issue for the agency is how they can figure out how to recover those monies back into their four walls within the agency.

Dennis Tharp mentioned that NexGen is creating quite a bit of interest. Nena has volunteered to put a group together to work on ensuring that Colorado's Regulatory Affairs are in order for NexGen and so Nena will be sponsoring workshops every other week with members of the various wireless VOIP wireline cable communities, Nena themselves, PUC members and have asked him to attend. So there will be phone meetings every other week to ensure that both the statutory and the PUC rules are conducive to the NexGen operations that are coming forward.

### **ADJOURNMENT**

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

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**May 20, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of April 22, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**MAY 20, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                Director Lynn Johnson  
                             Director Mark Krapf  
                             Director Tim McSherry  
                             Director Mike Donner  
                             Dennis Tharp, Attorney  
                             Debbie Quinn, Secretary

Absent:                 Director Nick Boukas

Also Present:         Jeff Irvin, Executive Director  
                             Vicki Pickett, Arvada PD  
                             Karyn Kretzel, West Metro  
                             Barb Griebel, Broomfield PD  
                             Mike Clement, Broomfield PD  
                             Monte Heffner, Broomfield PD  
                             Larry Stodden, Wheat Ridge PD  
                             Jodi Malpass, Lakewood PD  
                             Kevin McCumber, Lakewood PD  
                             Shawn Cullingford, Lakewood PD  
                             Chris Ambrosio, Arvada Fire/Rescue  
                             Karin Marquez, Westminster PD  
                             Rich Snelling, Mi Tech Consulting  
                             Wes Horn, Qwest  
                             Pauline Salazar, Qwest  
                             Pat Purdy, West Metro Fire/Rescue  
                             Dan Householder, Jefferson County Sheriff's Office  
                             Lisa Sorrentino, Golden PD  
                             Boris Naschansky, City of Lakewood  
                             Dale Massey, Massey Consulting Services LLC

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director McSherry, duly seconded by Director Donner, and by majority vote with Director Boukas absent, approved the Minutes of April 22, 2010.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director

McSherry, duly seconded by Director Donner, and by majority vote with Director Boukas absent, approved the Treasurer's Report. (see attached)

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts less than 10,000. The total of these requests were \$31,111.22. ( see attached executed summary). The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Boukas absent, approved the expenditure requests under \$10,000.

Jeff presented the agency expenditure requests for amounts of \$10,000 and greater, (see attached executed summary). The Board upon motion of Director McSherry, duly seconded by Director Donner, and by majority vote with Director Boukas absent, approved the expenditure requests in the amount of \$273,851,95.

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada Police, gave the Advisory Committee report. They had an update from Pictometry which will be rolled out in 2 phases because of problems getting pictures of some areas. The first phase will come out in 2 weeks. They had the GeoComm conference call with very few errors this month. GeoComm will give a presentation at the next advisory committee meeting in June with a road map for the future. The Committee discussed NICE pricing and whether they should do concurrent licensing for Lakewood, West Metro Fire, Arvada Police and Westminster.

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

Jeff reported on the RTD fiber project RFP. He stated that a third party consultant was going to be hired to help with the proposal. A technical subcommittee would also need to be established to help the consultant to answer questions and come up with a road map for the project. He said the audit draft was moving forward and would be submitted next month. Jeff went over the budget time line and Director Donner thanked him for the hard work he had done on setting up the time line.

Director Donner left.

Jeff has been doing an audit of the utilization by agencies of the GeoLynx and MobiLynx licenses to see how this compares with the amount we are paying for the licenses and whether or not we need to consider individual user licensing for MobiLynx rather than the current enterprise license.

Attorney Tharp said the IGA for the Regional Backup center was approved by West Metro. The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Directors' Boukas and Donner absent, approved the IGA.



### **NEW BUSINESS**

Director Krapf distributed his draft of Best Business Practices and went through it. Director Johnson asked the Advisory Committee to go over the document and said that the budget is a dynamic document that needs to be refined every budget cycle. The Board will discuss and approve them at the next meeting.

### **ADJOURNMENT**

The Board upon motion of Director McSherry, duly seconded by Director Krapf, and by majority vote with Directors' Boukas and Donner absent, adjourned the meeting.

### **NOTICE OF MEETING**

#### **FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JUNE 17, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of May 20, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JUNE 17, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                Director Lynn Johnson  
                             Director Mark Krapf  
                             Director Mike Donner  
                             Director Nick Boukas  
                             DennisTharp, Attorney  
                             Joyce Woodley, Secretary

Absent:                 Director Tim McSherry

Also Present:         Jeff Irvin, Executive Director  
                             Vicki Pickett, Arvada PD  
                             Karen Marquez, Broomfield PD  
                             Barb Griebel, Broomfield PD  
                             Monte Heffner, Broomfield PD  
                             Larry Stodden, Wheat Ridge PD  
                             Kevin McCumber, Lakewood PD  
                             Shawn Cullingford, Lakewood PD  
                             Rich Snelling, Mi Tech Consulting  
                             Pauline Salazar, Qwest  
                             Lisa Sorrentino, Golden PD  
                             Brian Goeman, Broomfield PD  
                             Garry DeJong, Evergreen Fire  
                             Carla Mile, Jeffco Sheriff

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Krapf, duly seconded by Director Donner, and by majority vote with Director McSherry absent, approved the Minutes of May 20, 2010.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Boukas, duly seconded by Director Donner and by majority vote with Director McSherry absent, approved the Treasurer's Report. (see attached)

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, gave the Advisory Committee report. GeoComm gave their presentation and talked about NexGen focusing on the importance of GIS data. Michelle Shepherd with Intrado spoke about the first responder and the target notification software programs. Right now they have both programs, one for staff and one for citizens. She gave a basic overview of the differences between the two systems and their functionality. They got some feedback from the agencies that use the first responder software in order to see how it's going to work with the new system. The Committee will set up a training class for Tuesday of next week in Westminster to get a more detailed explanation of how it will work. This will enable the Committee to give them an educated answer as to whether or not they need to continue to keep using first responder or if they can just go to target notification which will save them about \$29,000 per year.

She also spoke about the Advisory Committee By-laws which were created back in the 1980's and revised in 1996. When Kimberly Culp was the chairperson, she made some proposed changes including changing the name from the Technical Committee to the Advisory Committee, but it was never finalized. The Advisory Committee will review the changes and send a draft to the Board.

Dennis Tharp explained the contract with Intrado. Following a general discussion, the Board upon motion of Director Boukas, duly seconded by Director Donner and by majority vote with Director McSherry absent, approved giving direction to Jeff and the Advisory Committee and upon their agreements and if there are no necessary changes from Counsel, they move forward to amend the contract with Intrado.

### **EXPENDITURE REQUESTS**

Jeff presented the expenditure requests for items under \$10,000. (see attached executed summary). The Board upon motion of Director Boukas, duly seconded by Director Krapf and by majority vote, with Director McSherry absent, approved the requests in the amount of \$27,204.40.

Jeff presented the expenditure requests for amounts of \$10,000 and greater, (see attached executed summary). The Board upon motion of Director Boukas, duly seconded by Director Krapf and by majority vote with Director McSherry absent, approved the expenditure requests in the amount of \$334,479.80.

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

Jeff mentioned the request for an RFP for a consultant with regard to the decision making regarding the RTD fiber project. The RFP was sent out June 1<sup>st</sup> to about six different consultants. They had three responses, with two missing the deadline which was June 15<sup>th</sup> and have moved forward with their original consultant. Dennis drafted an independent contractor agreement which was sent to the consultant, MinnTex, Inc.

The signed agreement was returned and the Board was asked to execute the agreement in order to engage with the consultant. Following a general discussion, the Board upon motion of Director Krapf, duly seconded by Director Boukas and by majority vote, with Director McSherry absent, approved the MinnTex, Inc. proposal for consulting work for the RTD Fiber Project not to exceed \$31,800. The Board upon motion of Director Boukas, duly seconded by Director Donner and by majority vote with Director McSherry absent, approved a resolution authorizing expenditure of funds in support of the Adcom BTOP grant application to connect the Adams County Communication Center with Jefferson County Public Safety Answering Points and the Coplink database in the amount of \$255,000.

### **NEW BUSINESS**

Director Krapf discussed the Best Business Practices document presented, which was discussed at last month's Authority Board meeting. He and Jeff had a discussion regarding this and informed the Board that there are some significant changes from last month. Following a general discussion, Director Johnson suggested that they have the discussion at the next meeting in order to give everyone a chance to review the documents including the Advisory Committee.

Director Boukas informed the Board that he is no longer with Evergreen Fire.

Kevin McCumber, Lakewood PD gave a presentation on 911 Goes to Washington. He thanked the Board for allowing him to go and said it was the best conference he has ever attended. Colorado was the second best represented state with nine representatives. It was a great opportunity for them to meet with all their Congressmen and Senators and was a great experience. HR4829 was introduced the week before they arrived. It is the reauthorization of the 2004 911 Act. Something new is that it authorizes \$250 million in grants and one of the highlights of that is that it makes you ineligible for the grants if any of the 911 monies were used for anything other than 911. It authorizes a National 911 office and it also defines NexGen for the very first time. There will be a GAO study of state and local use of the funds and within 60 days if this bill passes, they will go state by state and do an audit of all the funds that were collected and what they were expended on to make sure that everything is in compliance with the goals of the tariff. Overall he felt that it was a very worthwhile and beneficial conference.

### **ADJOURNMENT**

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director McSherry absent, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JULY 15, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of June 17, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business  
Best Business Practices
8. Adjournment

**MINUTES OF THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JULY 15, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                 Director Lynn Johnson  
                              Director Mark Krapf  
                              Director Tim McSherry  
                              Director Nick Boukas  
                              Dennis Tharp, Attorney  
                              Debbie Quinn, Secretary

Absent:                 Director Mike Donner

Also Present:         Jeff Irvin, Executive Director  
                              Vicki Pickett, Arvada PD  
                              Karyn Kretzel, West Metro Fire Rescue  
                              Brian Goeman, Broomfield PD  
                              Kevin McCumber, Lakewood PD  
                              Shawn Cullingford, Lakewood PD  
                              John Gerrard-Cough, Independence Institute

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director Krapf, and by majority vote with Director Donner absent, approved the Minutes of June 17, 2010.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Donner absent, approved the Treasurer's Report. (see attached)

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada Police, gave the Advisory Committee report. SchoolSafe gave a presentation to the Committee for radio inter-operability products for schools. GeoComm gave their quarterly report. John McDonald, Jeffco Schools brought a request for bi-directional amplifiers for the school system. The equipment is very specific to each school but will increase coverage for the schools. He will do more work on this project and bring it back to the committee. Dan Householder and Linda McKelvey from Qwest are working on the central office isolation issue. Dan is going to contact each PSAP for a Qwest 10 digit phone line number to ensure coverage when

calls are forwarded. Pictometry should be finished updating the Metro maps within the next 3 weeks. The Committee discussed the budget process and talked about working out a fair distribution of the AOF funds.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts less than 10,000. The total of these requests were \$9,657.00. ( see attached executed summary). Jeff presented the one expenditure request in the amount of 56,447.00 for West Metro Fire. (see attached executed summary). The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Donner absent, approved the expenditure requests in the amount of 66,104.00.

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

Jeff reported that he had attended the P-U-C 9-1-1 Task Force meeting on July 8<sup>th</sup>, 2010 via web conference. SB120 passed and will take effect on January 11, 2011 so some funds from prepaid wireless callers may be forthcoming. Jeff is meeting with the PSAPs later in the month to discuss the budget process. The LiveWire Net BTPO grant process is moving forward. Attorney Tharp will prepare a letter with more detail espousing the virtues of fiber optic connectivity. The ADCOM project is complementary and supportive to the RTD project and will dedicate some of the fiber strands to PSAPs which would offer connectivity for the Metro and North areas. The consultants Minn/Tex are seeing how these projects connect together. There will be some costs involved in establishing Right-Of-Ways for the project but the hope is that LiveWire will maintain the fiber strands. Darryl Branson is working with Jeff to have a 9-1-1 web conference summit. They are hoping to use the County Hearing Room to host the summit. Attorney Tharp suggested hiring Jaci Louise, 9-1-1 Solutions, Inc. to see if the records of landlines in existence in the database are active lines that are being paid for. Qwest has so many other entities listed by numbers but no ability to see if the lines are active. The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Donner absent, approved an amount not to exceed more than \$1,000.00 to have Jaci Louise do the research on the paying landlines.

### **NEW BUSINESS**

Director Krapf distributed his new draft of Best Business Practices and went through it with the Board. Director Johnson asked the Advisory Committee to review the document after the changes made today and then the Board could vote on them at the next meeting. Director McSherry requested that the Board give permission to display the JCECA logon on the new JCSO Mobile Command Vehicle for which JCECA has provided funding. The Board members present agreed this was permissible.

### **ADJOURNMENT**

The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Donner absent, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**AUGUST 19, 2010 AT 1:00 P.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of July 15, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
  - a. Budget – review progress of 2011 Budget draft
  - b. Best Practices Guidelines – continued discussion
8. Adjournment



**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**August 19, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                 Director Lynn Johnson  
                              Director Mark Krapf  
                              Director Tim McSherry  
                              Director Mike Donner  
                              Dennis Tharp, Attorney  
                              Joyce Woodley, Secretary

Absent:                 Director Nick Boukas

Also Present:         Jeff Irvin, Executive Director  
                              Vicki Pickett, Arvada PD  
                              Kevin McCumber, Lakewood PD  
                              Shawn Cullingford, Lakewood PD  
                              Jim Coleman, Lakewood PD  
                              Scott Rose, Lakewood PD  
                              Chris Ambrosio, Arvada Fire  
                              Rich Snelling, JCECA Consultant  
                              Shane Palmer, Evergreen Fire  
                              Barb Griebel, Broomfield PD  
                              Russell Gibson, Arvada PD  
                              Patrick Purdy, Westminster Fire  
                              Larry Stodden, Wheatridge PD  
                              Lisa Sorrentino, Golden PD  
                              Karin Marquez, Westminster PD  
                              Lara Mitchell, Westminster PD  
                              Dan Householder, JCSO  
                              Wendy Shrader, Lakewood IT

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

Since some of the Board members did not review the minutes, they will be approved at the September 16, 2010 meeting.

### **AUDIT PRESENTATION AND TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. (see attached) Director Krapf mentioned that he had a conversation with the Board's auditor, Wendy Swanhorst of Swanhorst & Company, LLC regarding expectations that expenditures need to be completed, delivered and paid by the end of the year.

Wendy Swanhorst presented the audit report. There were no significant difficulties while performing the audit. She recommended that in the future the detailed budget document be included as part of the minutes or as an attachment in order to provide a permanent record of what the Board approved. Jeff mentioned that at the time he requested pdf files for her, there was no attachment. Now when the clerks receive a budget document, it is scanned into their system and includes the attachment. Following a general discussion, the Board upon motion of Director Donner, duly seconded by Director McSherry and by majority vote, with Director Boukas absent, approved the Treasurer's Report. The Board upon motion of Director Donner, duly seconded by Director McSherry and by majority vote with Director Boukas absent, accepted the Audit Report.

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, gave the Advisory Committee report. Prior to the Advisory Committee Meeting on 08/17/10 MinnTex, LLC presented a detailed report of their findings with regard to the RTD Fiber Project. The Committee felt that it was a good presentation and are very encouraged by some of the feedback they are getting. Chief Brennan, Wheat Ridge PD was there to discuss the possibility of approaching the Board about funding a consultant study on regionalization of Jefferson County and possibly reducing the number of PSAP's. He will also make his presentation to the Board today.

There was a lengthy discussion about the budget and one of the things talked about was the AOF and the levels of AOF. Originally when they moved the AOF from being a standard amount per agency to the scaled version by FTE, they did that with the hopes of covering the bigger agencies and giving them more funding. The unfortunate part of that is the smaller agencies got considerably less funding. They are proposing putting a minimum of the AOF for all agencies so their amount is not so low and then dividing up the remainder by FTE percentages as was done before. Jeff said they discussed a re-distribution of the amount allocated for AOF such that it would establish a minimum allocation of \$100,000 for each PSAP. Representatives from Pictometry gave a status report on where they are on their project. All of the images have been captured and they are getting the rest of the images out to the agencies. They had a project last month for the three Intergraph sites,

Arvada PD, Westminster PD and Lakewood PD to get the interface done with the CAD System. It worked well at Westminster and Lakewood, but did not work at Arvada because of a computer bug and Intergraph will be working with Pictometry to get it going and will also be working with the remainder of the PSAP's to get them up and running. Training will be scheduled soon for the sites that already have this implemented.

### **EXPENDITURE REQUESTS**

Jeff presented the expenditure requests for amounts less than \$10,000. The total of these requests was \$45,376.93. (see attached executed summary). The Board upon motion of Director McSherry, duly seconded by Director Krapf and by majority vote with Director Boukas absent, approved the expenditure requests in the amount of \$45,376.93.

He also presented the expenditure requests over \$10,000.00. The total of these requests was \$569,432.54. (see attached executed summary). Following a general discussion, the Board upon motion of Director Krapf, duly seconded by Director McSherry and by majority vote with Director Boukas absent, approved the expenditure requests in the amount of \$569,432.54.

### **OLD BUSINESS- RTD FIBER PROJECT**

Tom Dillon and Mark Globuschultz from MinnTex Technology LLC presented their study called the Location Interconnection Feasibility Study. (see attached report). The study involves enhancing the connectivity between various PSAP's in addition to other locations along the West Corridor from the Auraria Campus to the Jefferson County Government Station. RTD will be constructing a light rail system along this route and have offered to place a 96-strand fiber optic cable, for JCECA during the construction process. This would allow JCECA to link from the main fiber backbone to several PSAP's, other public safety service providers and another high speed fiber optic link known as Denver Fiber Ring. Following the presentation, Jeff stated that the question before the Board now is whether the Board has sufficient information to decide whether or not to move forward with entering into the IGA with RTD. Dennis reiterated that the decision that needs to be made at least within the next couple of months is whether to proceed with the RTD Project. The details can be worked out at a later date after consultation with some of the IT Directors and individuals more directly involved with that to determine how it can be accomplished. Following a general discussion, it was the consensus of the Board to move forward with the project.

Dennis said that he would continue to work with Boris Naschansky from the City of Lakewood and will contact RTD to work on an IGA that will ensure that the fiber is working and they have the means to maintain and hook it up. He also stated that the purpose of the MinnTex Study is to make sure that they have the ability to use this RTD project in a cost effective and practical way. He thinks that the study has shown that it is feasible and cost-effective. It was the consensus of the Board to move forward with the project.

### **NEW BUSINESS**

Chief Brennan, Wheat Ridge PD came forward and asked the Board to champion a concept into the consolidation and/or regionalization of PSAP's in Jefferson County. In 2009 all of the Jefferson County Law Enforcement CEO's signed a letter of agreement committing to exploring regionalization efforts in a number of different areas including looking at regionalized teams, forensic crime labs, regional training, regionalizing communication centers and looking at opportunities pertaining to the purchase of technology. The reason they came to that agreement was to look for opportunities to reduce the cost of duplication and to become more effective as law enforcement service providers. In June of this year he met with Jefferson County law enforcement executives again and inquired as to their interests in pursuing this from a preliminary view, and everyone agreed that they are interested. There are also other PSAP's that provide fire related services and there is a need from a broader perspective to look at the consolidation of regionalization of PSAP's from the perspective of both services. He presented this to the Advisory Committee and overall there seemed to be an interest in at least looking at the potential of consolidation. He said that he has again reached out to all the law enforcement CEO's in Jefferson County and asked them to express their interest in this proposal. He feels that the Board should be the champion to take on this cause and feels that Jeff as Executive Director should reach out to CEO's in law enforcement, the fire side and the EMS side as well as Boards in cities or town managers to determine their level of interest. Once this has been done, Chief Brennan proposed conducting an RFP process to determine what the cost might be and have the Board decide if it is appropriate. The Board members agreed that this should be pursued. It was suggested that Jeff draft a letter from the Board as a way of reaching out officially to the other agencies to determine their level of interest. The Board agreed to task Jeff with contacting the CEO's to gauge the perception of the need of funding from JCECA for such a study.

### **ADJOURNMENT**

The Board upon motion of Director McSherry, duly seconded by Director Donner, and by majority vote with Director Boukas absent, adjourned the meeting.

### **NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**SEPTEMBER 16, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of July 15, 2010 and August 19, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
  - a. Budget – review progress of 2011 Budget draft
  - b. Best Practices Guidelines – continued discussion
8. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**SEPTEMBER 16, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Mark Krapf  
Director Mike Donner  
Director Tim McSherry  
Director Nick Boukas  
Dennis Tharp, Attorney  
Debbie Quinn, Secretary

Absent:

Director Lynn Johnson

Also Present:

Jeff Irvin, Executive Director  
Vicki Pickett, Arvada PD  
Karyn Kretzel, West Metro Fire Rescue  
Kevin McCumber, Lakewood PD  
Scott Rose, Lakewood PD  
Monty Heffner, Broomfield PD  
Larry Stodden, Wheat Ridge PD  
Jodi Malpass, Lakewood PD  
Boris Naschansky, Lakewood  
Chris Ambrosio, Arvada Fire/Rescue  
Karin Marquez, Westminster PD  
Rich Snelling, MiTec Consulting  
Shawn Cullingford, Lakewood PD  
Eileen McGinnity  
Richard Melick,  
Garry DeJong, Evergreen Fire/Rescue  
Sheri Merciez, Intrado  
Lisa Sorrentino, Golden PD  
Dan Householder, JCSO

Director McSherry called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Donner, duly seconded by Director Krapf, and by majority vote with Director Johnson absent, approved the Minutes of July 15 and August 19, 2010.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director  
Minutes of September 16, 2010

Boukas, duly seconded by Director Donner, and by majority vote with Director Johnson absent, approved the Treasurer's Report. (see attached)

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada Police, gave the Advisory Committee report. GeoComm advised that they had conducted a survey of the JCECA PSAPs to determine how to make their applications more user friendly and enhance utilization. The committee's primary concern conveyed to GeoComm was the issue of performance or the speed at which the GeoLynx application renders data. GeoComm suggested installing a server to host the Web based application locally with an estimated cost of \$8,000. GeoComm will conduct a Webinar to demonstrate the Web based GeoLynx 9-1-1 product, to which they plan to transition our PSAPs.

The Committee discussed the AOF budget proportions and decided to bring all the small agencies up to the \$100,000 level and then redistribute the rest of the money to the other agencies. The QMOE Project connecting Arvada Fire-Rescue, Arvada PD and Westminster PD is moving forward and Arvada Fire-Rescue phone solution install is taking place within the next week. They also had a discussion regarding the Everbridge Launch problems during the recent wildfire incident in Boulder County. It appears the problems may have been caused by opt-in data.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts less than 10,000. The total of these requests were \$24,641.27. ( see attached executed summary).

Jeff presented the other expenditure requests in the amount of \$183,512.16 for 5 agencies and the Callbox Project. (see attached executed summary). Rich Snelling presented the facts and figures for installing 5 emergency phones for the Deer Creek Canyon area. Rick Melick, representing Rocky Mountain Cycling Club and Bike Jeffco, spoke in support of the project. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Director Donner absent, approved the expenditure requests in the amount of \$183,512.16.

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

Jeff reported that he finished setting up the JCECA administrative website and was excited that it would be a great resource for the Board and Committee to use. He suggested that the Board have a special budget meeting and the Board agreed to meet on October 5, 2010 at 9:00 a.m. Dan Householder, JCSO, asked for clarification from the Board about a request for MCC 7500 console upgrades and dispatch console furniture upgrades. The Board asked him to present his request at the special budget meeting. The APCO conference is being held on October 6, 7 and 8<sup>th</sup>. Jeff mentioned that he had not sent the regionalization letter because he is still working on it. The Board agreed to discuss Best Business Practices at the special budget meeting. Boris Naschansky stated that Century Link was merging with Qwest and suggested that the feedback from the meeting being held Minutes of September 16, 2010

today be discussed at a future board meeting.

**ADJOURNMENT**

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director Johnson absent, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**OCTOBER 21, 2010 AT 1:00 P.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of August 16, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. Budget – review progress of 2011 Budget draft
8. New Business
9. Adjournment



**Authority Board Budget Workshop**

**October 5, 2010**

**Members in attendance –**

AFPD	-	
Arvada Police	-	Vicki Pickett
Broomfield PD	-	Monty Heffner, Cmdr. Griebel
Evergreen Fire	-	Shane Palmer
Golden Police	-	Lisa Sorrentino
JCSO	-	Dan Householder
Lakewood Police	-	Jodi Malpass, Scott Rose, Kevin McCumber
West Metro Fire	-	Karyn Kretzel
Westminster PD	-	Karin Marquez
Wheat Ridge Police	-	Wheat Ridge PD
Executive Director	-	Jeff Irvin
Guest(s)	-	Dennis Tharp - Attorney

**Authority Board Members in attendance –**

Director Boukas

Director McSherry

Director Donnor

Director Krapf

Call to order: The meeting was called to order at 0905

Jeff posted the proposed budget on the JCECA website, everyone was also given a copy of the workbook.

Line item discussion:

Administrative expense – Jeff would like to keep this at \$225,000 for 2011

AOF – Was left at 1.5 million shared between all agencies.

Capitol Acquisition fund: Three large projects are proposed in this line item, up for further discussion:

JeffCO MCC7500: \$600,000

RTD Fiber project: \$200,000 in 2011 and \$300,647 in 2012

PSAP Fiber project last mile: \$1.7 mil in 2013 if we did the full fiber build once the RTD project is completed.

Per Dennis, Adcom's fiber project was approved for the BTOP grand which included connectivity from the Auraria campus to JeffCo. We will need to spend the \$200,000 matching funds so the above RTD numbers will decrease to approximately \$100k in 2011 and again in 2012.

Regarding the last mile fiber project we have not heard more from livewire so it's unknown how much the last mile of fiber will be.

Discussion on JeffCo's radio project: Two years ago they were going to do their radio upgrade but because of funds it was postponed. Dan is willing to use AOF, County funds and would like the board to supplement the remainder. Golden had to use 2 years of their AOF for their upgrade to the MCC7500. There was much discussion regarding the board purchasing radios. Dan is not sure at this time if the County will supplement this request at all. Other funding mechanisms were suggested to Dan including funds from the UASI NCR group.

Director Donnor: Concerned that if the board funds this now, other agencies are going to come forward for the same type of request but there are concerns regarding the balance of funds in the next 5 years. This is what AOF is for.

Director Krapf: West/Wheat/Wood is looking for an IP upgrade through grant funding

MDC Replacement: Broomfield had their MDC replacement funds plugged back into the workbook, the MDC replacement program will end in 2014 at which time each agency will have received their one time funding.

Because of zero dollar accounting Jeff can't have a line item for carry over funds for ongoing projects. Since the final budget needs to be adopted by Dec 30<sup>th</sup>, any carry over requests would be needed by the November meeting in order to have the budget by December.

AOF Sharing: The board doesn't mind agencies sharing AOF funds but they don't want to have to make the decision on what is shared and how. The advisory committee has always been able to handle this well based on need and availability. Each agency will go through their AOF funds and advise how much they will have left and willing to share.

Next Generation: there were several discussions regarding broadband benefits and operations challenges. The board would still like to know what we feel is a need for a program funded item.

Karin stated that the wireless line charges for MDC connectivity is less of a “911” priority than having a portion or percentage of radio funded.

West Metro pushed their phone system purchase back until they have a better understanding of Next Gen. The advisory committee needs to put together a white paper document of the needs in the center, what are the priorities and how are we setting ourselves for NextGen. Wheatridge has been attending the presentations for Lakewood’s phone system.

The group went line by line in the budget to discuss the numbers, any changes and some philosophies regarding the priorities and items in these line items.

10 min break

Pictometry: Do we want to have Pictometry do more fly overs? No decision was made

Line charges: are down a bit this year. A T1 for Arvada/Westminster connectivity has been added in this line item. Jeff will get with Rich on the QMOE and see if we need to plug in numbers for that as well.

Logging maintenance: Maintenance would be due in 2014 if we choose to renew the County NICE maintenance. We have anticipated hardware upgrades for the three agencies in 2011. \$90k for a P25 upgrade. Westminster will look at replacing servers in 2012, Broomfield will add numbers but not for 2011.

MSAG maintenance. Jeff had to readjust numbers for 2011

Notification system: The RFP committee will meet next week to finalize the RFP.

Program funding: Cad maintenance is a “program fund” that has been added to AOF, looking at everyone’s averages JeffCO’s numbers were much higher than anyone else’s, Dan will check on the numbers to see if that includes RMS as well. – Dan called his IT, their Cad maintenance should be \$125k for the CAD portion, their initial budget figures included RMS and Jail.

Wireless data recurring: Evergreen does not have MDC’s so no numbers in the budget for them.

Recruiting: We went over this year in recruiting, this included CritiCall and the tests that Arvada purchased (these should last for quite some time).

Special projects: Coplink – JeffCo hasn’t heard from this group yet regarding a request. The advisory committee asked if the board is going to fund it again in 2011. Apparently the Coplink group received a grant to help the other small agencies come on board.

Training: Expenditures were down this year, it was hard to get people out of the comm. center this year. CIDT costs come out of the overall training funds, it does not have an individual line item. The total training line item will remain \$208k

Furniture Discussion: Jeff and Rich contacted agencies regarding their existing furniture, age of the consoles and anticipated replacement (if known). The cost to replace all consoles would be approximately \$1 mil. The board does not feel like this is something they want to do as a program fund at this time.

Director Donnor left at 11:30

Director McSherry brought up concerns regarding AOF allocations, some agencies funds doubled and others dropped 30%. The agencies that have more FTE's seems to be getting punished and there is a disparity in AOF in this proposed budget.

This topic was talked about and voted on in the last advisory committee meeting where it was proposed to have a minimum AOF of \$100k. Director Krapf added that no matter how many FTE's a center has there are still operating costs to run a center and AOF needs to be proportionate but fair.

At the last meeting we discussed that each agency agreed to share their unused AOF. We agreed to handle this on a case by case basis at the advisory committee level. The advisory committee spoke up and felt like we were pretty balanced. The discussion ended with agreement to cooperate and keep the baseline at 100k.

At the next advisory meeting there will be a discussion on what the reserve for Next Gen should be. What we need in reserve for data and we need to know what Qwest's status is in sending data via 911.

Karin and Vicki shared with the group outcomes of a meeting they had (Oct 4<sup>th</sup>) with Intergraph, PlantCML and NICE. The meeting was organized by Karin as part of the Plant strategic advisory council and a follow up meeting she had with Intergraph in Houston. The meeting was to bring vendors to the table and talk about enhanced workflow and integration in the systems. Vicki was invited as well as part of the Plant strategic advisory council. The meeting was an introduction to see if the vendors were interested in partnering and moving this topic forward. She and I will be putting some goals together with the advisory committee's help in the next few months this will assist us in the Next Gen white paper for the Board.

Best practices document: Director Krapf wanted to change some of the wording in this document, Jeff will send an updated document to the group for final review so the board can present it at the next meeting for adoption.

The final decision on furniture purchases (consoles) was to take it out of AOF but it will not be added as a program fund.

Jeff asked for feedback on the portal, so far the ones who have been on it had pretty positive feedback.

The meeting was adjourned at 12:10

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**OCTOBER 21, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Lynn Johnson  
Director Mike Donner  
Director Tim McSherry  
Director Nick Boukas  
Dennis Tharp, Attorney  
Joyce Woodley, Secretary

Absent:

Director Mark Krapf

Also Present:

Jeff Irvin, Executive Director  
Vicki Pickett, Arvada PD  
Kevin McCumber, Lakewood PD  
Monty Heffner, Broomfield PD  
Jodi Malpass, Lakewood PD  
Chris Ambrosio, Arvada Fire/Rescue  
Karin Marquez, Westminster PD  
Shawn Cullingford, Lakewood PD  
Barb Griebel, Broomfield PD  
Wade Sandstra, Intrado (Positron)

Director Johnson called the meeting to order

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director McSherry and by majority vote with Director Krapf absent, approved the Minutes of September 16, 2010.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director McSherry, duly seconded by Director Boukas, and by majority vote with Director Krapf absent, approved the Treasurer's Report. (see attached)

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD, gave the Advisory Committee report. They did not have a conference call with GeoComm this month, however, they will be on site at the next meeting for the quarterly report.

Minutes of October 21, 2010

They talked about the GeoComm maintenance contract for the MSAG and are all in agreement that they have been a great company to work with. Linda McKelvey, Qwest, facilitated a discussion of possible Central Office Isolation scenarios. The Committee reviewed their "make-busy chart" which explains how they forward their 911 calls so if there is a problem with a PSAP or if the calls overflow. They discussed the draft 2011 JCECA budget again and Jeff will speak regarding that discussion. Jeff distributed Pictometry Online (POL) logins to PSAP representatives so that they can evaluate the imagery quality to provide feedback to Pictometry. Vicki reported that everything went very well with the cutover at Arvada Fire/Rescue. There was also more discussion about their AOF and what funds are going to be left over for agencies that need them.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts less than \$10,000. The total of these requests was \$33,560.40 (see attached executed summary). Director Donner made a motion, duly seconded by Director Boukas and by majority vote, with Director Krapf absent, approved the expenditure requests in the amount of \$33,560.40..

Jeff also presented the expenditure requests over \$10,000 in the amount of \$222,059.04 (see attached executed summary) The Board upon motion of Director McSherry, duly seconded by Director Boukas and by majority vote, with Director Krapf absent, approved the expenditure requests in the amount of \$222,059.04.

### **EXECUTIVE DIRECTOR'S REPORT AND BUDGET REVIEW**

Jeff talked about their budget meeting on October 5th, and there was more discussion about it at the Advisory Committee meeting. He gave a detailed report of some of the ideas and discussion they have had regarding the 2010 budget. Dennis told the Board that the budget will be adopted at the December 16<sup>th</sup> meeting and will be available for review in Jeff's office. There can still be changes made and anyone can come in, make comments, edit, file written comments or show up on December 16<sup>th</sup> with any comments or objections. They will continue to work on the budget but this is the budget they will have available for review. The budget will be formally approved at the December 16<sup>th</sup> meeting.

### **ADJOURNMENT**

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Director Krapf absent, adjourned the meeting.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**NOVEMBER 18, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of October 21, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. New Business
8. Adjournment



**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**NOVEMBER 18, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                Director Mark Krapf  
                             Director Mike Donner  
                             Director Nick Boukas  
                             Dennis Tharp, Attorney  
                             Debbie Quinn, Secretary

Absent:                 Director Lynn Johnson  
                             Director Tim McSherry

Also Present:         Jeff Irvin, Executive Director  
                             Vicki Pickett, Arvada PD  
                             Karyn Kretzel, West Metro Fire Rescue  
                             Scott Rose, Lakewood PD  
                             Wendy Shrader, Lakewood IT  
                             Jodi Malpass, Lakewood PD  
                             Chris Ambrosio, Arvada Fire/Rescue  
                             Karin Marquez, Westminster PD  
                             Larry Stodden, Wheat Ridge PD  
                             Barb Griebel, Broomfield PD  
                             Mike Clement, Broomfield PD  
                             Monty Heffner, Broomfield PD  
                             Wes Horn, Qwest

Director Krapf called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Directors' Johnson and McSherry absent, approved the Minutes of October 21, 2010.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. Jeff clarified with the Board that on a case by case basis they entertain the idea of using the excess AOF monies for whichever agency needs it. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Johnson and McSherry absent, approved the Treasurer's Report. (see attached)

### **ADVISORY COMMITTEE REPORT**

Jodi Malpass, Lakewood Police, gave the Advisory Committee report. GeoComm presented the 3<sup>rd</sup> quarter report. They corrected 466 MSAG errors with 179 from the opt-in data base. Jane Bevans continues to work on the GIS data with additions and deletions in the wireless sectors and continues to do general maintenance with Verizon and Cricket routing sheets for several PSAPs. GeoComm will be on site in January to give the 4<sup>th</sup> quarter and yearly report. Larry Stodden gave an update on the RFP for the emergency notification system and it was posted on the website. Agencies are still working on getting Pictometry deployed. Westminster had a Pictometry training session earlier this month. The 911 summit will be held on November 19<sup>th</sup> and will be webcast.

### **EXPENDITURE REQUESTS**

Jeff presented the agency expenditure requests for amounts less than 10,000. The total of these requests were \$44,053.60.

Jeff then presented the expenditure requests over \$10,000 in the amount of \$308,377.24. The Board upon motion of Director Donner, duly seconded by Director Boukas, and by majority vote with Directors' Johnson and McSherry absent, approved the expenditure requests in the amount of \$352,430.84.

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

Jeff explained the GeoComm contract renewal in the amount of \$66,191.00. It is an 8% increase over last year but with the extra work on the MSAG the committee felt it was well worth the extra money. The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Johnson and McSherry absent, approved the GeoComm contract in the amount of \$66,191.00.

A TCS e-mail generated a conference call with GeoComm to clarify that all calls route to the primary PSAP. They also discussed Chris Ambrosio's problems with VOIP. TCS was responsive to both issues. The RFP for the Emergency Notification System is final. It's posted on the admin web site. Jeff set up a WebEx webcast. The prebid conference is going to be December 8<sup>th</sup> in the County Hearing Room at 10:00 for prospective bidders. The PUC 911 Task Force meeting is at 8:30 and the 911 summit begins at 10:00.

### **BUDGET DISCUSSION**

Jeff went over the Budget and explained a few changes. Broomfield wants to add an EOC backup communications center. They have a portable system now and would like to create a static capability with minimal moving of equipment in their Detention/Training Facility. Jeff brought up NextGen and possibly having some special planning meetings to discuss interoperability. Jeff will check with the PSAPs on the wireless data recovery charges to see if the figures are accurate. The Budget projection for 2011 looks good but in 2013 the Board may be going into reserves.

The Board thanked Jeff for his accurate work on the budget. They decided that they did not need another special budget meeting. Director Krapf asked that the Best Business Practices be looked at again and adopted at the next meeting. The Board also would like to do Jeff's review at the December meeting. Letters were sent out to IGA agency CEOs asking if they support funding of a regionalization study. A series of meetings will need to be set up. Jeff will continue working on this. The FCC issued a request for comments on expansion of the definition of VOIP providers. Attorney Tharp thought it would be a good idea to respond to this request.

### **ADJOURNMENT**

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by majority vote with Directors' Johnson and McSherry absent, adjourned the meeting.

### **NOTICE OF MEETING**

#### **FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**DECEMBER 16, 2010 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of November 18, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Executive Director Report
7. Discussion and Adoption of Best Business Practices
8. Discussion and Adoption of 2011 Budget
9. New Business
10. Executive Session - Executive Director Annual Review
11. Adjournment

**MINUTES OF THE  
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**DECEMBER 16, 2010**

The Jefferson County Emergency Communications Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:                    Director Lynn Johnson  
                                 Director Tim McSherry  
                                 Director Mark Krapf  
                                 Director Mike Donner  
                                 Director Nick Boukas  
                                 Dennis Tharp, Attorney  
                                 Joyce Woodley, Secretary

Also Present:            Jeff Irvin, Executive Director  
                                 Vicki Pickett, Arvada PD  
                                 Karyn Kretzel, West Metro Fire Rescue  
                                 Scott Rose, Lakewood PD  
                                 Chris Ambrosio, Arvada Fire/Rescue  
                                 Larry Stodden, Wheat Ridge PD  
                                 Monty Heffner, Broomfield PD  
                                 Lisa Sorrentino, Golden PD  
                                 Shane Palmer, Evergreen Fire

Director Johnson called the meeting to order.

**APPROVAL OF MINUTES**

The Board upon motion of Director Boukas, duly seconded by Director Donner, and by unanimous vote, approved the Minutes of November 18, 2010.

**TREASURER'S REPORT**

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director McSherry, duly seconded by Director Donner and by unanimous vote, approved the Treasurer's Report. (see attached)

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. She mentioned that there has been an issue with Comcast VoIP. They have changed their format on the ALI screen and several agencies are noticing that ALI fields on VoIP calls are not populating correctly. GeoComm has been commissioned to research the problem. New Advisory Committee officers were elected. Vicki Pickett was re-elected as Chairperson, with Monty Heffner as Vice-Chair and Karen Marquez as secretary.

At a meeting with the DA's office, some of the PSAP's discussed streamlining the 911 recording discovery process. Each of the PSAP's is dealing with 30 to 50 calls per week having to produce 3 to 5 copies of recordings depending on the discovery request. They would like to start the process of looking at creation of an FTP site where recordings could be uploaded once and downloaded by those needing them for discovery. This would result in great labor savings for the PSAP'S.

### **EXPENDITURE REQUESTS**

Jeff presented the expenditure requests under \$10,000. Following a general discussion, the Board upon motion of Director McSherry, duly seconded by Director Donner and by unanimous vote, approved the expenditure requests in the amount of \$84,747.97.

Jeff then presented the expenditure requests over \$10,000. Following a general discussion, the Board upon motion of Director Donner, duly seconded by Director McSherry and by unanimous vote, approved the expenditure requests in the amount of \$394,124.36.

### **BUDGET DISCUSSION**

Jeff said he had done some more work on the AOF. He was asked at the Advisory Committee meeting whether this was actually finalized and would like to make sure that everyone understands what the AOF allocations are going to be for 2011. Broomfield came forward and told him that they had lost one FTE and had that position "frozen" so that dropped them from 19 to 20 and changed the allocation amounts. They locked in an amount of \$100,000 minimum for the smaller agencies. They also discussed allowing agencies to ask for funds beyond their allocation if there appears to be an excess of AOF funds at the end of the year and there is a critical need. If there is a request he would like it to go through the Advisory Committee and then be presented to the Board for approval.

Jeff presented a proposed summary budget report which is a "rollup" of the detail workbook and shows FY2009 as the state requires. It includes the year to date expenditures for 2010, the 2010 year end estimated expenditure figures and the 2011 budget. Following a detailed discussion of the budget, Director Johnson asked if there was anyone in the audience who would like to comment on the budget. No one came forward to make a comment. The Board upon motion of Director Donner, duly seconded by Director Boukas and by unanimous vote, approved a motion to adopt the 2011 budget as presented. Director Donner thanked Jeff and Director Krapf for putting the budget together.

Following a general discussion, the Board upon motion of Director Donner, duly seconded by Director McSherry and by unanimous vote, approved the expenditures for 2011 in the amount of \$8,688,333.

### **EXECUTIVE SESSION – REVIEW OF EXECUTIVE DIRECTOR**

The Board upon motion of Director Krapf, duly seconded by Director Donner and by unanimous vote, adopted a resolution to go into **executive session** regarding the evaluation of the Executive Director's position.

The Board came out of executive session and the meeting was reconvened. Director Johnson asked if anyone would like to make a comment relating to Jeff's performance over the last year. Vicki Pickett, Arvada PD commented that Jeff has always been very organized and is always soliciting feedback from the different agency members. Monty Heffner, Broomfield PD stated that Jeff has been extremely helpful and has been a mentor in helping him with E911. Following a general discussion, the Board upon motion of Director McSherry, duly seconded by Director Boukas and by unanimous vote, approved a 3% increase in Jeff's salary.

Director Johnson stated that the Board made a policy decision at the end of 2009 that expenditure requests needed to be in by the Friday before the meeting so that the Board would have that information before them to review prior to the meeting. There has been some slippage in that regard and just so that everyone is aware, for the coming year the Board is going to stick to that rule and have instructed Jeff that he is not to consider expenditure requests that come in after the end of business the Friday before the meeting.

Director Johnson asked if anyone would object to moving the topic of Best Business Practices to the January meeting. There were no objections.

Vicki Pickett, Arvada PD asked if the meeting times would remain the same for the coming year. She stated that most committee members would like to have their meeting on the same day as the Board meetings and asked if the Board would consider afternoon meetings. Director Johnson stated that afternoon meetings would be too difficult for the Board members and would like to keep the same schedule and continue with morning meetings.

### **ADJOURNMENT**

The Board upon motion of Director Donner, duly seconded by Director Boukas, and by unanimous, the meeting was adjourned.

**NOTICE OF MEETING**

**FOR THE JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JANUARY 20, 2011 AT 9:00 A.M.**

**1ST FLOOR – HEARING ROOM #1**

1. Call to Order
2. Approval of December 16, 2010 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
6. Discussion and Adoption of Best Business Practices
8. Executive Director Report
9. New Business
10. Adjournment

**MINUTES OF THE**  
**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**  
**EXECUTIVE SESSION**

**DECEMBER 16, 2010**

Executive Session of the Jefferson County Emergency Communications Authority Board to discuss the evaluation of Executive Director Jeff Irvin.

Present:            Director Lynn Johnson  
                      Director Tim McSherry  
                      Director Mark Krapf  
                      Director Mike Donner  
                      Director Nick Boukas  
                      Dennis Tharp, Attorney  
                      Jeff Irvin, Executive Director

Chairman Lynn Johnson suggested that everyone have an opportunity to comment on Jeff Irvin's performance. The Board was unanimous in thanking Jeff and praising him for his leadership. The Board believes that Jeff has been sensitive to the direction provided by the Board and of the needs of the PSAP. In particular, Jeff has been well focused on the budget issues and preparation of a budget that is actually reflective of real expenditures.

The Board believes that Jeff's primary focus should remain on the financial items, and the budget in particular.

Jeff advised that he was **happy as a clam** (That was your phrase) and likes his new office. He would like to find an accountant, probably one that specializes in special districts, to assist with the bookkeeping. Jeff has also advised there has been an increase in the healthcare expenses.

The Board and Jeff discussed moving the Advisory Committee meeting to the week preceding the Board meeting. This would enable Jeff to get the Board material out to the Board members earlier.

The Board requested that the documents to be presented at the next meeting to be attached to the email and not merely placed on the website.

The Board requested to be informed when money has been budgeted for a project but it does not appear that the project will occur.

The Board requested periodic updates on the status of PSAP projects.