

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JANUARY 21, 2016

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

Present: Director Lynn Johnson
 Director William Rush (on Conference Phone)
 Director Casey Tighe
 Director Mark Krapf
 Director Chris Ambrosio
 Attorney Dennis Tharp
 Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
 Judith Weshinsky-Price, JeffCom Executive Director
 Saige Canzonen, JeffCom Intern
 Erin Collard, Jefferson County Budget Analyst
 Vicki Pickett, Arvada PD
 Jodi Malpass, Lakewood PD
 Karyn Kretzel, West Metro Fire
 Jen Sliemers, Arvada Fire
 Monty Heffner, Broomfield PD
 John Putt, Evergreen Fire
 Shanyn Cascia, Golden PD/FD
 Larry Stodden, Wheat Ridge PD
 Chief John Mackey, Edgewater PD
 Steve Kabelis, City of Lakewood

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Minutes of the December 17, 2015 Board Meeting.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Treasurer's Report and \$887,954.13 of AP claims for the month of December 2015.

ADVISORY COMMITTEE REPORT

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

- GeoComm reported to the Committee that the emergency notification data match rate continues to be over 99%.
- NICE reported that the Lakewood install is scheduled for the week of February 16, 2016.
- The Century Link ECaTS system has been implemented however there is a large, important area of data missing which they are trying to resolve. Century Link believes it is not compatible with the current Patriot system and would prevent tracking individual performance measure for the dispatchers.
- They have identified an ongoing issue with Language Line regarding long hold times for callers waiting for a translator. New vendors are now being researched including live demonstrations.
- There is a sub-committee working on an RFQ to upgrade the Airbus (formerly Cassidian) 9-1-1 system that, in some agencies, is in need of upgrade due to age. Lakewood experienced a three and a half hour outage with Verizon customers trying to call Lakewood 9-1-1 but instead got an all circuits busy message. Verizon was aware of the issue but did not notify Lakewood of the outage. The Outage Subcommittee of the Colorado PUC 9-1-1 Advisory is reviewing this occurrence.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Ambrosio, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$20,282.35.

Jeff then presented the agency expenditure requests for amounts over \$10,000. This discussion included a request for radio replacements presented by Edgewater Police Chief Mackey in the amount of \$95,358.00. Steve Kabelis discussed the technical reasons for the need to replace the radios. The board asked several questions and approved funding the full amount of the request.

The Board upon motion of Director Tighe, duly seconded by Director Krapf and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$338,603.91, which included the Edgewater request.

JEFFCOM STATUS UPDATE

JeffCom Executive Director, Judith Weshinsky-Price presented the following update:

- The IGA document has been completed and they have begun scheduling presentations for approval with the decision makers.
- The JeffCom Technical Committee has reached a decision regarding a single Computer Assisted Dispatch (CAD) platform for use in the center.
- They are writing an RFP to seek an architect for a space review and remodel based on the needs.

- JeffCom is continuing their work on pay ranges, job descriptions and hiring practices.
- They have also asked for submissions on a JeffCom logo.

EXECUTIVE DIRECTOR REPORT

- Jeff Irvin presented a resolution titled Adoption and Appropriation of the 2016 Budget for signature by Chairman Johnson.
- Earlier in the meeting Director Tighe introduced Erin Collard, Budget Analyst with Jefferson County who has been assisting in budget review as it pertains to the emergency telephone charge and funding for JeffCom.
- Mr. Irvin then mentioned that the terms of two of the directors will be expiring the end of March. A list of contacts for the fire protection districts was provided to Janice Frederickson in order to facilitate mailing of letters requesting nominations to be sent by the Board of County Commissioners.
- Colorado PUC 9-1-1 Advisory Task Force held annual elections earlier this month. Jeff had served as the chair of the task force for two and a half years and was term limited. Monica Million, Grand Junction Regional Communications, was elected Chairperson, Jeff was elected Vice Chair and Daryl Branson, PUC Senior Telecom Analyst, elected to the Secretary position.
- Vicki Pickett, Arvada PD, was re-elected to the Colorado 9-1-1 Resource Center board.
- The PUC released amended 9-1-1 rules earlier this month. Jeff JCECA legal counsel are reviewing and will provide submit comments if necessary.

ADJOURNMENT

The Board upon motion of Director Tighe, duly seconded by Director Krapf, and by unanimous vote, approved to adjourn the Board Meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**FEBRUARY 18, 2016 AT 9:00 A.M.
HEARING ROOM 1**

1. Call to Order
2. Public Comment
3. Approval of Minutes – January 21, 2016
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JEFFCOM Status Update
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
FEBRUARY 18, 2016

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

Present: Director Lynn Johnson
 Director William Rush
 Director Casey Tighe
 Director Mark Krapf
 Director Chris Ambrosio
 Attorney Ryan Tharp
 Debbie Quinn, Clerk

Also Present: Jeff Irvin, Executive Director
 Judith Weshinsky-Price, JeffCom Executive Director
 Karyn Kretzel, West Metro Fire
 Jen Sliemers, Arvada Fire
 Steve Kabelis, City of Lakewood
 Jodi Malpass, Lakewood Police
 Alan Fletcher, Fairmount Fire
 Erin Collard, Jefferson County
 Shanyn Cascia, Golden PD/Fire
 Larry Stodden, WheatRidge PD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Rush, duly seconded by Director Tighe, and by unanimous vote, approved the Minutes of January 21, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio, and by unanimous vote, approved the Treasurer's Report and \$163,078.81 of AP claims for the month of January.

ADVISORY COMMITTEE REPORT

Jen Sliemers, Arvada Fire presented the Advisory Committee Report. The following topics were covered:

- GeoComm gave their monthly report and shared information on GIS data uploads. They reported the emergency notification data match rate is still at 99% validation rate. The 2015 Annual Wireless Audit is completed and they will e-mail the PSAPs to review that information. They are going to work with Golden on updating their

mobile software and Jeff is going to work with the PSAP managers to make sure they have access to the GeoComm portal.

- NICE reviewed the outstanding work tickets. The West Metro and Lakewood upgrade installation will be done in the next week.
- Kevin Newton Century Link engineer is preparing a Statement of Work for the conversion of four T-1 lines serving the geo-disburse Airbus servers for the Arvada and Westminster PSAP systems to Metro Optical Ethernet (MOE). This is in preparation for the cutover which may involve routing calls to other PSAPs during the down period.
- The Committee met with Steven Fuller, ECaTS, to express their displeasure with the lack of ability to draw individual call taker statistics from the system. After much discussion of three workaround solutions with the PSAPs paying a portion of the cost, the company agreed to absorb the cost of the changes needed.
- CodeRED called in and reported on a new mobile launcher. Jeff attended an CodeRED IPAWS webinar after the meeting.
- The Committee had a demo by Rapid SOS which is a Smart Phone application the developers say will provide enhance location and other sensor information to PSAPs from 911 callers. There are not costs for PSAPs. End Smart Phone users will be able to purchase the app through their operating system stores (Android, IOS).

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Krapf, duly seconded by Director Tighe, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$49,133.70.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Ambrosio and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$596,330.97.

- Jeff reviewed the JCECA 2016 Expenditure Analysis document with the Board and 15% of the anticipated ETC collections for 2016 had been received which is high because some of the 2015 end of year collections are reflected in the figure. He reported that the 2016 budget was filed with the Colorado Department of Local Governments prior to the 01/31/16 deadline and has been posted to the JCECA Public Web (<http://jceca.org>).
- The Colorado PUC 911 Advisory Task Force Collections Subcommittee continues to meet and has discussed moving forward with seeking proposals from firms to provide audit services with regard to emergency telephone charge (ETC) remittances by telephone service providers. Jeff mentioned that he was contacted by a Denver Tax Audit Supervisor who advised that their Treasury department is taking over ETC collection heretofore conducted by the Manager of Safety. She advised Denver is interested in participating in the committee and she had some good ideas regarding enhancement of collection by standardizing reporting methods.

Jeff will present the RFP to the Board when completed and is hopeful that there will be a large number of 911 Authorities participating.

JEFFCOM STATUS UPDATE

Judith Weshinsky-Price JeffCom Executive Director stated that she has presented to 6 of the 8 decision maker groups in preparation for the IGA. West Metro Fire has voted for and signed the IGA. The Technical Committee selected Tritech for the CAD system and is now looking at backup locations, logging systems and phone systems. The HR Committee has finished the benefits discussions and is working on job descriptions, selection processes and pay scales. They are working on a space planning RFP to remodel the West Metro space and hope to start the remodel work soon. They are also developing work schedules and logo submissions to vote on. They are gathering a list of backup centers with the size of the space being an important consideration and possibly utilizing more than one space for a backup center. They hope to find a space that is already set up to save costs.

EXECUTIVE DIRECTOR REPORT

- Jeff asked for permission to generate a letter of commitment to RTD pursuant to a CDOT agreement authorizing spending \$356,796.00 for a contractor to install the fiber connection due to a problem along the Federal Boulevard corridor. Director Tighe made a motion, duly seconded by Director Rush and by unanimous vote, approved generation of a letter of commitment with RTD in an amount not to exceed \$356,796.00 contingent on a CDOT agreement providing access to conduit along Federal Blvd. in order to connect the US36BRT fiber to the GoldLine fiber.
- Jeff brought up a concern with the RTD legal department on the right-of-way license for the 13th and Pierce Street bore for fiber connections. After a discussion of the issues, the Board agreed to move forward with the recommendations of counsel which they felt were reasonable.
- RTD has offered 12 strands of fiber to the South Line route along I-25, and the South line that terminates at Mineral with access to South Metro Fire in exchange for some cleanup of the Mariposa fiber junction box and access to fiber at Union Station. It is a great opportunity for fiber connectivity. A summary of the request may be coming forward to the Board in April.
- Jeff said that letters for the two Board vacancies were sent out February 2nd with a response due back on February 19th. He is hopeful that the Commissioners will make the appointments by April 1st. Director Johnson asked about training for the new Board members and whether new officers should be elected. Jeff has started putting together training materials. The Board agreed to wait for the new Board members to elect officers.
- The Board upon motion by Director Rush, duly seconded by Director Tighe and by unanimous vote, approved posting public notices of Board meetings on the bulletin board on the main floor of the Jefferson County Courts and Administration Building.

ADJOURNMENT

Director Johnson adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**MARCH 17, 2016 AT 9:00 A.M. JEFFERSON COUNTY COURTS &
ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes – February 18, 2016
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JeffCom Status Update
8. Executive Director's Report
9. New Business
10. Farewell to Outgoing Directors Johnson and Krapf
11. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MARCH 17, 2016

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

Present: Director Lynn Johnson
Director Chris Ambrosio
Director William Rush (on Conference Phone)

Excused: Director Casey Tighe
Director Mark Krapf

Attorney Dennis Tharp
Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
Judith Weshinskey-Price, JeffCom Executive Director
Erin Collard, Jefferson County Budget Analyst
Vicki Pickett, Arvada PD
Jodi Malpass, Lakewood PD
Karyn Kretzel, West Metro Fire
Jen Sliemers, Arvada Fire
John Putt, Evergreen Fire
Larry Stodden, Wheat Ridge PD
Steve Nelson, Jefferson County Sheriff's Office
Karin Marquez, Westminster PD

Director Johnson called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by majority vote with Directors Tighe and Krapf excused, approved the Minutes of the February 18, 2016 Board Meeting.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by majority vote with Directors Tighe and Krapf excused, approved the Treasurer's Report and \$802,296.47 of AP claims for the month of February 2016.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD presented the following Advisory Committee Report:

- Rave Mobile Safety, the Smart911 vendor, presented the most recent features that have been implemented in the system and discussed the new on-line training and certification available for dispatchers.
- The Committee discussed outstanding service tickets with the NICE representatives NICE continues to work on the Lakewood/West Metro project and the Broomfield installation.
- GeoComm reported to the Committee that the emergency notification data match rate continues to be over 99.62%.
- Vicki will discuss the most current Smart911 registration numbers at the April JCECA meeting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by majority vote with Directors Tighe and Krapf excused, approved the expenditure items under \$10,000 in the amount of \$37,541.31.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Rush, duly seconded by Director Ambrosio, and by majority vote with Directors Tighe and Krapf excused, approved the expenditure items over \$10,000 in the amount of \$586,997.70.

The Board upon motion of Director Ambrosio, duly seconded by Director Rush, and by majority vote with Directors Tighe and Krapf excused, approved the total March, 2016 expenditure items in the amount of \$624,539.01.

At the February meeting, the Board gave Jeff approval to send RTD a commitment letter to RTD for the US36BRT Fiber Project. The amount of the contract was not to exceed \$356,797.00. RTD responded to the letter by stating that due to a miscalculation and reassessment of the length and cost of the project that the actual amount needed to be \$448,000.00, an increase of \$83,000.00. Jeff then asked to the board for permission to amend the commitment letter to reflect the new amount.

Following a general discussion, the Board upon motion of Director Rush, duly seconded by Director Ambrosio and by majority vote, approved the \$83,000 increase for a total commitment of \$448,000.00 for the US36 BRT Fiber Project which supersedes the previous amount of \$356,797.00.

Jeff continued on the topic of RTD regarding the opportunity to gain 12 strands of fiber in the southeast and 12 strands in the southwest lines which would allow for connection into Arapahoe County and Littleton. The use of the fiber would offset costs associated with fire-cad connection and will provide an opportunity for disaster recovery and public safety.

Following a general discussion, the Board upon motion of Director Ambrosio, duly seconded by Director Rush and by majority vote, approved the commitment not to exceed \$350,000 for completion of RTD cable trough clean-up work in trade for the right of use of the additional fiber strands.

Jeff continued to discuss another RTD opportunity regarding fiber availability along the B-Line to Westminster. RTD stated that their Communications Division may have strands available. Jeff will provide an update once he receives the response from RTD.

EXECUTIVE DIRECTOR REPORT

- Jeff Irvin discussed the PUC ruling on the amended 9-1-1 rules, specifically the item regarding the emergency telephone charges. Attorney, Dennis Tharp added insight by stating that if the proposed increase is based on the cost of living index, which for 2016 would be approximately \$1.30 increase. If the PUC adopts the amended rules, a simplified procedure involving a one-page application will be implemented verses the existing procedure which can be much more cumbersome. Jeff will keep the Board updated as the rules are approved.

JEFFCOM STATUS UPDATE

JeffCom Executive Director, Judith Weshinsky-Price presented the following update:

- JeffCom has obtained signatures on the IGA from Arvada Fire and West Metro. She is on the agenda for the remaining agencies in April.
- With today's expenditure approval, JeffCom will begin space planning with the architect.
- Human Resources Committee is developing pay scales and continuing to complete job descriptions. There will be a selection process that will be utilized for the first round of employees recruited.
- The Technical Committee chose the TriTech for the CAD platform..
- Transition plans are being developed for telephone, recording, radio consoles and station alerting paging systems.
- JeffCom is finalizing their logo, mission and core values statement. The vision and ethics statement will be the next step.
- Discussion of location and configuration of a back-up center is in process to include budget for capital and maintenance costs.
- Employees attended Change Management Training and the response was very positive.

FAREWELL TO OUTGOING DIRECTORS JOHNSON AND KRAPF

Directors Johnson and Krapf were given service plaques to commend for their years of service and dedication to the JCECA Board. Their leadership and commitment provided significant changes in response to technology and identifying the changing needs of the 9-1-1 community. Director Lynn Johnson and Director Mark Krapf made the 9-1-1 system better for the citizens of Jefferson County.

ADJORNMENT

The Board upon motion of Director Ambrosio, duly seconded by Director Rush and by majority vote, approved to adjourn the Board Meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**APRIL 21, 2016 AT 9:00 A.M. JEFFERSON COUNTY COURTS &
ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Welcome New Directors Olme and Olsen
3. Public Comment
4. Approval of Minutes – March 17, 2016
5. Treasurer's Report
6. Advisory Committee Report
7. Expenditure Requests
8. JeffCom Executive Director Report
 - a. Presentation by Brian Wilkerson, Revolution Advisors, LLC
 - b. IGA Status
 - c. Discussion of Back Up Center Plan/Funding
9. JCECA Executive Director's Report
 - a. PUC – status of adoption of amended 9-1-1 rules
 - b. SB 16-183 - status
10. New Business
 - a. Election of Officers (Chair, Vice Chair, Treasurer)
 - b. Schedule for New Director Orientation
11. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 21, 2016

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 William Rush
Director Bob Olme
Director Ken Olsen
Attorney Ryan Tharp
Debbie Quinn, Clerk

Director Casey Tighe – arrived later in the meeting

Excused: Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
Judith Weshinskey-Price, JeffCom Executive Director
Karyn Kretzel, West Metro Fire
Mark Krapf, West Metro Fire
Steve Nelson, Jefferson County Sheriff's Office
Erin Collard, Jefferson County Budget Analyst
Brian Wilkerson, Revolution Advisors
Monty Heffner, Broomfield PD
Wes Horn, CenturyLink
Vicki Pickett, Arvada PD
Jen Sliemers, Arvada Fire
Jodi Malpass, Lakewood Police
Shanyn Cascia, Golden PD/Fire
Larry Stodden, Wheat Ridge PD

Director Rush called the meeting to order and welcomed new directors Bob Olme and Ken Olsen.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Olsen, and by unanimous vote, approved the Minutes of March 17, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olme, duly seconded by Director Rush, and by unanimous vote, approved the Treasurer's Report and \$572,174.39 of AP claims for the month of March.

ADVISORY COMMITTEE REPORT

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

- GeoComm representatives attended the meeting and presented their Q1 2016 report. The emergency data match rate is still at 99.89% validation rate and 96.2 match rate for the citizen opt-in.
- NICE reviewed the outstanding logging recorder work tickets.
- Century Link also went over outstanding work tickets.
- The Committee discussed the status of the ECaTS system with the CenturyLink representatives in attendance. The “work arounds” necessary for the system to provide individual call-taker statistics have not been completed. The project has not been accepted pending completion of this work.
- Committee participants reported some recent slowness when using the CodeRED, emergency notification system. The vendor is aware of the problem and working to correct.
- The Committee discussed recent 911 wireless outages and status of PUC rulemaking with regard to outage reporting.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Olme, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$86,219.18.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$523,481.32 for a combined total of expenditure requests in the amount of \$609,700.50.

Jeff reviewed the JCECA 2016 Expenditure Analysis document with the Board. The Board has expended 77% of items budgeted so far, with 24% of the anticipated ETC collections for 2016 have been received for a budget penetration of 19%.

JEFFCOM EXECUTIVE REPORT

Judith Weshinsky-Price JeffCom Executive Director stated 6 of the 8 agencies have approved the IGA with Golden and JeffCo expected to sign by the end of May. The architect is working on the space plan which should be done by the end of May also. The CAD planning is progressing with the data gathering process moving forward and they are doing CAD demos to determine the style of licenses needed for the different issues. They are busy continuing working on transition plans for the logging systems and developing work schedules. They are working on creating the connections needed for the mountain areas which should be completed by the end of August. The HR Committee is working on the pay scales and developing a process for management positions. They are having end person meetings with the PSAP's each month. They are working on developing a backup plan for 911 calls

possibly at Westminster and dispatch and fire backup at the West Metro Training facility. A logo has been selected.

Director Tighe arrived.

Brian Wilkerson, Revolution Advisors gave a presentation to the Board and answered questions about the JeffCom regionalization project.

ELECTION OF OFFICERS

Director Tighe made a motion nominating Director Olme as Treasurer, duly seconded by Director Rush, and by unanimous vote, the Board approved Director Olme as treasurer of the E911 Board for 2016.

Director Tighe made a motion nominating Director Rush as Chairman, duly seconded by Director Olme, and by majority vote with Director Rush abstaining; the Board approved Director Rush as chairman of the E911 Board for 2016.

Director Rush made a motion nominating Director Ambrosio as Vice- Chairman, duly seconded by Director Tighe, and by unanimous vote, the Board approved Director Ambrosio as vice-chairman of the E911 Board for 2016.

Jeff stated that he would like to schedule the new director orientation for the first week of May. He will send a Doodle to set the date and Directors Krapf and Johnson, as well as the entire Board will try to attend the meeting. The Board suggested that the meeting be held at the West Metro Administration Building so the Board can tour the JeffCom facility.

EXECUTIVE DIRECTOR REPORT

- Jeff reported on the status of SB16-183. At this point, the bill is laid over for action. It is a bad bill which limits the ability of the PUC to regulate. Many in the 911 community including JCECA sent letters of opposition. SB16-13 suggests that only the FCC should have jurisdiction with regard to IP attempts bypass the PUC rules. No action will be taken on the PUC amended rules until they find out if the Senate bill passes.
- Director Tighe asked about the audit of Revenue Collections. The Colorado PUC Advisory Task Force Collections Sub-committee is currently working on RFP language and tasked the various participants with contacting the auditors their agencies use in an attempt to get language and suggestions for expectations for an RFP. A report and discussion will take place at the May Task Force meeting. Jeff was hopeful that the JCECA 2015 audit by Swanhorst would be ready to present at the May meeting.

ADJOURNMENT

Director Rush adjourned the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**MAY 19, 2016 AT 9:00 A.M. JEFFERSON COUNTY COURTS &
ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. April 21, 2016 Regular Meeting
 - b. May 04, 2016 Orientation Session
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JeffCom Status Update
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 19, 2016

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 William Rush
Director Bob Olme
Director Ken Olsen
Director Casey Tighe
Attorney Ryan Tharp
Tracy Emerson, Clerk

Excused: Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JeffCom Executive Director
Karyn Kretzel, West Metro Fire
Larry Stodden, Wheat Ridge PD
Monty Heffner, Broomfield PD
Mark Krapf, West Metro Fire
Jen Sliemers, Arvada Fire
Chris Garramone, Wheat Ridge PD
Vicki Pickett, Arvada PD
Karin Marquez, Westminster PD/FD
Shanyn Cascia, Golden PD/Fire
Jodi Malpass, Lakewood Police

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Olme, and by majority vote with Director Tighe abstaining, approved the Minutes of April 21, 2016.

The Board upon motion of Director Olme, duly seconded by Director Olsen, and by majority vote, approved the Minutes of the May 4, 2016 Orientation Session.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olme, duly seconded by Director Tighe, and by majority vote, approved the Treasurer's Report and \$543,960.05 of AP claims for the month of April.

ADVISORY COMMITTEE REPORT

Karin Marquez, Westminster PD presented the Advisory Committee Report.

- GeoComm – the GeoComm representative presented the report for the month of April, 2016.
- NICE Report – NICE, the logging system vendor, gave their report for the month of April, 2016.
- CenturyLink Report – the CenturyLink representatives gave their report with regard to repairs for the month of April, 2016. The status of the ECaTS project was discussed.
- Expenditure Requests – the April expenditure requests were reviewed.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Tighe, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$72,490.20.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Olme and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$11,029.00 for a combined total of expenditure requests in the amount of \$83,519.20.

JEFFCOM EXECUTIVE REPORT

Judith Weshinsky-Price, JeffCom Executive Director reported on the following topics:

- The JeffCom IGA has been accepted and signed by all entities.
- Judith presented the new JeffCom logo to the JCECA Board.
- JeffCom will soon be issuing RFP's for accounting and legal services.
- JeffCom is developing Service User Fees and Agreements for the agencies without their own PSAP's that will be using JeffCom. This task will most likely eliminate the need for Revolution Advisors within the next couple of months.
- Pay scales and job descriptions and a selection process for management positions are close to being finalized. The management positions will be filled before going live so they may assist with the overall project.
- In early June, JeffCom will have their CAD license and interface needs identified, which will enable them to have a TriTech contract in place.
- Progress has been made on the JeffCom mission statement and core values.
- Training needs are being developed for the transition process as well as JeffCom going forward.
- The JeffCom board will see the final space planning report on June 2, 2016.

EXECUTIVE DIRECTOR REPORT

Jeff Irvin and Ryan Tharp advised the board of the status of SB 16-193 with regard to basic emergency services and advised that the PUC proposed rulemaking has been suspended by the PUC at the request of the Governor.

Jeff Irvin and Judith Weshinskey-Price discussed with the board the projected funding needs of JeffCom. Jeff requested permission for he and Ryan Tharp to begin the process of preparation for an emergency telephone surcharge request increase. The board requested that Jeff schedule a meeting with the JeffCom board to discuss funding needs in order to get additional information before deciding on the surcharge increase issue.

ADJOURNMENT

- The Board upon motion of Director Tighe, duly seconded by Director Olsen, and by majority vote, approved to adjourn the meeting.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY**

**JUNE 16, 2016 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. May 19, 2016 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JeffCom Status Update
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JUNE 16, 2016

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

Excused: Director Ken Olsen

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JeffCom Executive Director
Karyn Kretzel, West Metro Fire
Erin Collard, Jefferson County Budget Analyst
Kristy O'Hayre, Broomfield PD
Vicki Pickett, Arvada PD
Jen Sliemers, Arvada Fire
Jodi Malpass, Lakewood Police
Missy Saggau, Westminster PD/Fire
Mike Weege, Evergreen Fire/Rescue
Eric Simmons, Fairmount Fire/Rescue
Larry Stodden, Wheat Ridge PD

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Olme, and by majority vote, approved the Minutes of May 19, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olme, duly seconded by Director Tighe, and by majority vote, approved the Treasurer's Report and \$744,311.46 of AP claims for the month of May.

ADVISORY COMMITTEE REPORT

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

- GeoComm – the GeoComm representative presented the report for the month of

- May, 2016.
- NICE Report – NICE, the logging system vendor, gave their report for the month of May, 2016.
- CenturyLink Report – the CenturyLink representatives gave their report with regard to repairs for the month of May, 2016. The status of the ECaTS project was discussed.
- CodeRED –Brittney Commander, Emergency Communications Network Inc (CodeRED vendor), reported tha104,448 citizens had registered via the Citizen Notification Enrollment (CNE) portal . Britney also discussed fixes that were in process to eliminate perceived slowness via the user web interface.
-

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Olme, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$47,588.71.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Ambrosio and by majority vote, approved the expenditure items over \$10,000 in the amount of \$212,459.31 for a combined total of expenditure requests in the amount of \$260,048.02.

Jeff reviewed the JCECA 2016 Expenditure Analysis document with the Board. The Board has expended 85% of authorized expenditures, with 42% of the anticipated ETC collections for 2016 received for a budget penetration of 39% for the year so far.

JEFFCOM EXECUTIVE REPORT

Judith Weshinsky-Price, JeffCom Executive Director reported that the committees are working on the CAD Project and space remodel alternatives due to cost concerns. She is checking with the agencies on the consensus of user fees and has met with 5 agencies so far with one agency expressing concerns. They are working with Airbus on the phone system and are planning on using a hosted system. She has scheduled a tentative demonstration with Airbus for July 11th. They have delayed posting for the management positions for the time being. All of the committees are meeting monthly with the radio committee reconvening and the H/R committee taking a temporary hiatus. Jeff and Judith are working on setting up the combined meeting with JCECA and JEFFCOM with June 21st as the tentative date.

EXECUTIVE DIRECTOR REPORT

- SB16-183 was signed into law on June 10th. The Colorado Legislative Task Force is in the process of providing talking points. Jeff said that he was hopeful that this could be a mechanism to provide governance at the state level to facilitate NG911 in Colorado.
- CDOT would like the Board to adopt a resolution giving Jeff permission to act on the Board's behalf on the US 36 connector to the Gold Line. CDOT would like to enter

an MOU with JeffCom and JCECA for providing CAD data to them and execute it as an attachment to the IGA.

- Jeff reported that CDOT had completed the trough work along the South line, that the connection to Golden was also completed. He believes that almost all the fiber lines will be completed in 2016. The J-FON network will be a very beneficial asset for public safety and local government in the JCECA service area.

ADJOURNMENT

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

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
JULY 21, 2016 AT 2:15 P.M.
WEST METRO FIRE ADMINISTRATION BUILDING
FIRST FLOOR, BOARD ROOM
433 S. ALLISON PARKWAY, LAKEWOOD, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. June 16, 2016 Regular Meeting
4. Treasurer's Report
 - a. Presentation of 2015 Audit by Swanhorst & Company
 - b.
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
9. Adjournment

At 3:00 p.m. following the JCECA board meeting, the meeting of the Jefferson County Consolidated Communication Center Authority (JeffCOM) board will convene. The JCECA board will be in attendance to discuss funding for JeffCOM as it relates to the setting of the emergency telephone charge (ETC).

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JULY 21, 2016

The Jefferson County Emergency Communications Authority Board met in regular session at the West Metro Fire Administration Building First Floor Board Room, 433 S. Allison Pkwy, Lakewood, Colorado.

Present: Director William Rush
 Director Chris Ambrosio
 Director Casey Tighe
 Director Bob Olme
 Director Ken Olsen
 Attorney Ryan Tharp

Also Present: Jeff Irvin, Executive Director
 Dennis Tharp, Attorney
 Vicki Pickett, Arvada PD
 Bess Joyce, Golden PD
 Chris Malmgren, Pleasant View FPD
 Alan Fletcher, Fairmount FPD
 Eric Simmons, Fairmount FPD
 Dan Gard, Jefferson County Sheriff's Office
 Steve Nelson, Jefferson County Sheriff's Office
 Larry Stodden, Wheat Ridge PD
 Karin Marquez, Westminster PD/FD
 Mike Cressman, Westminster PD
 Judith Weshinskey-Price, JeffCom Executive Director
 Wendy Swanhorst, Swanhorst & Company, LLC
 Karyn Kretzel, West Metro Fire
 Dale Sarno, Broomfield PD
 Monty Heffner, Broomfield PD
 Jen Sliemers, Arvada Fire
 Jodi Malpass, Lakewood PD
 Jennifer Lovejoy, Lakewood PD
 Larry Stodden, Wheat Ridge PD

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Tighe, and by majority vote, approved the Minutes of June 16, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. Wendy Swanhorst, Swanhorst & Company, LLC presented the 2015 audit report. Director Tighe congratulated Jeff Irvin on getting a good clean audit. The Board upon motion of Director Olme, duly seconded by Director Tighe, and by majority vote, approved the Treasurer's Report and \$427,022.17 of AP claims for the month of June and accepted the auditor's report for 2015.

ADVISORY COMMITTEE REPORT

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

- GeoComm – the GeoComm representative presented the report for the month of June, 2016.
- NICE Report – NICE, the logging system vendor, gave their report for the month of June, 2016.
- CenturyLink Report – the CenturyLink representatives gave their report with regard to repairs for the month of June, 2016. The status of the ECaTS project was discussed.
- CodeRED – there was a discussion regarding persistent network slowness issues being experienced intermittently by some users. The CodeRED vendor ECN is working to troubleshoot and correct these issues as they occur.
- Smart911 – Denver just added in as a service and Adams County is considering. This will help increase citizen enrollment. Denver also just enabled Text to 911.
- Airbus – provided a demonstration for the Advisory Committee and discussed their new ability to offer software as a service (SAS) and hosting for 911 phone systems.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Olme, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$70,042.27.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Tighe and by majority vote, approved the expenditure items over \$10,000 in the amount of \$628,463.14 for a combined total of expenditure requests in the amount of \$698,505.41.

Jeff reviewed the JCECA 2016 Expenditure Analysis document with the Board. The Board has expended 87% of authorized expenditures, with 59% of the anticipated ETC collections for 2016 received for a budget penetration of 46% for the year so far.

EXECUTIVE DIRECTOR REPORT

- CO PUC 911 Advisory Task Force – Jeff attended the July meeting of the Task Force in Eagle, CO. RapidSOS gave a demonstration. There was a discussion of problems with diversity in rural areas with regard to end stub systems. CenturyLink advised that a fiber outage in SW Colorado was caused by fiber that was vandalized by gunshots. The Denver representative advised that they are seeking input regarding the possibility of putting forth legislation that would tighten up the collections for the emergency telephone charge, imposing deadlines for remittance and interest penalties for not remitting timely. The Collections Subcommittee will be meeting next month to discuss the frame work for an auditing RFP.
- Resolution Concerning an Agreement with CDOT - Jeff and Attorney Ryan Tharp presented and discussed a resolution (copy attached) that authorized Jeff to negotiate a connection that will facilitate connectivity from the US36BRT fiber to the GoldLine fiber. The Board upon motion of Director Olme, duly seconded by Director Tighe, and by majority vote, approved the resolution.

RECESS

At 2:52 PM Director Olme duly moved that the board recess and reconvene at 3:00 PM for the joint JCECA-JeffCom board meeting. The motion was duly seconded by Director Tighe and by majority vote the board entered into recess.

JOINT JCECA-JEFFCOM BOARD MEETING

At 3:00 PM the board returned from recess and participated in a discussion with the JeffCom board regarding JeffCom funding needs for the 2016 and 2017 budget years. Jeff Irvin presented the JCECA budgeting worksheet (copy attached) and summarized the discussions that JCECA has had with regard to considerations for setting the emergency telephone charge rate (ETC). After discussion it was agreed that action to increase the ETC is not necessary now but may be within the next six months once JeffCom has more refined numbers. The board took no action during this meeting with regard to changing the ETC but did authorize Jeff and Ryan to move forward with preparations necessary should the board elect to submit application to the PUC for an ETC increase above the current \$0.70 rate.

ADJOURNMENT

Director Rush adjourned the JCECA board from the joint meeting at 3:58 PM.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
AUGUST 18, 2016 AT 9:00 P.M.
JEFFERSON COUNTY COURTS & ADMINISTRATION BUILDING
100 JEFFERSON COUNTY PKWY, FIRST FLOOR HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. July 21, 2016 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. JeffCom Status Update
8. Executive Director's Report
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
AUGUST 18, 2016

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 Chris Ambrosio
Director Casey Tighe
Director Bob Olme
Director Ken Olsen
Attorney Dennis Tharp
Tracy Emerson, Clerk

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Arvada PD
Karyn Kretzel, West Metro Fire
Kevin Newton, CenturyLink
Chris Malmgren, Pleasant View Fire
William LePoidevin, Airbus DS Communications
Mark Krapf, West Metro Fire
Billy Kraft, Evergreen Fire/Rescue
Jen Sliemers, Arvada Fire
Chris Garramone, Wheat Ridge PD

Director Ambrosio called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Olme, and by majority vote, approved the Minutes of July 21, 2016.

Director William Rush arrived at 9:05 a.m.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Tighe, duly seconded by Director Olme, and by unanimous vote, approved the Treasurer's Report and \$382,193.63 of AP claims for the month of July.

ADVISORY COMMITTEE REPORT

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

- GeoComm reported the emergency notification data match rate is 99.88%.
- CenturyLink – discussion of issues that have been identified and are currently being

addressed with the Arvada PD and Fire, Westminster PD and Evergreen Fire MOE network project.

- Carousel - vendor presented their phone maintenance product offering to the Committee.
- ECN - CodeRED vendor reported that a total of 382,663 phone numbers, 53,766 email addresses and 50,181 text addresses have been registered via the Citizen Notification Enrollment (CNE) portal.
- Golden Police has promoted Bess Joyce to the position of Communications Manager.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olsen, duly seconded by Director Olme, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$43,648.50.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Tighe and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$418,320.38 for a combined total of expenditure requests in the amount of \$461,968.88.

JEFFCOM EXECUTIVE REPORT

In the absence of the JeffCom Executive Director, Jeff Irvin discussed issues pertaining to JCECA funding that were discussed at the JeffCom board meeting on 08/04/16:

- Requests for JCECA commitment of funding for 2016, 2017 operational, construction and dispatch personnel costs.
- JeffCom is waiting for Airbus and CenturyLink to provide anticipated costs of their phone systems for budget planning purposes.

EXECUTIVE DIRECTOR REPORT

- The JCECA Board along with Jeff concluded that the September board meeting and 2017 budget planning session will be held on September 29, 2016 at 8:00 a.m. The meeting will be held at West Metro Fire Administration Building.
- Jeff participated on the Colorado PUC 911 Advisory Task Force Collection Committee conference on 08/11/16. The group continues to draft language for an RFP for emergency telephone charge (ETC) auditing.

ADJOURNMENT

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

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
SEPTEMBER 29, 2016 AT 8 A.M.
WEST METRO FIRE ADMINISTRATION BUILDING
FIRST FLOOR, BOARD ROOM
433 S. ALLISON PARKWAY, LAKEWOOD, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. August 18, 2016 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
9. 2017 Budget Planning Session
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
SEPTEMBER 29, 2016

The Jefferson County Emergency Communications Authority Board met in regular session at the West Metro Fire Protection District, 433 S Allison Pkwy, 1st floor board room, Lakewood, Colorado.

Present: Director Chris Ambrosio
Director Casey Tighe
Director Bob Olme
Director Ken Olsen
Attorney Ryan Tharp

Excused: Director William Rush

Also Present: Jeff Irvin, Executive Director
Judith Weshinsky-Price, JeffCom
Jen Sliemers, Arvada Fire
Vicki Pickett, Arvada PD
Erin Collard, Jefferson County Budget Analyst
Steve Nelson, Jefferson County Sheriff's Office
Karyn Kretzel, West Metro Fire
Jon Greer, Arvada Fire
Billy Kraft, Evergreen Fire Rescue
Chris Garramone, Wheat Ridge PD
Chris Malmgren, Pleasant View Fire
Jodi Malpass, Lakewood PD
Karen Griffis, Arvada Fire
Karen Marquez, Westminster PD
Russ Bowers, Westminster PD
Steve Kabelis, City of Lakewood
Monty Heffner, Broomfield PD
Kevin Newton, CenturyLink
Mark Krapf, West Metro Fire
Pat Purdy, West Metro Fire

Director Ambrosio called the meeting to order at 0802MT.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Olme, and by majority vote, approved the Minutes of August 18, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olsen, duly seconded by Director Olme, and by unanimous vote, approved the Treasurer's Report and \$610,623.54 of AP claims for the month of August.

ADVISORY COMMITTEE REPORT

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

- GeoComm reported the emergency notification data match rate is 99.88%.
- CenturyLink – a status of the Arvada-Westminster MOE project was given.
- ECN - CodeRED vendor reported that a total number of records in the Citizen Notification Enrollment portal (CNE) is up to 384,419.
- Phone System Upgrades – group discussions held, agreed will undertake two projects: a) JeffCom system with migration plan for JeffCom agencies., b) Broomfield-Westminster system with interface to the JeffCom system.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olme, duly seconded by Director Olsen, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$26,914.10.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$225,218.71. for a combined total of expenditure requests in the amount of \$252,132.81.

Jeff then presented the Expenditure Analysis summary (copy attached) indicating that 53% of the budget has been authorized for expenditure to-date and that revenue collections to-date are at 71% which is higher than the anticipated 67%.

EXECUTIVE DIRECTOR REPORT

- Colorado Legislature Interim Committee titled 2016 Task Force on 911 Oversight, Outage Reporting, and Reliability – Jeff and Ryan summarized the content of the first meeting of the committee that was held on 09/14/16 (copy of agenda attached).
- Colorado PUC 911 Advisory Task Force – hosted by JCECA on 09/22/16. Jeff and Ryan gave a summary of the items discussed by the task force (copy of agenda attached).
- ETC Collections – an engagement letter has been received from a firm to conduct data mining and analysis to assist in determining if telephone service providers are remitting at the correct levels. The letter will be reviewed and, if

appropriate, presented at the October board meeting for expenditure authorization.

NEW BUSINESS

There was no new business.

2017 BUDGET PLANNING SESSION

Jeff facilitated a discussion regarding a draft 2017 budget and projection. The following topics were discussed:

1) Line by line review of 2017 draft budget worksheet

- a. Revenue projection, revenue inflator function
- b. Expense projection, expense inflator function
- c. 911 Admin Fee expense
- d. Agency Operating Fund
 - i. Broomfield Projects
 - ii. Westminster Projects
 - iii. JeffCom Agencies
- e. Phone System Hardware
 - i. Broomfield/Westminster Forklift Upgrade Project
- f. Fiber Projects
- g. JeffCom
 - i. Transition Costs
 - ii. Operational Salary Costs

2) Review of budget projection and discussion of ETC levels

The board discussed, at length, funding for the JeffCom consolidated communications center. The board directed Jeff Irvin and Ryan Tharp to begin the process to request Colorado Public Utilities Commission permission to increase the Emergency Telephone Rate. Ryan Tharp gave a summary and anticipated timeline for the process. A public hearing will be held at the October board meeting at which time a resolution will be presented to the board for consideration and signature.

A copy of the budget planning worksheet draft as it appeared at the end of the session is attached.

ADJOURNMENT

The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, adjourned the meeting at 1143MT.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
OCTOBER 20, 2016 AT 9 A.M.
JEFFERSON COUNTY COURTS AND ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PKWY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. September 29, 2016 Regular Meeting and 2017 Budget Planning Session
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
 - a. Resolution to request permission from the PUC for increase of the Emergency Telephone Charge.
9. Executive Session
 - a. Executive Director Annual Review
10. Adjournment

JCECA 2016 Expenditure Analysis rev 092916

Month	NTE Total Authorized
Jan	358,886
Feb	645,465
Mar	624,539
Apr	609,701
May	83,519
Jun	260,048
Jul	698,505
Aug	461,969
Sep	252,133
Oct	
Nov	
Dec	
Total	3,994,765

Total of auth expended and in pay queue to-date	3,678,960	92%	of amount authorized
Remainder of authorized to be expended	315,804		
Total all expenditures to-date	4,557,091	from QB P-L	09/22/16
Total all expended + remainder	4,872,895	53%	of budget 9,246,981
Anticipated ETC Fees 2016	6,156,360		
ETC Fees Collected	4,400,495	as of	09/22/16
Percent of Anticipated Collected	71%	8 mos div X 12 =	67%

A G E N D A

Task Force on 911 Oversight, Outage Reporting, and Reliability

**House Committee Room 112
State Capitol Building
Wednesday September 14, 2016
1:15 P.M.**

- 1:15 p.m. Call to Order and Opening Remarks**
- *Speaker Hellinghorst, co-chair*
 - *Senator Scheffel, co-chair*
- 1:20 p.m. Discussion of Future Meeting Dates**
- *Conrad Imel, Legislative Council Staff*
- 1:25 p.m. Overview of Committee Charge**
- *Conrad Imel, Legislative Council Staff*
- 1:30 p.m. Overview of 911 Technology**
- *Conrad Imel, Legislative Council Staff*
 - *Katie Ruedebusch, Legislative Council Staff*
 - *Amanda Hayden, Legislative Council Staff*
- 2:00 p.m. 50 State Survey of 911 Laws & Regulations**
- *Jennifer Berman, Senior Staff Attorney, Office of Legislative Legal Services*
 - *Yelana Love, Staff Attorney, Office of Legislative Legal Services*
 - *Kurt Woock, Legislative Editor, Office of Legislative Legal Services*
- 2:30 p.m. 911 Regulation in Other States**
- *Dana Walhberg, 911 Program Manager, State of Minnesota*
- 3:00 p.m. Adjourn**



**Colorado PUC 9-1-1 Advisory Task Force
Meeting Announcement / Agenda**

When: Sep 22, 2016, 1000-1200 MT
Where: West Metro Fire Board Room, 433 S Allison Pkwy, Lakewood, CO 80226
Please park in designated areas: <http://jceca.org/assets/jceca433parking.pdf>
Webcast: <https://meetings.ringcentral.com/j/1494848872>
Bridge: (605) 562-3185; Meeting ID: 149 484 8872
(Provided by the Colorado 9-1-1 Resource Center)
Lunch: To be provided, please RSVP to: jirvin@jceca.org

1. Call to Order - Monica Million, GJRCC, Task Force Chairperson
2. Roll Call / Introductions
3. Special Discussion - 911 Network Diversity/Contingency Planning
4. Approval of minutes - July 2016
5. Old business.
6. Reports
 - a. PUC Staff Update - Daryl Branson
 - i. Outage report.
 - ii. Regulatory update.
 - iii. Legislative update.
 - b. BESP Reports
 - i. West Safety Services
 - ii. CenturyLink
 - c. Committee Reports
 - i. Agenda - PUC, Chair

- ii. Legislative - Dennis Tharp, Chair
- iii. Equal Access - PUC, Chair
- iv. Outage - Liz Rehwalt, Chair
- v. Prepaid - PUC, Chair
- vi. Collections - Liz Rehwalt, Chair
- d. 9-1-1 Colorado Foundation - update by Vicki Pickett, CEO
- e. Colorado FirstNet - Kimberleigh Coleman, OIT

7. New Business

- a. Discussion Next Generation 9-1-1 Now Coalition - Daryl Branson
- b. MLTS Outreach Materials - Daryl Branson
- c. Renewing the Task Force's Advisory Function - Daryl Branson
- d. Threats to 911, Recent Information - Monica Million

Future meetings:

Nov - Mile High Red Cross, 444 Sherman St, Denver, CO

Task Force Page on the Resource Center website:

<https://sites.google.com/site/co911rc/groups-and-committees/911-task-force>

DRAFT

	2015	2016 ALL CLASSES				2017	2018	2019	2020	2021	2022
	Actual	Jan-Aug	Budget	%	Est Yr End	Budget	Projection	Projection	Projection	Projection	Projection
Ordinary Income/Expense											
Income											
9-1-1 fee (prepaid)		176,344			264,516	269,806	275,202.45	280,706.50	286,320.63	292,047.04	297,887.98
9-1-1 fee (ETC)	5,952,071	4,224,757	6,156,360	69%	6,337,136	10,755,403	10,970,511	11,884,721	11,884,721	11,884,721	11,884,721
Total Income	5,952,071	4,401,101	6,156,360	71%	6,601,652	11,025,210	11,245,714	12,165,427	12,171,041	12,176,768	12,182,609
Expense											
Depreciation expense	43,281				50,000	49,999	50,999	52,019	53,059	54,121	55,203
Administrative expense											
9-1-1 Admin Fee	119,041	80,775	123,127	66%	120,000	215,108	219,410	237,694	237,694	237,694	237,694
Accounting	42,856	37,485	40,642	92%	56,228	57,352	58,499	59,669	60,862	62,080	63,321
Bank Charges	1,759	896	1,408	64%	1,344	1,371	1,398	1,426	1,455	1,484	1,514
Executive Director (ED)											
Wages & Salaries	103,649	69,661	103,572	67%	104,492	106,581	108,713	110,887	113,105	115,367	117,674
Payroll tax	8,022	5,361	8,101	66%	8,042	8,202	8,366	8,534	8,704	8,878	9,056
401k & benefits	22,086	13,911	22,291	62%	20,867	21,284	21,710	22,144	22,587	23,038	23,499
Mileage reimbursement	833	369	808	46%	554	565	576	587	599	611	623
Total Executive Director (ED)	134,590	89,302	134,772	66%	133,953	136,632	139,365	142,152	144,995	147,895	150,853
Insurance	3,759	5,853	5,772	101%	5,853	5,970	6,089	6,211	6,335	6,462	6,591
Legal	64,960	31,520	65,382	48%	50,000	51,000	52,020	53,060	54,122	55,204	56,308
Meeting & misc											
Phone/Web conferencing	2,153	64	1,850	3%	70	500	510	520	531	541	552
Admin Web/Listserve	192	144	212	68%	216	300	306	312	318	325	331
Meeting & misc - Other	4,108	2,265	3,890	58%	3,398	3,465	3,535	3,605	3,678	3,751	3,826
Total Meeting & misc	6,453	2,473	5,952	42%	3,683	4,265	4,351	4,438	4,527	4,617	4,709
Office rent	0	-	2,727	0%	2,727	2,782	2,837	2,894	2,952	3,011	3,071
Office supplies & postage	2,289	1,509	2,463	61%	2,264	2,309	2,355	2,402	2,450	2,499	2,549
Payroll Expenses	2,432	1,762	2,269	78%	2,643	2,696	2,750	2,805	2,861	2,918	2,976
Total Administrative expense	378,139	251,575	384,514	65%	378,694	479,485	489,074	512,752	518,253	523,864	529,588
Agency Operating Fund (AOF)	867,750										
BRO		45,067			67,600	585,000	1,000,000	1,030,000	1,060,900	1,092,727	1,125,509
WES		8,108			36,000	698,000	1,000,000	1,030,000	1,060,900	1,092,727	1,125,509
JeffCom Agencies		338,130	750,000	45%	507,194	427,039					
Total AOF	867,750	391,304	750,000	52%	610,794	1,710,039	2,000,000	2,060,000	2,121,800	2,185,454	2,251,018
Consultants	3,858										
Disaster & recovery plan (DRP)											
SRBC (S Regional Backup Center)											
SRBC recurring costs	478	9,268	10,000	93%	9,268	10,000	250,000	255,000	260,100	265,302	270,608
Total SRBC (S Regional Backup Center)	478	9,268	10,000	93%	9,268	10,000	250,000	255,000	260,100	265,302	270,608
Total Disaster & recovery plan (DRP)	478	9,268	10,000	93%	9,268	10,000	250,000	255,000	260,100	265,302	270,608
Emergency Medical Dispatching	93,844	31,249	66,000	47%	46,874	50,200					
GIS system support	180,226	194,421	206,988	94%	200,000	204,000	208,080	212,242	216,486	220,816	225,232
Line charges											

Revenue Inflator 1.02

Expense Inflator 1.02

	2015	2016 ALL CLASSES				2017	2018	2019	2020	2021	2022
	Actual	Jan-Aug	Budget	%	Est Yr End	Budget	Projection	Projection	Projection	Projection	Projection
ANI/ALI SR charges	311,678	207,414			311,121	317,343	323,690	330,164	336,767	343,503	350,373
Transport (MOE, T-1)	95,452	85,964			128,946	131,525					
Call Box MRC	2,526	1,862			2,793	2,849	2,906	3,051	3,204	3,364	3,532
N Interop MOE	6,770	7,282			10,923	11,141					
Lines charges - other	130,075	85,992			128,988	131,568					
Total Line charges	546,501	388,514	543,170	72%	423,833	594,426	326,596	333,215	339,971	346,867	353,905
Logging systems											
Logging system hardware	432,609	126,127	114,000		126,127	24,000					
Logging system repair	234										
Logging system support	71,095	121,970	197,409		197,409	282,625					
Total Logging systems	503,938	248,097	311,409	80%	323,536	306,625	-	-	-	-	-
Notification system (ENS)											
CodeRED (ECN)											
Weather Warning Services	45,520	38,500	84,860	45%	38,500	39,270	40,055	40,857	41,674	42,507	43,357
ENS Services	80,857	80,804	163,278	49%	80,857	82,474	84,124	85,806	87,522	89,273	91,058
Total CodeRED (ECN)	126,377	119,304	248,138	48%	119,357	121,744	124,179	126,663	129,196	131,780	134,415
VoIP record extract	3,000	3,000	3,030	99%	3,000	3,060	3,121	3,184	3,247	3,312	3,378
ALI Database Extract (ADE)	18,836	7,145	16,013	45%	10,718	10,932	11,150	11,373	11,601	11,833	12,070
Total Notification system (ENS)	148,213	129,449	267,181	48%	133,075	135,736	138,451	141,220	144,044	146,925	149,864
Phone systems (911)											
Headset-handset	17,808	12,241	20,000	61%	18,362	20,000					
Phone system hardware	184,776	22,941	199,000	12%	22,941	1,018,424					
Phone system repair	77,034	1,507	10,000	15%	10,000	10,000					
Phone system support	155,475	200,018	158,719	126%	300,027	67,000					
Total Phone systems (911)	435,093	236,707	387,719	61%	351,330	1,115,424	-	-	-	-	-
Public education	31,821	17,452	25,371	69%	26,178	33,500					
Program fund											
Radio Annual S/W Maint	186,543	79,758	176,566	45%	119,637						
Radio Consoles	446,922	428,719	459,000	93%	428,719						
CAD-regional systems	213,043	20,134	24,056	84%	24,056	24,537					
CAD maintenance recurring	701,022	660,808	966,245	68%	966,245	985,570					
Wireless data recurring	230,985	189,250	192,315	98%	192,315	196,161					
Total Program fund	1,778,515	1,378,669	1,818,182	76%	1,730,972	1,206,268	-	-	-	-	-
Reconciliation discrepancies		676									
Recruiting	15,880	9,549	10,000	95%	10,000	12,500					
Special Projects											
EDPD radio replacements		95,358			95,358						
Fire Station Alerting	154,928					-					
Mountain Dispatch Service Fees	95,324	36,075	50,000	72%	50,000	25,000					
Fiber Optics											
CDOT-Federal-F/O		27,642			60,000						
SE Line		126,745			175,000						
SW Line	101	128,294	-		175,000						

	2015	2016 ALL CLASSES				2017	2018	2019	2020	2021	2022
	Actual	Jan-Aug	Budget	%	Est Yr End	Budget	Projection	Projection	Projection	Projection	Projection
J-FON O&M	14,502	13,146	20,000	66%	20,000	30,000	30,600	31,212	31,836	32,473	33,122
North Metro Line		23,715			35,573	950,000					
Last Mile Fiber Projects	11,565	209,951	336,000	62%							
-ARV lastmile					213,000						
-BRO lastmile						200,000					
-GOL lastmile					120,000						
-WES lastmile						200,000					
-WR lastmile					93,000						
Total lastmile	11,565	209,951	336,000	62%	426,000	400,000					
AHEC-DUS		1,350	150,000	1%	150,000						
Gold Line		25,776	1,300,000	2%	1,330,000						
West Corridor		7,695			11,543						
US Hwy 36 BRT		3,732	300,000	1%	450,000						
Total Fiber Projects	26,168	568,046	2,106,000	27%	2,833,115	1,380,000	30,600	31,212	31,836	32,473	33,122
CIDT	292	644									
AJCHRA pager/cell recurring		10,205	6,000	170%	10,205						
Call Box Project	11,427	496	5,000	10%	5,000	6,000	6,060	6,121	6,182	6,244	6,306
Coplink recurring charges	2,625										
JEFFCOM	125,773										
Transition costs		168,605			1,071,800	5,455,742					
Recurring commitment model						-	-	-	-	-	-
Operational salaries model						3,731,750	7,687,405	7,918,027	8,155,568	8,400,235	8,652,242
Total JEFFCOM	125,773	168,605	2,000,000	8%	1,071,800	9,187,492	7,687,405	7,918,027	8,155,568	8,400,235	8,652,242
Smart911	89,600	89,600	89,600	100%	89,600	89,600	91,392	93,220	95,084	96,986	98,926
Total Special Projects	506,137	969,029	4,256,600	23%	4,155,078	10,688,092	7,815,457	8,048,579	8,288,670	8,535,938	8,790,596
Training expense (TE)	123,940	180,198	200,000	90%	200,000	200,000					
Translation services (LLS)	10,319	5,837	9,847	59%	8,756	100,000					
Total Expense	5,667,933	4,441,994	9,246,981	53%	9,241,158	16,896,294	11,278,657	11,615,027	11,942,384	12,279,286	12,626,013

JeffCom Contrib 4,100,000
 JeffCom Op Sal TRUE

	2015	2016 ALL CLASSES			2017	2018	2019	2020	2021	2022	
	Actual	Jan-Aug	Budget	%	Est Yr End	Budget	Projection	Projection	Projection	Projection	
Net Ordinary Income	284,138	(40,893)	(3,090,621)		(2,639,506)	(5,871,085)	(32,944)	550,400	228,657	(102,518)	(443,405)
Other Income/Expense											
Other Income											
Total Other Income	26,061	4,113	0		0	-					
Net Other Income	26,061	4,113	0		0	-					
Net Income	310,199	(36,780)	(3,090,621)		(2,639,506)	(5,871,085)	(32,944)	550,400	228,657	(102,518)	(443,405)
Fund Balance, Beginning	7,701,104				8,011,303	8,011,303	2,140,218	2,107,275	2,657,675	2,886,332	2,783,813
Add total income	5,952,071				6,601,652	11,025,210	11,245,714	12,165,427	12,171,041	12,176,768	12,182,609
Less total expense	(5,667,933)				(9,241,158)	(16,896,294)	(11,278,657)	(11,615,027)	(11,942,384)	(12,279,286)	(12,626,013)
Add total other income	26,061				-	0	0	0	0	0	0
Less total other expense	-				-	0	0	0	0	0	0
Fund Balance, Ending	8,011,303				8,011,303	2,140,218	2,107,275	2,657,675	2,886,332	2,783,813	2,340,409
Less JCECA Operating Reserve	(2,380,828)				(1,122,281)	(1,874,286)	(1,911,771)	(2,068,123)	(2,069,077)	(2,070,050)	(2,071,043)
Less JEFFCOM Capital Reserve	-				-		(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Unrestricted ending fund balance	5,630,484				6,889,022	265,932	95,503	489,552	717,255	613,763	169,365

ETC mod calc	
746,903	subscriber lines
1.20	ETC Rate 1
1.20	ETC Rate 2
1.30	ETC Rate 3

Op Res = 17%

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
OCTOBER 20, 2016

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 William Rush
 Director Casey Tighe
 Director Bob Olme (On Conference Phone)
 Director Ken Olsen
 Attorney Ryan Tharp
 Debbie Quinn, Clerk

Excused: Director Chris Ambrosio

Also Present: Jeff Irvin, Executive Director
 Monty Heffner, Broomfield PD
 Tony Coraggio, Broomfield PD
 Vicki Pickett, Arvada PD
 Jen Sliemers, Arvada Fire
 Karen Marquez, Westminster PD
 Chris Garramone, Wheat Ridge PD
 Megan Schlager-Reyes, West Metro Fire
 Rebecca Fuller, West Metro Fire
 Wes Horn, CenturyLink

Director Rush called the meeting to order.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Tighe, and by majority vote, approved the Minutes of September 29, 2016.

NEW BUSINESS

Attorney Tharp introduced the JCECA Resolution authorizing an increase to the emergency telephone charge to \$1.20. The notice of the increase was posted in the Golden Transcript. No public comments were received by Executive Director Irvin and there were no appearances by members of the public for comment at the meeting. The Board upon motion of Director Olsen, duly seconded by Director Tighe, and by majority vote, approved the resolution to increase the emergency telephone charge. The board held a brief discussion clarifying that Director Tighe had voted no and all others had voted yes.

The Board agreed to move the Executive Director's Annual Review to the next meeting so that the entire Board could be present.

Director Olme concluded his conference call.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olsen, duly seconded by Director Tighe, and by majority vote, approved the Treasurer's Report and \$232,628.71 of AP claims for the month of September.

ADVISORY COMMITTEE REPORT

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

- CodeRED has 388,851 contacts registered via the Citizen Notification Enrollment (CNE) portal. The Arvada PIO will coordinate an all call test on November 15th. The Advisory Committee will report the results of the test at the November board meeting.
- GeoComm – two representatives of GeoComm attended the Advisory Committee meeting in person to give their annual report and to discuss future needs of the JCECA funded agencies. They will be in contact with the JeffCom Executive Director to see what assistance they might provide for the consolidation process.
- CenturyLink – the CenturyLink representatives reported that repair tickets were significantly less in number for the month of September owing to preventive maintenance.

JEFFCOM REPORT

The JeffCom Executive Director, Judith Weshinskey-Price was unable to attend the meeting due to a conflict with a JeffCom board meeting. Vicki Pickett, Arvada PD gave a brief JeffCom status report. JeffCom has retained legal counsel and are in the process of evaluations for three candidates for an IT Manager position. A kickoff meeting for the Design Team for the remodeling project for the workspace was held. The Design Team is working on purchase of console furniture, construction timeline, budget and business information needed to get the consolidation center set up.

A Volunteer Committee has been set up to consider training regarding dispatch standards. Interviews for instructors will be held in November. The County is trying to be proactive now in case the state mandates the dispatch standards.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Olme, and by majority vote, approved the expenditure items under \$10,000 in the amount of \$68,739.26.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olsen, duly seconded by Director Tighe and by majority vote, approved the expenditure items over \$10,000 in the amount of \$556,605.07 for a combined total of expenditure requests in the amount of \$625,344.33.

EXECUTIVE DIRECTOR REPORT

- The Colorado Legislature Interim Committee titled "2016 Task Force on 911 Oversight, Outage Reporting, and Reliability" held the second of three meetings

on10/11/16. Rear Admiral (ret.) David Simpson, Chief of the Federal Communications Commission's (FCC) Public Safety and Homeland Security Bureau spoke via video link about the direction of 911 throughout the country. By January 31, 2017, the task force must submit a report of its findings to the House Transportation and Energy Committee and the Senate Agriculture, Natural Resources, and Energy Committee.

- Jeff reported that the fiber projects are progressing. The Gold Line will not be activated until the A line issues are addressed. A WebEx Session will be held to discuss the North Metro Line.
- Jeff mentioned that the final draft budget will be presented at the November hearing and will be submitted for adoption at the December hearing.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
NOVEMBER 17, 2016 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. October 20, 2016 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. New Business
 - a. Draft Budget
9. Executive Session
 - a. Executive Director Annual Review
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
NOVEMBER 17, 2016

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 William Rush
Director Bob Olme (On Conference Phone)
Director Ken Olsen
Attorney Ryan Tharp
Tracy Emerson, Clerk
Director Ambrosio (arrived at 09:05 a.m.)
Director Casey Tighe (arrived at 9:22 a.m.)

Also Present: Jeff Irvin, Executive Director
Vicki Pickett, Arvada PD
Monty Heffner, Broomfield PD
Karin Marquez, Westminster PD
Jodi Malpass, Lakewood PD
Karyn Kretzel, West Metro Fire
Rebecca Fuller, West Metro Fire
Jen Sliemers, Arvada Fire
Chris Garramone, Wheat Ridge PD
Billy Kraft, Evergreen Fire
Erin Collard, Jefferson County
Chris Malmgren, Pleasant View Fire

Director Rush called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Olme, and by majority vote, approved the Minutes of October 20, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olme, duly seconded by Director Olsen, and by majority vote, approved the Treasurer's Report and \$371,009.28 of AP claims for the month of October.

Director Chris Ambrosio (arrived at 9:05 a.m.)

ADVISORY COMMITTEE REPORT

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

topics were covered:

- John McDonald, head of security for Jefferson County Public Schools gave an overview of their operations and staff responsibilities. They are looking into their existing dispatch staff trained in the same manor that our 9-1-1 Dispatchers. Vicki has instructors that have already reached out to work with them on this initiative.
- Rave Mobile Safety (creators of the Smart 911 product) has introduced a new program named Panic Button. It interfaces with Smart 911 and is an application for Smart phones where the individual can press the Panic Button and it will notify a pre-defined group of people depending on the type of emergency. It also calls 9-1-1 which provides First Responders with a facility profile of the school. The School District is planning to test this product with the Jefferson County Charter Schools first.
- CodeRED reported a total count of 391,435 contacts registered in the emergency notification system. Vicki also provided the statistics from the all call test completed on November 15, 2016.
- GeoComm reported a 99.8% match rate for the emergency notification database.
- Century Link continues to move forward with the switchover to MOE (Metro Optical Ethernet) for the Arvada, Westminster and Evergreen 911 phone network system. The plan is to complete the transition by the second week of December.

Director Casey Tighe (arrived at 9:22 a.m.)

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Olme, duly seconded by Director Olsen, and by unanimous vote, approved the expenditure items under \$10,000 in the amount of \$42,622.10.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Olsen, duly seconded by Director Olme and by unanimous vote, approved the expenditure items over \$10,000 in the amount of \$13,295.00 for a combined total of expenditure requests in the amount of \$55,917.10.

EXECUTIVE DIRECTOR REPORT

- North Metro Line stakeholders meeting: Participation and interest remains high including now possible involvement from Jefferson County and Adams County Public Schools in the J-FON network.
- Colorado PUC 911 Advisory Taskforce meeting:
- Regarding the ETC issue, Denver is looking for legislative sponsorship for a bill to strengthen the statute that addresses collection of the emergency telephone charge. Ryan Tharp, Attorney also added comments regarding this topic.
- JCECA's consultant BKD has a conference call scheduled with Jeff Irvin on 12/01/16 to discuss the status of their work with regard to assessment of emergency telephone charge remittance for JCECA.

NEW BUSINESS

Jeff Irvin provided an overview from the budget planning session focusing on 2017 draft.

EXECUTIVE SESSION

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

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

The Board reconvened after the Executive Session.

The Board upon motion of Director Tighe, duly seconded by Director Rush, and by unanimous vote, approved the 3% salary increase retroactive to October 1, 2016 and authorized a \$1000 bonus for Executive Director, Jeff Irvin.

ADJOURNMENT

The meeting was adjourned.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
DECEMBER 15, 2016 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. November 17, 2016 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
8. Final Discussion and Consideration of Adoption of the 2016 Budget
9. New Business
 - a. Discussion of amendment of JCECA IGA to permit increase of ETC above \$0.70.
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
DECEMBER 15, 2016

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 Chris Ambrosio
Director Casey Tighe
Director Bob Olme
Director Ken Olsen
Attorney Ryan Tharp
Katelyn Kellogg, Clerk

Excused: Director Bill Rush

Also Present: Jeff Irvin, JCECA Executive Director
Vicki Pickett, Arvada Police Department
Jen Sliemers, Arvada Fire Protection District
Jodi Malpass, Lakewood Police Department
Monty Heffner, Broomfield Police Department
Karin Marquez, Westminster Police and Fire Departments
Chris Garramone, Wheat Ridge Police Department
Erin Collard, Jefferson County Office of Budget & Risk Management

Director Ambrosio called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Tighe, duly seconded by Director Olsen, and by majority vote with Director Rush excused, approved the Minutes of November 17, 2016.

TREASURER'S REPORT

Jeff Irvin presented the Treasurer's Report. The Board upon motion of Director Olme, duly seconded by Director Olsen, and by majority vote with Director Rush excused, approved the Treasurer's Report and \$285,120.72 of AP claims for the month of November.

ADVISORY COMMITTEE REPORT

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

- There has been a system change for Arvada and Westminster's phone system. The system was taken down half way in order to switch out.
- The GEOCOM system data is still very accurate. There is a 99.83% match rate on the emergency notification update.
- JeffCOM Update – hired IT and HR managers. Started on the 9th of December. Will attend advisory committee meetings to meet personnel.
- Meeting with South Metro for JeffCOM to determine the scope of work for the GIS work that will be required.
- Hired Operations managers, interviews on 7th of December. Three were selected.
- Code Red all call test, Vendor ECN is conducting a ValiData process to provide an accurate report of results of test.

EXPENDITURE REQUESTS

Jeff presented the agency expenditure requests for amounts of \$10,000 or less. The Board upon motion of Director Tighe, duly seconded by Director Olsen, and by majority vote with Director Rush excused, approved the expenditure items under \$10,000 in the amount of \$32,556.27.

Jeff then presented the agency expenditure requests for amounts over \$10,000. The Board upon motion of Director Tighe, duly seconded by Director Olson and by majority vote with Director Rush excused, approved the expenditure items over \$10,000 in the amount of \$573,811.47 for a combined total of expenditure requests in the amount of \$606,367.74.

EXECUTIVE DIRECTOR REPORT

Final Discussion and Consideration of Adoption of the Budget for 2017:

Jeff went over the final budget numbers for 2017. There was a discussion of the budget that included the possible need to amend the budget should the PUC elect not to approve the ETC increase for which application is in process. The Board upon motion of Director Olsen, duly seconded by Director Olme and by majority vote with Director Rush excused, approved the 2017 budget of \$14,442,988. The Board upon motion of Director Olme, duly seconded by Director Tighe and by majority vote with Director Rush excused, approved appropriation of the 2017 budget.

Additionally, Jeff had a phone call with consultant BKD on December 1. They mentioned they have seen some anomalies in ETC analysis. Will deliver report in January. Ryan Tharp's office will also prepare ETC applications and will deliver another set of data.

NEW BUSINESS

Ryan Tharp introduced an amendment of the JCECA Intergovernmental Agreement to permit increase of the Emergency Telephone Charge above \$0.70. Additionally Ryan presented a resolution to support the amendment. There was a discussion about how the amendment would affect the agencies and what would be involved with getting the amendment passed.

ADJOURNMENT

The meeting was adjourned.

**NOTICE OF MEETING
FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
(JCECA)
JANUARY 19, 2016 AT 9:00 A.M. JEFFERSON COUNTY
COURTS & ADMINISTRATION BUILDING
FIRST FLOOR, HEARING ROOM 1
100 JEFFERSON COUNTY PARKWAY, GOLDEN, CO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. December 15, 2016 Regular Meeting
4. Treasurer's Report
5. Advisory Committee Report
6. Expenditure Requests
7. Executive Director's Report
 - a. Status of JCECA IGA Amendment.
 - b. Status of PUC ETC increase applicaiton.
8. New Business
 - a. FIRSTNET update by Brian Shepherd, Broadband Program Manager, State of Colorado Governor's Office of Information Technology (OIT)
9. Adjournment