



Record of Proceedings
Jefferson County Communications Center Authority
Board of Directors
September 19, 2019, 9:00 am
433 S. Allison Pkwy, Lakewood, CO 80226

I. CALL TO ORDER

The board meeting of the Jefferson County Communications Center Authority (Jeffco) was called to order by Jeff Shrader at 9:00am. This meeting was held in accordance with the applicable statutes of the state of Colorado, at 433 S. Allison Parkway, Lakewood, Colorado.

II. ROLL CALL

President Jon Greer (Arvada Fire)	Not Present	(Proxy Mike Piper)	Present
Vice President Jeff Shrader (Jeffco Sheriff's Office)			Present
Secretary/Treasurer Member Mike Weege (EFD)			Present
Dave Pickett (Wheat Ridge PD)			Present
Member Link Strate (Arvada PD)			Present
Member Bill Kilpatrick (Golden PD)			Present
Member Dan McCasky (Lakewood PD)			Present
Member Don Lombardi (West Metro Fire)			Not Present

III. PUBLIC COMMENT - (Limited to 3 minutes each)

IV. APPROVAL OF RECORD OF PROCEEDINGS

MOTION: It was moved by Dan McCasky and seconded by Link Strate to approve the record of proceedings of the board meeting for August 15, 2019. The motion was voted upon and carried.

V. REPORTS

A. Financial and Budget Update – (CRS) Community Resource of Colorado Ms. Angie Kelly

- 2018 Draft Audit Presentation (Jim Hinkle with Hinkle and Company CPA's)
 - Performed audit on the financial statements as of December 31st, 2018. Audit included the analysis of the internal control structure within the organization, segregation of duties and the effectiveness of the segregation of duties through the audit test.
 - No significant deficiencies or material weaknesses in internal controls. The internal control structure is operating as it should. Audit was on the

financial statement themselves and the report is an unmodified clean opinion. States the financial statements are prepared in accordance with general accepted accounting principles.

- Did issue a required communication letter, required by our standards to communicate if various things occurred during the audit. This letter states that they did not have any disagreements with management and did not have any difficulties throughout the audit process. They are required to include the list of adjustments made during the audit to the books and records. Those were getting the beginning balances stated correctly going forward as there was not an audit in the previous year. The regular accounting of the day to day transactions is a smooth system and operating as it should.

MOTION: It was moved by Dave Pickett and seconded by Mike Piper to accept the audit report as presented. The motion was voted upon and carried.

- August Financial Statement (Angie Kelly)
 - Operating as normal. We are at 67% of the year, 67% of revenues. JCECA does continue to meet their obligation and transfer the money by mid-month.
 - Consultants are at 61% on the year, Brian Wilkerson has not been as involved and we have some significant savings.
 - Audit will come up when we receive the final bill from Hinkle and Company.
 - Dues and memberships are at 72%.
 - Software, we are tracking well at 82%. We made a few big one-time payments early in the year.
 - Phone system/ IT and hardware we are at 51% for the year.
 - Meeting and Office expenses are at 51% on the year. Those are trending low. The \$6000,00 was the only item out of standard procedure, it was setting up an office.
 - Facility cost is at 68% on the year. The insurance hit higher and we will budget higher for that next year.
 - Total Operational expenditures are at 65% on the year, at 67%.
 - Employment expenses between JCECA and Jeffcom salaries are at 54% on the year. Still have salary savings.
 - Other employment expenses we are at 56% on the year.
 - Recruiting we are over budget, that was a big focus this year.
 - Total expenditures are at 54%, still trending under budget.
 - We haven't gone near the \$400,000 contingency. Year to end date ending fund balance at 3.1 million.
 - The capital fund, there is a little money out of furniture, as there was some furniture replaced.

- Still planning the transfer of the \$100,000 from general operating into capital. That happens at the end of the year.
- ColoTrust account is gaining interest.
- Adjusted unrestricted cash balance is 3.3 million.

B. Executive Director Update – Jeff Streeter

- Personnel Update
 - Just started a new academy on September 9th, 2019 and would like to welcome our new hires. Timothy Martinez, Amber Stark and Justin Rogers are our new ECS personnel. Dave Mahan is our new Quality Assurance/Trainer. Dave just retired from the Fire department with 34 years in the industry. Dave will be working with Jess Hapgood to increase our QA numbers and work towards accreditation.
 - Welcome to Gina Ramirez, she will be taking over the Call Taking Operations Manager position and Vicki will be moving to the Fire Operations position.
 - Jeffcom averages over 100 applications a month. We currently have 9 personnel in backgrounds for our November academy. Total numbers now, 100 ECS with 2 on military leave, 3 in training and 16 Supervisors.
 - New hires have 6 weeks in the academy, 8 weeks on the floor call taking training. It takes about one year to develop a dispatcher from start to qualification on a channel.
 - Actively involved with the Warren Tech. training program.
- First week of September we moved our Records and IT department to the 1st floor.
- Sent an email yesterday on the NICE/Motorola situation. We lost a considerable amount of recording on the Motorola side. We are still awaiting a report from NICE and Motorola. They were trying to solve a problem on the NICE side, that didn't connect with their interfaces and it crashed the system. When they did other updates, it crashed multiple PSAP's recording and servers. We have notified the District Attorney's office and the Board. We were out of service from September 5th to September 17th on the Motorola radio side. There were 30 plus PSAP's in Colorado affected by this. We have instilled a new policy to do manual checks on this system daily until we can come up with a better system that gives us 24/7 monitoring. It was a system error beyond our control.
- Request for Action
 - Request for Action to purchase dual band portable radios. Many of the agencies are already encrypted, others will be by December and it will

have a direct impact on our ability to provide service. The Motorola radios that were given to us by Jeffco during the transition are at end of life. Staff has worked to recalculate and reassign where radios need to be for functionality if we had catastrophic failure. The request is to purchase dual band portable radios. This comes at the recommendation of Brian Wilkerson and Dean Davis.

- We have been looking at this for a while, but it has been accelerated by some of the other agencies moving towards encryption.
- By purchasing a single dual band radio, we can eliminate the need to have a separate stock of hardware for both Harris and Motorola. We would have a single resource on the floor. The second portion of the proposal is purchasing the mobile radios, because currently as a backup measure on the dispatch floor the Motorola consoles are on portables if we have to back them up. That is contrary to Harris, where they have a mobile that is mounted to the console.
- What we need from an operational standpoint is determined by purchasing the 8 mobiles and deploying them at the Motorola consoles we can limit the number of portables we would need to purchase. Currently we have 37 portables between Harris and Motorola, we can get that down to 17 by also deploying some of the mobile radios which are also a little cheaper. The quote on the mobiles is \$30,800 and the portables is \$69,700.
- The total amount we are looking for Board approval on is \$100,500. We do have this money in the budget. We anticipate a six-week order time, hoping to have them in by the middle of December.

MOTION: It was moved by Dan McCaskey and seconded by Mike Weege to approve the purchase of dual band portable radios. The motion was voted upon and carried.

- We are ready to present the budget for 2020 at the next board meeting. The only caveat being we don't have the final numbers from JCECA. Will add to the agenda for next month.

C. Legal Update – Ms. Kathryn Winn

V. OLD BUSINESS

- Looking at monthly report and strategy to get our numbers trending in the right direction. Call load is up and personnel numbers are down. Conducted data analysis and best placement for our personnel and beginning and ending shift times. We have made some adjustments to our schedule for 2020, we will be bidding in the coming weeks, to maximize the placement of our personnel to meet the call volume.

- Clarification on email received regarding a notification to agencies of a priority call outside of our jurisdiction. On an officer needs help, shots fired, foot/vehicle pursuit or robbery, a notification and that is all it is, is sent to the controlling dispatcher if it is within a certain radius. Also sends it to the mobile terminals within that same alerting radius. It is just a message, says priority call, location and what is happening. It's an automated way to share information and is just a notification of awareness. It is not dispatching. There will be further discussion at the October Law Ops meeting. Additional training and education may be needed for our officers.

**VII. EXECUTIVE SESSION
MOTION**

VIII. ADJOURNMENT: There being no further business to be presented it was moved by Jeff Shrader to adjourn the board meeting of the Jefferson County Communications Center Authority board of directors.

Meeting was adjourned at 9:47am.