



## Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

November 21, 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 (Jeffcom) was called to order by Jeff Shrader at 9:03am. 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 Mike Weege (EFD)	Not Present	(Proxy Dave Montesi)	Present
Dave Pickett (Wheat Ridge PD)			Not 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)			Present

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

### IV. APPROVAL OF RECORD OF PROCEEDINGS

**MOTION:** It was moved by Don Lombardi and seconded by Link Strate to approve the record of proceedings of the board meeting for October 17, 2019. The motion was voted upon and carried.

### V. REPORTS

- A. Financial and Budget Update – (CRS) Community Resource of Colorado Ms. Angie Kelly
- October Financial Statement
    - Miscellaneous revenues have jumped, that reflects the \$11,000 payment from JCECA for the CenturyLink support.

- Expenditures are on track for the year with major savings in salaries. Under general operating, we are at 83% year to date. Total consultants are 81%, dues and memberships are at 72%.
  - Software we are at 83% on the year.
  - Phone system, IT system and hardware is at 58%. A few major payments have not been made yet, the West Metro IT consultant being the largest one. This will jump before the end of the year.
  - Meetings and office expenses, we are at 63% on the year. The IT for Admin is the computers that we previously discussed.
  - Facilities costs is at 86% of the year, the overage in facility, maintenance and upgrades is the money that was previously attributed in capital for the furniture, that was moved into facilities, maintenance and upgrades.
  - Total operational expenditures is at 75%, 83% on the year.
  - Employment expenses, we are at 66% for salaries and benefits on the year. Continue to budget to be fully staffed. Other employment expenses, the big overage is recruiting as that continues to be a major focus. Total employment expenses is trending at 67%.
  - Total operational and employment expenses is trending at 68% for the year.
  - Ending fund balance 4.4 million.
  - There are no outstanding invoices, all contributions have been paid.
  - Capital fund, we took the expenditures out of there, we have the \$745,732 that we put in at the end of 2018. The \$100,000 transfer will happen at the end of the year.
  - Cash position, checking account unrestricted cash balance is at 1.285 million, the payroll (JCECA monies) 3.7 million. Total unrestricted cash balance is 5 million.
- Review and approval “Amended and Restated Financial Management Policies”
    - At the October Board meeting there was discussion on how we identify these funds, capital reserve and the contingency fund. Working with Kathryn, Angie and Chief Weege we have made some edits to the Financial Policy at the Boards direction further identifying those funds.
    - Packet provided shows the overview of changes to the Policy and the redline version of all changes made to the Financial Policy. We made the changes in the 2020 Budget to reflect meeting these standards.
    - Discussion at the last meeting was to create a third fund, the general fund, capital reserve fund and contingency. We have done that in the budget, and we needed to reflect the changes in the Financial Policy. In the adopted budget there will never be any fund appropriated out of that contingency fund. In order to spend money out of the contingency fund, we would need to do a budget amendment. The Capital reserve fund has been better defined and is intended to be used for projects of \$25,000 or more.
- MOTION: It was moved by Link Strate and Seconded by Dan McCasky to accept the Amended and Restated Financial Management Policies. The motion was voted upon and carried.**

- 2020 Draft Budget for Approval
  - Reformatted to how the State likes to see it, and now also reflects the contingency fund.
  - The only change to the budgetary numbers is in the employment expenses. Received the salary survey from Mountain States. The employment expenses are a little higher, a position was added in the IT department. The change is just over \$100,000.
  - Your contribution did not change, it is the same from 2019 to 2020. The user fees are the same based on their call numbers.
  - Added the column of the 2019 Total Estimated, those are the same numbers from the forecast. All the numbers are now combined into one document.
  - The big jump in revenues is the money back from JCECA.
  - The JCECA contribution is at 6.5 million, that is the number they have in their draft budget and discussing at their meeting today.
  - Added the beginning balance which is the projected beginning balance that we have from our total estimated 2019.
  - Other revenues we like to budget low.
  - Expenditures, nothing has changed in the consultants, dues and software. The name of HrQ has changed to Talion Defense, but the monies have not changed.
  - Total hardware, phone IT has remained stagnant.
  - Meetings, office expenses and facility costs, the change is in the salary number. Other employment expenses the overtime which is 12% of the salaries went up with the change of the salary numbers.
  - Previously the performance recognition line was at the very bottom, to make sure it was captured in the total expenditures but not included in the calculation of anyone's contribution, it has moved above total expenditures.
  - The excess of revenues we are budgeting at a negative. Transfer to the capital reserve fund of 1 million and transfer to the contingency of 2.1 million. The 2.1 million reflects 4 payroll periods fully staffed. Ending fund balance, we have driven it down to \$250,000, so that we can move the monies into the other funds.
  - The new contingency fund, nothing budgeted out. The money in, is the transfer from operating. Estimate about 2% interest. The ending fund balance will continue to grow as it gains interest.
  - Capital reserve fund, 100,000 coming in from general and the million coming in 2020. Nothing budgeted for expenditures for 2020. Have been working on the seven year capital improvement plan and with the new financial policies don't see any capital improvements needed in 2020, we can do everything out of operating. The balance will continue to grow in 2020.
  
- Resolution 2019-03 to Adopt 2020 Budget
 

**MOTION: It was moved by Don Lombardi and seconded by Mike Piper to approve the 2019-03 Resolution to Adopt the 2020 Budget. The motion was voted upon and carried.**

B. Executive Director Update – Executive Director Jeff Streeter

- General Update and Overview

- We have 7 new employees that just started in the academy 2 weeks ago.
- Next academy to start January 21<sup>st</sup>. We have 14 currently in backgrounds, doing our best to maximize that class.
- Continue to work with the 5 law enforcement agencies as with the fire agencies for accreditation. We have a number of on sites coming up and we continue to work with your managers and staff on that.
- We are working on accreditation for Jeffcom. We need to get our QA scores up. We added the QA specialist and will be processing more QA's. There are a certain number of calls that have to receive a QA score. We will get the ACE accreditation first and then go after CALEA. The ACE accreditation helps with the fire agencies and standardizes us in our queue scores and sets us up nicely for CALEA.
- We have hired two new supervisors from within, they will start January 1<sup>st</sup>, 2020 in their new position. We promoted Makenzie Crumbaker and Chris Green.
- Discussion on dispatching between agencies and becoming more consistent in terms of how it is done. Fire department is coming together and synching nicely in how we dispatch. We meet in our quarterly law operations meetings with representatives from all the agencies. We are striving to come to an agreement that we will all dispatch one way. It is a battle. It is a hurdle for us, as it becomes a training matter. Suggestion to bring it to the Chief's to make a decision that we are going to do it a certain way. Add to the Law Ops agenda and would like to see recommendations as to what would help improve dispatch and why. Would be helpful to do a workshop or have a work study discussion.

C. Legal Update – Ms. Kathryn Winn

- Board Elections

- Officer elections, we are due to have new officers in place in January. President and Treasurer both serve three years, Vice President and Secretary both serve two years.

President: Nominate Jeff Shrader

Vice President: Nominate Don Lombardi

Secretary/Treasurer: Nominate Mike Weege

**Motion: It was moved by Link Strate and seconded by Dan McCasky to approve the nominations for the Board. The motion was voted upon and carried.**

- Letter to JCECA

- Gave JCECA a draft agreement in September. They were going to talk about it at their October meeting, then pushed to November. Now will be in executive session. We did not want Jeffcom's message to be lost as to why this agreement is important. A letter was drafted by Jeff and Kathryn to the JCECA Board and went in their Board packets for the monthly meeting. We will have to wait and see what

comes out of their meeting today. The agreement itself lays down some time lines which would help us and in turn the agencies with budget and planning.

**VI. OLD BUSINESS**

**VII. EXECUTIVE SESSION**

A. Executive session pursuant the Section 24-6-402(4)(f), C.R.S. for personnel matters for the annual review of the Executive Director.

**MOTION: At approximately 10:15am it was moved by Dan McCasky and seconded by Link Strate to move into executive session pursuant the Section 24-6-402(4)(f), C.R.S. for personnel matter for the annual review of the Executive Director. The motion was voted upon and carried.**

**MOTION: At approximately 10:42am it was moved by Link Strate and seconded by Don Lombardi to reconvene the regular meeting of the Jefferson County Emergency Communications Authority board of directors. The motion was voted upon and carried.**

**VIII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Link Strate and seconded by Mike Piper to adjourn the board meeting of the Jefferson County Communications Center Authority board of directors. The motion was voted upon and carried.**

**Meeting was adjourned at 10:43am.**

This meeting is open to the public.