Record of Proceedings
Jefferson County Communications Center Authority
Board of Directors
June 18, 2020, 9:00 am
This meeting was held by Zoom only and accessible for the public to attend and listen via phone conference.

I. **CALL TO ORDER**
    The board meeting of the Jefferson County Communications Center Authority (Jeffcom) was called to order by Don Lombardi at 9:00am. This meeting was held in accordance with the applicable statutes of the state of Colorado.

II. **ROLL CALL**

President Jeff Shrader (Jeffco Sheriff's Office) (Absence excused)	Not Present
(Proxy Dean Davis)	*Present*
Vice President Don Lombardi (West Metro Fire)	Present
Secretary/Treasurer Mike Weege (EFD)	Present
Member Mike Piper (Arvada Fire)	Present
Member Chris Murtha (Wheat Ridge PD)	Present
Member Link Strate (Arvada PD)	Present
Member Bill Kilpatrick (Golden PD)	Present
Member Dan McCasky (Lakewood PD)	Present

Also in attendance were:
Jeff Streeter, Michael Brewer, Jodi Malpass, Vicki Pickett, Gina Ramirez, Kevin Biegert, Bess Joyce, Gabrielle Rathfon, Ethan Honaman and, Gayle Johnston.

Brian Wilkerson of Talion Defense
Kathryn Winn and Peggy Rupp of Collins Cockrel & Cole, P.C.
Angie Kelly of Community Resource Services, LLC
Nicole Torline of Haynie & Co.
Jeff Irwin of JCECA

Kirk Lock of Arvada Fire Protection District
Mark Kraft of West Metro Fire Protection District
Dave Pickett of Wheat Ridge PD
Ed Loar of Lakewood PD

III.   **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 May 21, 2020. The motion was voted upon and approved unanimously.

IV.   **REPORTS**

   A.   Don Lombardi administered the oath of office to Chief Kirk Lock who was appointed to serve as proxy for Arvada Fire.

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

   - Draft Audit 2019 – Nicole Torline with Haynie and Company presented the draft audit for the year ending December 31, 2019 and gave an overview of the financial highlights and financial statements. She noted that the audit would be filed with the State Auditor's office by the statutory deadline.

       MOTION: It was moved by Mike Weege and seconded by Mike Piper to accept the 2019 audit report as presented. The motion was voted upon and approved unanimously.

   - May Financial Statements - Angie Kelly presented the May financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. She reported that she is currently working with staff on projections for the 2021 budget. The Board discussed applications for reimbursements for COVID-related expenses, including seeking reimbursement from Jefferson County Cares Act, FEMA and funds available for Colorado Special Districts.

       MOTION: It was moved by Dan McCasky and seconded by Mike Weege to accept the May 2020 financials. The motion was voted upon and approved unanimously.

   C.   Executive Director Update

   - General Update and Overview – Jeff Streeter gave an update on the Academy training, increase in calls for service, and status of full implementation of NextGen 911.

   - Vote to Renew Declaration of Local Disaster Emergency (Resolution 20-02 Approved   3/26/2020)

       ◦ Discussion to extend declaration of local disaster emergency until further notice.

MOTION: It was moved by Mike Piper and seconded by Dan McCasky to extend the Declaration of Local Disaster Emergency until further notice. The motion was voted upon and approved unanimously.

D. Brian Wilkerson Cost Analysis Presentation update – Brian Wilkerson of Talion Defense presented the Cost and Services Analysis, a copy of which is attached hereto and incorporated herein, and reviewed with the Board the Update from Previous Analysis, Data Review and Challenges, Common Services, Variable Services and the Impacts Associated with Variable Services. He summarized stating there is no clear way to modify the funding formula and he sees no value in adding an extra layer of complexity to the current funding formula.

Following discussion of the goal of the funding formula in the Creation Agreement, Dan McCaskey moved to discontinue the funding discussion and Mike Piper seconded the motion. Bill Kilpatrick requested further discussion and noted that the Creation Agreement (entered into in 2016) calls for review of the funding formula in 5 years. The Board discussed the timing of the start of operations and when agencies joined. It was determined that all agencies were onboard by April 2018. Brian Wilkerson noted that the original percentages in the funding formula were based both on staffing costs pre-transition as well as a percentage of savings; ; now the funding formula is based on percentage of savings.

MOTION: It was moved by Dan McCasky and seconded by Mike Piper to continue with the current funding model until 5 years after the date all agencies were onboard, and begin discussion to evaluate the funding formula in 2023 for the budget year of 2024. The motion was voted upon and approved with 7 votes in favor and 1 against.

V. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Dan McCasky and seconded by Chris Murtha 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 9:50am.

Prepared by Gayle Johnston

JEFFCOM COST AND SERVICE ANALYSIS

UPDATE
June 11, 2020

UPDATE FROM PREVIOUS ANALYSIS

- Jeffcom and Talion Defense collected and reviewed additional data to further examine the effort to service each of the agencies

- Transfer calls were re-examined to determine of more of the volume could be allocated to specific agencies; unfortunately, we were not able to significantly increase the number of allocated calls

- We were able to examine the breadth of services provided to the agencies and the variation between them - this analysis is presented on the following pages

DATA REVIEW AND CHALLENGES

Over 5 million records analyzed as part of this study

Data Type	# of Records	Data Issues
Inbound Calls and Dispatch	495,992	Dispatch records left open on low priority calls for service
Outbound Calls	449,491	Jeffcom personnel making outgoing calls can only be further broken down if the call was placed from a console with a dedicated duty assignment. Outbound calls cannot be attributed to some fire and law agencies without a static console assignment (~50% unallocated)
Administrative Calls	1,028,312	Any inbound 10-digit phone call cannot be connected or tied to a specific agency
Transfers	252,661	Jeffcom can view data based on the destination of a transferred call. Where possible, a range of numbers can be searched to attribute these transfers to a specific agency. Not all agencies represented.
Radio Push-to-Talk	3,082,562	Jeffcom and field-initiated PTT, 90 days of data only. Missing data for Evergreen Fire, LE 2 (backup), JEF DATA (data channel for all above agencies), and JEF LOC GOV (Open space rangers). Some channels shared by multiple agencies.
Support Activity	5,268	[Included Records Requests and IT Support Tickets]

- Jeffcom's phone system, VESTA, is a closed system that does not currently provide Jeffcom the ability to link the phone call itself to a CAD call for a more detailed analysis
- Data time period covers April 2018 through end of March 2020

COMMON SERVICES ACROSS ALL AGENCIES

Common Tasks for All Agencies (34)	JCSO	WHEAT RIDGE PD	LKWD PD	ARVADA PD	GOLDEN PD and Fire	WMFR	ARV Fire	EVGRN Fire
911 Answering and Dispatch	X	X	X	X	X	X	X	X
Annual Report	X	X	X	X	X	X	X	X
Answering Non-Emergency Calls	X	X	X	X	X	X	X	X
Business Continuity and Disaster Recovery	X	X	X	X	X	X	X	X
CAD to Records Management System Export	X	X	X	X	X	X	X	X
Caution Note/Premise Maintenance	X	X	X	X	X	X	X	X
Citizen Emergency Communications	X	X	X	X	X	X	X	X
Code Red	X	X	X	X	X	X	X	X
Command Staff Notifications	X	X	X	X	X	X	X	X
Contact Lists	X	X	X	X	X	X	X	X
Coordinate Technology Upgrades	X	X	X	X	X	X	X	X
Custom CAD Utilities	X	X	X	X	X	X	X	X
Enterprise Browser	X	X	X	X	X	X	X	X
IPAWS	X	X	X	X	X	X	X	X
Language Line	X	X	X	X	X	X	X	X
Maintenance of On Call Sheets	X	X	X	X	X	X	X	X
Monitoring Radio Communications	X	X	X	X	X	X	X	X
Monthly Report	X	X	X	X	X	X	X	X
Mutual Aid Requests	X	X	X	X	X	X	X	X
On Call PIO	X	X	X	X	X	X	X	X
Phone Message Relay	X	X	X	X	X	X	X	X
QA Program (SLA)	X	X	X	X	X	X	X	X
Quarterly Report	X	X	X	X	X	X	X	X
Records Requests	X	X	X	X	X	X	X	X
Reporting Server	X	X	X	X	X	X	X	X
School Premise Blueprints	X	X	X	X	X	X	X	X
Smart911	X	X	X	X	X	X	X	X
Special Permit Verification	X	X	X	X	X	X	X	X
Special Team Call-Out Notifications (CERT, SWAT, Dive Team, West End Ops)	X	X	X	X	X	X	X	X
Standard Mobile CAD Configuration and Support	X	X	X	X	X	X	X	X
TDD/TTY	X	X	X	X	X	X	X	X
Text to 911	X	X	X	X	X	X	X	X
Utility Company Notifications	X	X	X	X	X	X	X	X
Water/Sanitation Notifications	X	X	X	X	X	X	X	X

VARIABLE SERVICES ACROSS ALL AGENCIES

Variable Tasks by Agency (6-38)	JCSO	WHEAT RIDGE PD	LKWD PD	ARVADA PD	GOLDEN PD and Fire	WMFR	ARV Fire	EVGRN Fire
Activate Outdoor Warning System		X	X					
Advanced Mapping								X
After Hours CIT	X	X	X	X				
After Hours Fleet and Fuel	X					X		
Afterhours IT Paging	X	X		X	X	X		
Airport Operations	X							
Alarm Monitoring	X	X		X	X			
Animal Control	X	X	X	X	X			
Apparatus/Fleet Equipment Monitoring								X
Bank Tracker	X	X	X	X	X			
Bomb Squad	X	X	X	X	X			
Civil Unit	X							
Communication Accreditation Support	X	X	X	X	X	X	X	
Coroner	X	X	X	X	X			
Dam Information and Notification	X	X	X	X	X			
Desk Officers	X	X	X	X				
Dispatch-District Attorney	X							
Dispatch-Hospital Watches	X							
Dispatch-Transportation Units/Marshall	X		X					
Down Stream Notifications	X	X		X	X	X	X	
EM Resource					X	X	X	X
Entry into CCIC/NCIC	X	X		X	X			
False Alarm Tracking	X							
Guard After Hours CBI Terminal	X	X		X	X			
Life Trak	X	X	X	X	X			
Lobby Phone Answering		X		X	X			

VARIABLE SERVICES ACROSS ALL AGENCIES (CONTINUED)

Variable Tasks by Agency (6-38)	JCSO	WHEAT RIDGE PD	LKWD PD	ARVADA PD	GOLDEN PD and Fire	WMFR	ARV Fire	EVGRN Fire
Lumen	X	X	X	X	X			
Metro Search	X	X	X	X	X			
Notification of Traffic Control Device Issues	X	X	X	X	X			
On Call Duty Judge	X	X	X	X	X			
On Call Investigations	X	X	X	X	X			
Out of Service Hydrant Notifications						X	X	
Park Rangers	X	X	X	X	X			
Patrol Roster Distribution	X	X	X	X	X			
Probation Units	X							
PublicWorks/Road and Bridge	X	X	X	X	X			
Query CCIC/NCIC	X	X	X	X	X			
Radio Tower System Monitoring				X				X
Safe2Tell	X	X	X	X	X			
Special CAD Interface Management		X			X	X	X	X
SROs	X	X	X	X	X			
Station Alerting Maintenance of Interface						X		
Station Alerting Maintenance of System					X		X	
Surveillance Camera Activation Response	X	X		X	X	X		X
Tactical Dispatch Services	X	X	X	X	X			
Tow Company Notification	X	X	X	X	X			
Use of Vehicle Pursuit Technology				X				
VA Notification	X	X	X	X	X			
Total	37	32	25	32	31	9	6	6

IMPACT ASSOCIATED WITH VARIABLE SERVICES

High Impact Services
- Guard After Hours CBI Terminal
- Query CCIC/NCIC
- Surveillance Camera Activation Response
- Tactical Dispatch Services

* Impact is a combination of Frequency and Effort

Medium Impact Services
- Alarm Monitoring
- Animal Control
- Custom CAD Utilities
- EM Resource
- Entry into CCIC/NCIC
- False Alarm Tracking
- Life Trak
- Lobby Phone Answering
- Metro Search
- Park Rangers
- Public Works/Road and Bridge
- Safe2Tell
- SROs
- Station Alerting Maintenance of System
- Text to 911

THANK YOU

Please do not hesitate to let us know if you have any questions

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