



Record of Proceedings

Jefferson County Communications Center Authority

Board of Directors

April 15, 2021, 9:00 am

This meeting was held by Zoom only and accessible for the public to attend and listen via phone conference.

CALL TO ORDER

The board meeting of the Jefferson County Communications Center Authority (Jeffcom) 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.

I. ROLL CALL

President Jeff Shrader (Jeffco Sheriff's Office)	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)	Not Present
<i>Proxy Darrel Guadnola</i>	<i>Present</i>
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, Bess Joyce, Ethan Honaman, Gabrielle Rathfon and Gayle Johnston.

Brian Wilkerson of Talion Defense
Kathryn Winn of Collins, Cockrel & Cole, P.C.
Sue Blair of Community Resource Services, LLC
Jeff Irwin of JCECA

Dean Davis of Jeffco Sheriff's Office
Ed Loar of Lakewood PD
Joe Harvey of Golden PD
Chris Malmgren of Pleasant View Fire Station
Alan Anderson of Foothills Fire Protection District
Bob Fager of Highland Rescue Team
Alan Fletcher Fairmount Fire Protection District

Candace Harris with Arvada PD
Kelly Newman with Arvada PD

II. PUBLIC COMMENT – (Limited to 3 minutes each)

No public comment

III. APPROVAL OF RECORD OF PROCEEDINGS

MOTION: It was moved by Mike Weege and seconded by Dan McCasky to approve the record of proceedings of the board meeting for March 18, 2021. The motion was voted upon and approved unanimously.

IV. REPORTS

- A. Financial and Budget Update – (CRS) Community Resource of Colorado Ms. Sue Blair
- March 2021 Financial Statements – Sue Kelly presented the March financial statements and reviewed with the Board the comparison of budget to actual revenue and expenditures. Revenues and expenditures are on track according to the budget.
- B. Executive Director Update
- General Update and Overview
 - Thank you to everyone that participated in Jeffcom’s CALEA virtual onsite assessment and to Jeffcom staff for your hard work. Jeffcom should receive the report later this summer with accreditation awarded in July.
 - Next academy is scheduled to start May 10th and Human Resources is currently doing testing and interviews for the August academy.
 - Fire Operations Manager Vicki Pickett
 - Update on Emergency Notification System
 - The Emergency Notification system is funded by JCECA and shared with Jeffcom’s partners at Westminster and Broomfield. The current system is the CodeRed system that was purchased in 2012.
 - Discussion on the requirements and limitations of CodeRed.
 - JCECA is currently looking at different emergency notification systems and is in the exploratory phase.
 - A coordinated marketing campaign from all the agencies would be very beneficial to raise public awareness to sign up for CodeRed.
 - Sheriff Shrader advocated for a comprehensive RFP to find a replacement system.
 - PowerPoint presentation is attached hereto and incorporated herein.
- C. Legal Update – Ms. Kathryn Winn
- Reviewing various contracts.
 - Creating a cheat sheet for staff based on the Open Records Act of what can and cannot be released.

VI. OLD BUSINESS

VII. EXECUTIVE SESSION

- Executive session pursuant to Section 24-6-402(4)(b), C.R.S to receive advice from legal counsel on specific legal questions regarding personnel policies, the Employee Handbook, and at-will employment.

MOTION: At approximately 9:52am it was moved by Dan McCasky and seconded by Don Lombardi to receive advice from legal counsel on specific legal questions regarding personnel policies, the Employee Handbook, and at-will employment. The motion was voted upon and carried.

MOTION: At approximately 10:32am it was moved by Don Lombardi and seconded by Dan McCasky to reconvene the regular meeting of the Jefferson County Communications Authority board of directors. The motion was voted upon and carried.

Foothills Fire was re-admitted to the public meeting.

MOTION: Link Strate made a motion to implement a “for cause” discipline policy for Jeffcom employees. No second was made and the motion failed.

VIII. ADJOURNMENT

MOTION: 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. The motion was voted upon and carried.

Meeting was adjourned at 10:33am.



Emergency Notification System

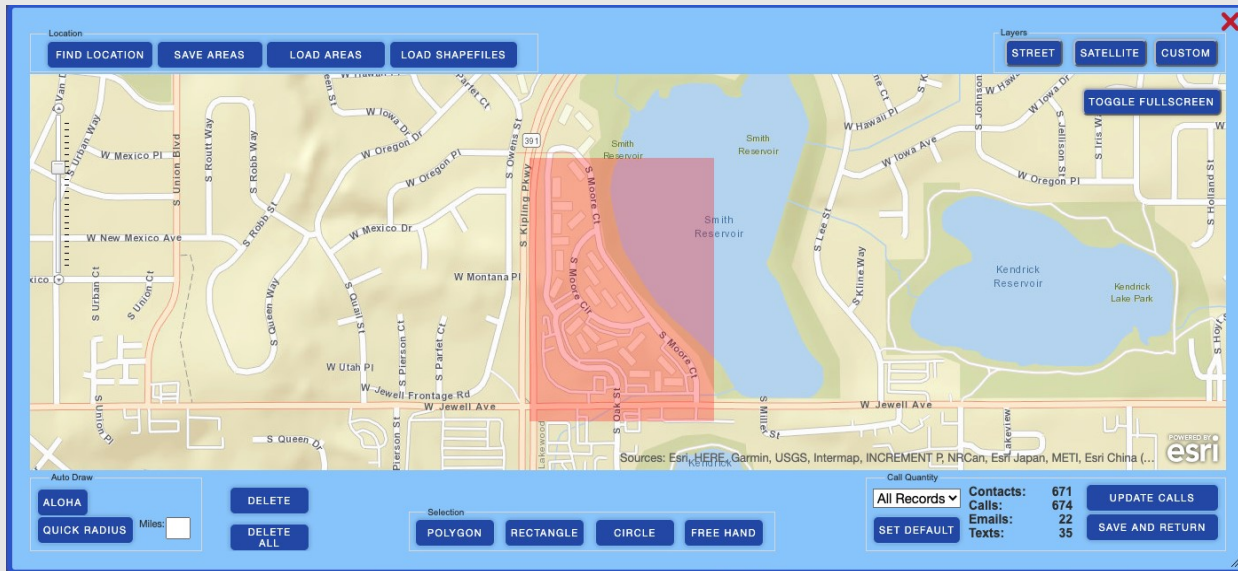


Notification requirements

- Identify audience
- Craft message
- Send follow up message



Identify Audience



Craft the Message

Message Editor

Primary Voice TDD Email Mobile App Text

Select or create your voice message, then preview.

SELECT an existing voice file:
Current Primary Voice

OR import .wav file: **IMPORT**

OR call in to record a message: **RECORD WITH IVR**

OR edit the text to speech (TTS) voice:
It is April 3rd at 205 pm. Jefferson County Sheriffs Department has issued a shelter in place order for the area of the 4500 south block

Use Voice: Male

0:00 / 0:54 **PREVIEW**

NEXT

It is April 3rd at 2:10 pm. Jeffco Sheriff has issued a shelter in place order for the area of the 4500 block of south Alkire Street and surrounding buildings. Police are contacting an armed suspect. There is a threat to your safety. If you are indoors, remain there. If you are outdoors, go indoors and remain there until further notice. Do not go outside and do not evacuate the area. Close and lock all doors and windows. Close all blinds and curtains. Stay away from windows and, if possible, move to the basement. Do not let anyone into your home or business and call 911 if there is somebody on your property who you do not know. Monitor local and social media for additional information. Take shelter now.

Code Red Notification Challenges

- It takes time!
- Only landline phones are automatically in the system
- Notifications are limited to incidents impacting their registered address
- Network capacity could impact message delivery
- Registrations can be delayed for verification prior to importing in the map



Other Options



- Current customer of their Smart 911 system
- Westminster is currently using their notification platform (Rave Alert) for internal notifications