

Jefferson County Regional Crime Laboratory

200 Jefferson County Parkway, Golden, CO 80401

Board of Directors Meeting – April 25, 2024 1400 – 1500 (JCSO) JCSO Wellness Center Conference Room

To join meeting via Microsoft Teams, click on the link below:

[Click here to join the meeting](#)

Or paste the link below into your internet browser:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGY2ZmRiNGQtZWViYy00NzBkLTk5MGEtMjc5YTJkNGIyZTBi%40thread.v2/0?context=%7b%22Tid%22%3a%227be8ec87-9ac9-4e6a-9141-def9631c43ea%22%2c%22Oid%22%3a%228da22dab-46be-423b-9c7e-e78f37f4ce61%22%7d

Meeting ID: 289 985 850 932

Passcode: LzEWRu

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Phone conference ID: 297 675 649#



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Team Members

Name	Agency	In Attendance
Mark Reeves (primary)	Lakewood	
Randy McNitt (alternate)	Lakewood	
Edna Hendershot (primary)	Arvada	
Melanie Thornton (alternate)	Arvada	
Mike Hendershot (primary, BOD chair)	Golden	
Mark Donahue (alternate)	Golden	
Marc Snowden (primary)	JCSO	
Mitch Puraty (alternate)	JCSO	
Jim Lorentz (primary)	Wheat Ridge	
Jon Pickett (alternate)	Wheat Ridge	
Kurt Behn	Jefferson County	
Courtney Driscoll	JCSO	
Jason Schimschal	JCRCL	
Jason Oehlkers	BCSO	

The meeting began at xxxx hours.

Public Comment:

No public in attendance.

Approval of Prior Minutes from 1/25/2024:

Minutes accepted without change.

Future meetings:

- July 25th, 2024 1400 to 1500

Motion to Adjourn:

The meeting adjourned at xxxx hours.



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Notes of Agenda for 01/25/2024

Staffing

- Update on DNA analyst (JCSO). DNA analyst in background investigation stage. Psychological and medical screening requires completion. Lab will be fully staffed after completion of DNA recruitment.

Budget

- County Attorney, Kurt Behn has completed a draft of an IGA to establish a capital fund for the lab. Draft was sent to BOD representatives in December 2023. Comments and further adjustments were made to IGA based upon feedback. Lakewood personnel to verify with their finance team if Lakewood will enter into the IGA agreement. All other agencies are in agreement to move forward and sign the IGA.
- JCRCL technical leads from each section will add additional information to the capital plan for instrument and equipment replacements for 2026 and beyond.
- Roughly \$100,000 will be needed from BOD funds to purchase instrumentation for the DNA section in 2025. Below is a summary of the estimated amount of funds requested from each agency. The table shows a lump sum payment for each agency and a two year payment plan for each agency. CEBR grant funds will pay for the remainder of the instrument purchase, roughly \$100,000.

Agency - 2025 Capital	Applied %	2025 Purchase	2 Year Payment per year
Arvada Police Department	29.3	\$29,745.95	\$14,872.97
Golden Police Department	6.7	\$6,801.97	\$3,400.99
Lakewood Police Department	51.7	\$52,486.87	\$26,243.44
Wheat Ridge Police Department	12.3	\$12,487.21	\$6,243.60
Total Percent and Total Check	100.0	\$101,522.00	\$50,761.00
Cost		\$101,522.00	

Projects

- Grant Award – 2023 Formula DNA Capacity and Backlog Reduction (\$331,592.00). Funds will be used to purchase supplies and new laboratory instrumentation. PO established to spend grant funds in 2024.



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- Grant Award – 2023 BJA FY 2023 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative (\$368,866.00). Funds will be used to purchase NIBIN equipment for the laboratory. PO completed for purchase of NIBIN and grant funds have been released by federal government for NIBIN purchase. Estimated arrival time for instrumentation is 6 months. Laboratory will host the NPI (National Policing Institute) on how to optimize NIBIN in laboratories. Meetings with NPI to occur in March 2024. New firearms employee in training is going well. Roughly another 9 months of training is required for the new employee. Laboratory will meet with ATF the week of 1/29/2024 to discuss NIBIN process.

Other

- Obtain number of sworn officers from each agency for budget calculations. Budget planning will start in March 2024 for 2025. There is a delay for completion of crime stats reporting for 2023 which is needed for the calculation.
- M-Vac equipment discussion. Overall summary of the M-Vac is that use of this device is not recommended for samples submitted to the JCRCL.
- New investigator training – May 2024 this is an overview of laboratory services intended for new investigators.
- Submission of loaded firearms policy updates – JCSO evidence is currently in the process of updating submission procedures in relation to loaded firearms received from all agencies.
- Kurt asked that he is contacted when a board member is changed. He requested that an email from the police chief is sent to the lab indicating that a person is acting as board member from the corresponding agency.
- This is a public meeting – the meeting will be posted in the future so that potential public comments can occur. This will be facilitated through the county clerk to board email address to notify the public.



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Notes of Agenda for 04/25/2024

Staffing

- Lab is fully staffed. New DNA analyst started on 3/4/24.

Budget

- County Attorney, Kurt Behn has completed a draft of an IGA to establish a capital fund for the lab. Draft was sent to BOD representatives in December 2023. Comments and further adjustments were made to IGA based upon feedback. Lakewood personnel to verify with their finance team if Lakewood will enter into the IGA agreement. All other agencies are in agreement to move forward and sign the IGA.
- Go over 5 year capital plan.

Five Year Capital Planning (2025 to 2029)

Year	Section	Item	Estimated Cost
2025	DNA	Extraction Instrument (Thermo Fisher Nimbus Presto)	\$201,522.00
2026	Chemistry	Drug Analysis Instrument (Agilent Gas Chromatograph Mass Spectrometer)	\$130,000.00
2026	Chemistry	Hydrogen Generator (Supplies hydrogen to instrumentation)	\$18,000.00
2026		Total for 2026	\$148,000.00
2027	DNA	Genetic Analyzer (SeqStudio Genetic Analyzer)	\$199,085.00
2028	NA	NA	NA
2029	NA	NA	NA



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- Roughly \$201,522.00 will be needed to purchase instrumentation for the DNA section in 2025. Below is a summary of the estimated amount of funds requested from each agency. The table shows the 2025 payment for each agency. CEBR grant funds will pay for the remainder of the instrument purchase, roughly \$100,000.

Agency - 2025 Capital	Applied %	2025 Purchase
Arvada Police Department	29.2	\$29,640.33
Golden Police Department	6.8	\$6,860.48
Lakewood Police Department	51.4	\$52,135.86
Wheat Ridge Police Department	12.7	\$12,885.34
Total Cost to Agencies		\$101,522.00
CEBR Grant Funds		\$100,000.00
Grand Total		\$201,522.00

NIBIN 2027 Yearly Fees

Starting in 2027, use and maintenance fees for NIBIN are roughly \$27,500 per year.

2025 Budget Planning Agency Invoices

Agency - 2025	Applied %	2024 Totals	2025 Total
Arvada	29.2	\$145,499.04	\$144,844.10
Golden	6.8	\$33,179.37	\$33,525.27
Lakewood	51.4	\$256,191.91	\$254,773.54
Wheat Ridge	12.7	\$61,239.68	\$62,967.09
Cost		\$496,110.00	\$496,110.00



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Combined 2025 Budget Totals Per Agency (Yearly Invoices and Capital Plan)

Agency - 2025 Yearly and Capital	Total
Arvada	\$174,484.42
Golden	\$40,385.75
Lakewood	\$306,909.40
Wheat Ridge	\$75,852.43
Total	\$597,632.00

Projects

- Grant Award – 2023 Formula DNA Capacity and Backlog Reduction (\$331,592.00). Funds will be used to purchase supplies and new laboratory instrumentation. PO established to spend grant funds in 2024.
- Grant Award – 2023 BJA FY 2023 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative (\$368,866.00). Funds will be used to purchase NIBIN equipment for the laboratory. PO completed for purchase of NIBIN and grant funds have been released by federal government for NIBIN purchase. Estimated arrival time for instrumentation is no later than June 2024. Laboratory hosted the NPI (National Policing Institute) on how to optimize NIBIN in laboratories on March 6th and 7th. New firearms employee in training is going well. Roughly another 9 months of training is required for the new employee.

Other

- New investigator training – Arvada and Golden have expressed an interest in training for their employees.
- BCSO and IGA
- Pilot NIBIN test fire submission policy is being drafted currently by JCSO working in conjunction with the laboratory. Arvada and Lakewood both have test fire programs.
- CBI drug case backlog. The JCRCL can provide limited support to completing drug cases for the Denver metro area assigned to CBI for completion.

