

Larimer Emergency Telephone Authority

Meeting Minutes December 7th, 2011

1. Call to Order/roll call

Meeting was called to order at 0901

PRESENT:

Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Director Lesher, Director Davis

STAFF:

Attorney John Frey, Executive Director Culp

ABSENT:

Secretary Kufeld, Director Charles

COMMISSIONER LIAISON:

Commissioner Donnelly (not present)

2. Public Comment

Chairman Baudek asked for public comment for any items not on the agenda. No comments received.

3. Review of the agenda

Chairman Baudek calls for a review of the agenda and for any item that needs to be added for Board consideration. No changes requested.

4. Executive Session

Director Davis made a motion at for the LETA Board to adjourn to an executive session pursuant to Colorado Revised Statutes sections 24-6-402 (4) (a) and 24-6-402 (4) (e) to discuss contract negotiations for the lease of real property to be used as LETA office space and for the discussion of a personnel matter under CRS 24-6-402 (2) (f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body; the appointment of any person to fill an office of this body; or personnel policies personal to particular employees (Executive Director Contract). The motion was seconded by Treasurer Westbrook and the motion unanimously passed.

5. Regular Meeting

The LETA Board resumed their regular meeting at 09:22.

6. Financial Report

Executive Director Culp reported that the financial reports for October, which included budget vs. actual, check detail, deposit detail, and detail report of all financial accounts, were included in the Board packets distributed through email to the Board on December 1st, 2011.

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7. Consent Agenda

- a. Approval of November meeting minutes
- b. Approval of October finance report
- c. Approval of October deposits and bills
- d. Resolution designating a public place for the posting of notices concerning LETA meetings.

Vice Chair Nelson and Director Davis made a motion to approve the consent agenda.

The motion UNANIMOUSLY PASSED on the following vote: **AYES:** Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Director Leshner, Director Davis
NOES: None. **ABSENT:** Secretary Kufeld, Director Charles **ABSTAIN:** None

8. Old Business

a. Phone Project Update

The metro Ethernet installations have begun. The installation at Estes Park has become more complex based on the facilities available at this site. The completion of the project has been pushed to January 3rd 2012.

CenturyLink is working on ordering new 9-1-1 trunks for our County. Since the system is set up to load share, the 44 9-1-1 trunks will have a demark point at Loveland and at Fort Collins. The calls will be routed to the individual PSAPs via the microDATA CPE equipment. We are working on fulfilling the 9-1-1 trunk order with CenturyLink. They have a turn up date of January 8th and have verbally indicated they would be able to meet our turn up time. We are also looking into purchasing an increased capacity ALI circuit. Denver is the only PSAP in the State that CenturyLink has provided an increased capacity ALI Circuit. CenturyLink has indicated that they will provide LETA with an increased ALI Circuit however there will be additional reoccurring cost with this product. The importance of an increased ALI circuit is to increase our speed in ALI retrieval from the PSAP to Intrado and back to the PSAP. Our current set up supports 5 ALI circuits (one at each PSAP), we will be pushing 44 911 trunks through one ALI circuit which creates the need increased capacity. CenturyLink has quoted a onetime cost of \$1150.00 plus additional equipment (no quote provided as they indicated it would be "customer responsibility"), with a reoccurring cost of \$504.80 a month, or \$6057.60 a year. The microDATA portion of the project is on track. We

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have established monthly conference calls to discuss the project status. The PSAPs were provided a detailed questionnaire to complete that establishes the setup of the system prior to installation. The project will begin with the first equipment installed on January 30th and the final installation complete on April 4th, 2012.

b. LETA Office Space / TVEMS Building

** For item b discussion, Director Leshar recused himself from the meeting **

Exec. Dir Culp attended the TVEMS Board Meeting to discuss the possibility of LETA leasing ½ of their building located at 380 N. Wilson Ave, Loveland. The TVEMS Board voted unanimously to lease the space to LETA.

The space that is available to lease is 2084 square feet. This includes 3 office spaces, a Board room, a training room, a kitchen and two bathrooms. There are 44 parking spaces available in the parking lot.

TVEMS Board has agreed to the following lease terms; \$1400 a month which includes rent and utilities. The utilities included are; snow removal, lawn care, heat, electric, gas, trash, water, sewer. Not included is the cost for a phone system and internet services.

TVEMS Board has also agreed to include in the Lease that LETA has first right of refusal for renewal of a lease or first right of refusal for purchasing the building of TVEMS decided to sell the property in the future.

There are costs outside of the lease that LETA would endure for this move. The costs would be for; various furnishings, possible carpet replacement, technical equipment in the training/board room, wiring for internet, phone system, and the monthly reoccurring costs for both.

Staff Recommendation

LETA Staff recommends that the LETA Board consider entering into a lease agreement with TVEMS. The space that is available at 380 N. Wilson will support the current LETA operation but will also allow LETA

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to support training and for future consideration of establishing a backup communications center for the PSAPs.

Motion

LETA Staff recommends that the LETA Board consider a motion to approve the terms as presented by Exec. Dir Culp for a lease agreement between TVEMS and LETA for the office space located at 380 N. Wilson.

Vice Chair Nelson made a motion to approve Exec. Dir Culp and Attorney John Frey to negotiate a contract with TVEMS for the purpose of leasing the space at 380 N. Wilson. Director Davis seconded the motion.

The motion UNANIMOUSLY PASSED on the following vote: AYES: Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Director Davis
NOES: None. ABSENT: Secretary Kufeld, Director Charles, Director Leshner (recused from the discussion/vote) ABSTAIN: None

** Director Leshner rejoined the meeting **

c. Pictometry

Exec. Dir Culp has worked with pictometry and the pricing and there is no discount to prepaying the cost of the 2012 flight in full.

9 Executive Director Report

Exec. Dir Culp provided a written report in the Board packet that was distributed on December 1st 2011. Exec. Dir Culp stated she will let her written report stand and is open to any questions the Board may have on her report.

No questions were received.

10. Attorney Report

- a. Resolution approving Employment Agreement with Kimberly Culp as LETA Executive Director

Director Davis made a motion to approve the resolution adopting the employment agreement with Kimberly Culp. The motion was seconded by Treasurer Westbrook.

The motion UNANIMOUSLY PASSED on the following vote: AYES: Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Director Leshner, Director Davis
NOES: None. ABSENT: Secretary Kufeld, Director Charles, ABSTAIN: None

- b. Resolution approving Intergovernmental Agreement with Larimer County for employment services.

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A motion was made approving the resolution adopting the IGA between LETA and Larimer County by Director Davis and seconded by Director Leshner.

The motion UNANIMOUSLY PASSED on the following vote: AYES: Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Director Leshner, Director Davis
NOES: None. ABSENT: Secretary Kufeld, Director Charles, ABSTAIN: None

- c. Resolution approving and establishing the 2012 LETA surcharge at \$.45.
A motion was made by Director Leshner and Treasurer Westbrook adopting the resolution approving the surcharge at \$.45 for 2012.

The motion UNANIMOUSLY PASSED on the following vote: AYES: Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Director Leshner, Director Davis
NOES: None. ABSENT: Secretary Kufeld, Director Charles, ABSTAIN: None

11. 2012 Budget Overview

LETA Exec. Dir provided an overview of the 2012 Budget for consideration by the LETA Board.

12. Public Hearing on the 2012 Budget

The Board Chair opened the public hearing on the 2012 LETA Budget.

Public comments and questions are welcome.

After public discussion the Board Chair closed the public hearing on 2012 budget

13. Approval of the 2012 Budget

Director Leshner made a motion approving the resolution that adopted the budget for LETA for 2012 as presented by Exec. Dir Culp.

The motion UNANIMOUSLY PASSED on the following vote: AYES: Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Director Leshner, Director Davis
NOES: None. ABSENT: Secretary Kufeld, Director Charles, ABSTAIN: None

14. Meeting Adjournment

With no further items to be considered, the Board Chair calls for a motion for the meeting to be adjourned. The meeting adjourned at 10:43