

Larimer Emergency Telephone Authority

Meeting Minutes April 6th, 2011

1. Call to Order/roll call

Meeting was called to order at 0900

PRESENT: Chairman Harrison, Vice Chair Baudek, Secretary Kufeld, Director Charles, Treasurer Westbrook.

STAFF: Attorney John Frey, Executive Director Culp

ABSENT: Director Nelson (Excused), Director Leshar (Excused)

COMMISSIONER LIAISON: Commissioner Donnelly

2. Public Comment

Vice Chairman Baudek opened the floor to the public for comments to the Board on items not on the agenda.

Mark Gaisford with Loveland Police Department came forward to address the LETA Board. Mr. Gaisford expressed to the Board that Loveland has been reaccredited by the National Academy of EMD. Mr. Gaisford stated that on behalf of Loveland Communications Center they wanted to thank the LETA Board for their continued support of the EMD program. Mr. Gaisford presented the LETA Board with challenge coins that reflected the accredited PSAP.

Commission Donnelly came forward and stated to the LETA Board that he appreciates the work the Board continues to do and the passion the Board has on critical public safety issues. Exec. Director Culp informed the Board that Commission Donnelly has requested her presence at his community meetings and she will be attending them in Estes Park and Berthoud in the upcoming month.

3. Review of the agenda

The agenda was reviewed for any changes or additions. There were no changes or additions to the agenda.

4. Financial Report

Executive Director Culp reported that the financial reports for November, budget vs. actual, check detail, deposit detail, and detail report of all financial accounts were included in the packets distributed through email to the Board on March 31st, 2011.

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No questions were received from the Board on the financial reports provided.

5. Consent Agenda

- a. Approval of March meeting minutes
- b. Approval of February finance report
- c. Approval of February deposits and bills

Chairman Harrison made a motion to approve the Consent Agenda seconded by Secretary Kufeld. The motion **UNANIMOUSLY PASSED** on the following vote: **AYES:** Chairman Harrison, Vice Chair Baudek, Secretary Kufeld, Treasurer Westbrook, Director Charles **NOES:** None. **ABSENT:** Director Nelson, and Director Lesher **ABSTAIN:** None

6. Election of Officers

Due to the retirement of Police Chief Harrison, the Chair position for the LETA Board needs to be filled. Vice Chair Baudek called for a motion to open the floor for nominations for the position of Chair. Chairman Harrison nominated Vice Chair Baudek as Chair for the LETA Board. Secretary Kufeld seconded the nomination.

Chairman Harrison nominated Vice Chair Baudek for Chairman, seconded by Secretary Kufeld. The motion **UNANIMOUSLY PASSED** on the following vote: **AYES:** Chairman Harrison, Vice Chair Baudek, Secretary Kufeld, Treasurer Westbrook, Director Charles **NOES:** None. **ABSENT:** Director Nelson, and Director Lesher **ABSTAIN:** None

The floor was then opened for nominations for Vice Chair. Exec. Dir Culp stated in her conversations Under Sheriff Bill Nelson said he would be open to that position.

Chairman Harrison nominated Undersheriff Bill Nelson as Vice Chair for the LETA Board. The motion was seconded by Treasurer Westbrook. The motion **UNANIMOUSLY PASSED** on the following vote: **AYES:** Chairman Harrison, Vice Chair Baudek, Secretary Kufeld, Treasurer Westbrook, Director Charles **NOES:** None. **ABSENT:** Director Nelson, and Director Lesher **ABSTAIN:** None

7. Old Business

- a. The LETA Board of Directors requested Attorney John Frey to seek CIRSA input on the safety policy. The concern was raised that the safety policy might increase the liability to the LETA Board. Attorney John Frey sent the policy to the CIRSA Attorney and they reported that the policy was fine “as is” and did not increase LETA’s liability.

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- b. Executive Director Culp has reached out to DOR to seek input on the collection of prepaid wireless revenue. DOR stated they are receiving revenue and the second month of collections was much better than the first.
- c. CRISP – New CAD System?

Exec. Dir Culp reported that Chief Harrison discussed at the last LETA Board meeting the fact that CRISP is seeking a new CAD system and that LETA Board needs to play an intricate part in the discussion. Exec. Dir Culp stated that she is concerned about the discussion as there are several interfaces that are being developed.

Chief Harrison stated there have been several meetings that have occurred to start the discussion about what to do with CAD/Tiburon as it is reaching its end of life as projected. Chief Harrison stated that the purpose of bringing the discussion forward last month was to let everyone know that there may be a request for an expenditure county wide for a CAD system. Chief Harrison continued that it appears it would be 2012 before the CAD system could be changed out. Chief Harrison stated that this is not a surprise to anyone in the business as this meets the projection that was originally scoped with the system since they purchased it. Chief Harrison continued that there is no decision at this time and that they will be reaching out to Loveland at some point to gauge their interest in a joint project. Chief Harrison stated that it is reasonable that whatever system is selected to replace the current CAD system that it needs to be compatible with the current LETA interfaces and this needs to occur not at LETA's expense but at each agency's expense. Chief Harrison continued that there are several concerns with Tiburon and specifically that Tiburon didn't even bid at Greeley/Weld. Chief Harrison stated the LETA Board's position should be very clear LETA has paid for this once and shouldn't pay for it again.

Treasurer Westbrook asked Chief Harrison if the replacement is just CAD or the entire system. Chief Harrison stated it would be the entire system, CAD/RMS and JMS.

Chairman Baudek stated it is critical for everyone to be talking together so the project isn't complete and critical interfaces are forgot.

Exec. Director Culp summarized that she will continue to stay in the discussion with the CRISP agencies and that she will express to the agencies that LETA has an expectation that the new system they select for CAD or an

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upgrade that is done for CAD, that all interfaces that were paid for by LETA need to be included in their project scope and funded by our partner agencies not LETA. Exec. Dir Culp continued that LETA does not have funding in the next several years to support a CAD project based on the funding that has been allocated to phone system replacements.

The LETA Board provided verbal agreement to this summary of the LETA Board's position.

8. Executive Director Report

Project Update

Coplink

The CAD integration for Tiburon is in the final Quality Assurance / Data Validation step and then it will be set to refresh.

The Timnath PD records are integrated into COPLINK and the records are refreshing.

Project Completion: April 15th, 2011.

Motion: No motion requested.

Next Gen 9-1-1

The draft RFP is complete and has been sent to the Project Team and the LETA Board of Directors for their review/ comments / and questions.

The project kick off meeting is being held on Wednesday April 13th, 2pm at Loveland Police Department. We will be discussing the goals of the project, the RFP and the comments from the team. We will introduce the project time line and discuss time expectations for the members.

Exec. Dir Culp made the recommendation to the LETA Board to hire Mr. Gary Klug, former PUC staff member, to review and check the RFP. Mr. Klug has a telecom and engineering background and has been an intricate part of the rule making for the 9-1-1 community. Mr. Klug has reviewed the RFP and commented accordingly. He is paid hourly and is interested in consulting during this first step of the project.

The RFP will be in final draft ready for the Board to approve its release for the May LETA Board meeting. The RFP will be posted on the NENA and APCO websites as well as emailed to those vendors that have expressed an interest in the project.

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Everbridge Report for March.

The system was used 3 times for a police situation.

<u>Agency</u>	<u># of GEO tests</u>
LETA	0
Fort Collins	5
Larimer County	1
Estes Park	3
CSU PD	0
Loveland	0

Pictometry and Tiburon CAD

The pictometry interface with Tiburon has been stalled for months. Exec. Dir Culp has been trying to work with the CRISP group to place appropriate pressure on Tiburon to get the project on a timeline. Exec. Dir Culp spoke to the CRISP group in January and to date there has not been any movement. Mark Olson with the County has attempted to take this project on and has a loose commitment from Tiburon of April.

Exec. Dir Culp has reached out to our government partners that are using pictometry to seek some feedback on the project now that we are one year past installation. The feedback was provided to the LETA Board in their Board packet. Feedback has been very positive and supportive of this project.

Chairman Baudek asked what will be gained once the pictometry interface is complete for Tiburon. Exec. Dir Culp explained the integration and how the mapping interface will look for the dispatch centers that are served by Tiburon.

9. Attorney Report

Attorney John Frey stated that he has been working on the RFP with Exec. Dir Culp and Gary Klug. Attorney Frey continued that he is working on an agreement that we are going to include with the RFP that will lessen the negotiations and speed the process at the end.

Attorney Frey also provided the Board with an article from TIME that discusses Next Gen.

10. New Business

- a. Qwest TSP Lines.

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Exec Dir Culp received a notice from DHS that the TSP coverage on 22 of our lines serving our dispatch center were cancelled (failed to be renewed) in June of 2010. The TSP program does not require annual renewal and Qwest has continued to bill for TSP on each of these lines even though DHS has reported that the accounts were discontinued. Exec. Dir Culp has reached out to Qwest and has not found resolution. Exec. Dir Culp will continue to work with Qwest and if appropriate engage Attorney John Frey for legal assistance.

b. LETA Algorithm Funding: Estes Park

Every year the PSAPs remit their end of year balance and their receipts to be reconciled prior to the LETA Audit. In reconciling Estes Park's funding their starting balance for 2010 was incorrect in their report. The LETA account for EMD should have reflected a starting balance of \$10,800.00, instead the account showed a starting balance of \$9,862.57 a difference of \$937.43. Estes Park needed to encumber the unspent portion of LETA funds from 2009 to 2010. Estes has indicated that the problem occurred with the funds not rolling over from 2009 to 2010. In discussions with their staff the funds also failed to roll over from 2010 to 2011 leaving a total amount of \$5002.12 of LETA funds that have been placed in the Town's general fund. Exec. Dir Culp has spoken with Estes Staff and with LETA Auditors about how the situation can be rectified.

The LETA Auditors have advised two solutions;

- 1) LETA withhold the \$5,002.12 from Estes in 2011 and Estes would need to show expenditures for the full amount of the funding provided on the algorithm.
- 2) LETA invoice Estes for \$5,002.12 and in return LETA fund Estes the full algorithm.

Exec. Dir Culp stated that in speaking with Estes Staff, they preferred option 2 and would rather be invoiced and in return be fully funded for 2011. Secretary Kufeld stated he agrees.

Chairman Baudek stated this appears to be a simple way of doing it.

Chief Harrison asked Secretary Kufeld if there is an issue with the funding being given back to the center out of the general fund. Secretary Kufeld stated he was working on that and once the funds are in the general funds they are locked up forever and you can't get them back out. Secretary Kufeld stated it is fine to invoice now.

Secretary Kufeld stated that it seems that there are issues and concerns how this process works. Secretary Kufeld continued that it seems as if there is more money than an agency can spend and you can only buy so much equipment and then the money just sits and you don't want to buy extra equipment if you don't need it. Secretary Kufeld stated that perhaps we need

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to explore Exec. Dir Culp maintaining the money and then we submit receipts or an invoice to her to be paid out. Secretary Kufeld stated it seems as it might be time to adjust the process.

Exec. Dir Culp stated the process has not changed since it was developed several years ago. She agreed that it can be challenging for some departments and that she is happy to explore other options. Exec. Dir Culp stated her biggest concern is transparency and accountability of the funds.

Chairman Baudek stated he would recommend a solution be presented for next month. Exec. Dir Culp requested additional time as she wanted to explore options with each of the finance departments as well as the LETA Accountant to ensure that the solution she proposes to the Board meets everyone's needs. Exec. Dir Culp asked for the Board to allow her until July to find a solution. The Board provided verbal support to her direction and timeline.

Treasurer Westbrook asked Exec. Dir Culp how many times has there been problems with the funding. Exec. Dir Culp stated there have been two incidents over the last two years that were brought in front of the Board. There have been several discussions informally about the funding that she has handled without Board involvement.

11. Meeting Adjournment

Prior to adjourning Chairman Baudek stated that he has one item that he would like to get consensus from the Board, he stated that he is going to start submitting for mile reimbursement for when he attends meetings. Chairman Baudek continued that he is the only one not working for an agency that is being compensated for their time and travel. Attorney John Frey stated that he would research the issue and provide the LETA Board with a legal opinion for the next meeting.

With no further items on the agenda for consideration, the Board Chair called for the meeting to be adjourned at 10:12 am.