

Larimer Emergency Telephone Authority

Meeting Minutes August 3rd 2011

1. Call to Order/roll call

Meeting was called to order at 0900

PRESENT:

Chairman Baudek, Vice Chair Nelson, Treasurer Westbrook, Secretary Kufeld, Director Leshner, Director Charles, Director Davis

STAFF:

Attorney Ian McCargar, Executive Director Culp

ABSENT:

NA

COMMISSIONER LIAISON:

Commissioner Donnelly (Not present)

2. Public Comment

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

3. Review of the agenda

The agenda was reviewed for any changes or additions. Exec. Dir Culp requested an addition to the agenda under new business. The addition is for a discussion about the voice logging recorders that are currently located at each PSAP. The LETA Board of directors agreed with the request.

4. Financial Report

Executive Director Culp reported that the financial reports for May and June, 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 July 28th, 2011.

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

5. Consent Agenda

- a. Approval of June meeting minutes
- b. Approval of May and June finance report
- c. Approval of May and June deposits and bills

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

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6. Old Business

a. Executive Director Culp provided an update on the phone project. She stated that the process has been narrowed down to two vendors. Exec. Dir Culp stated she is working on reference checks, financials, and company overview. The project team has site visits scheduled, in and out of state, and will hopefully be ready for a staff recommendation for the September LETA meeting.

b. TSP lines

LETA had a conference call with Qwest / CenturyLink. Qwest provided documentation indicating that several lines that LETA ordered TSP on did not have TSP.

They also provided documentation that showed their multiple databases were not correct and in some places a few of the lines that showed no TSP actually had TSP.

Some of the lines on the report have been active on TSP.

LETA was able to provide the documentation showing all of the lines we were interested in having TSP on were entered in the DHS TSP database and were sent to Qwest for the order of TSP to be fulfilled. Due to the documentation we provided, Qwest has taken the information back for further internal discussions. LETA has engaged CenturyLink and CenturyLink is monitoring the conversation however the point of contact for this issue is the same person LETA has previously engaged.

Staff Recommendation

Staff recommends to engage Attorney John Frey for assistance in resolution on this issue.

The LETA Board agreed with Staff's recommendation.

c. Algorithm Funding

LETA is still working on a proposal to revise the algorithms. This is requiring additional research. LETA staff recommends that the algorithms

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remain as is for 2012 and during the 2012 January retreat, the LETA Board will review this funding decision and make changes that will be in effect January of 2013.

The LETA Board of Directors agreed with Staff's recommendation

7. Executive Director Report

a. Project Update

Coplink

KCC has completed their final steps for the CAD integration with Tiburon and Timnath RMS data. We are waiting for Larimer Staff to complete QA/QC on the integration and this project will be complete.

Pictometry

Tiburon has placed our integration behind CJIS interface and will not provide a timeline for completion.

b. Everbridge Report

Agency	# of GEO tests	# of Emergency Notifications
LETA	5	0
Fort Collins	15	0
Larimer County	0	1
Estes Park	3	3
CSU PD	4	0
Loveland	12	2
Windsor	3	0

The Everbridge System was used twice in June for Emergency Alerts. Both situations were appropriate usage of the system however in both situations the employees sending the alerts made errors that would appear that the system did not function correctly.

In one situation the employee selected to only send the alert to home phones. This created concerns from residents who signed up for alerts on their alternate devices and they felt the system failed.

In another situation the employee didn't enter text in the text box so the message was only delivered to voice devices. This created a problem for our citizens that opted in for alerts on alternate devices as well as for our hearing impaired community.

These are both training issues that need to be addressed by the agencies.

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In July the system was used 4 times for emergencies. Each situation was successful without employee error.

LETA held a training class on Everbridge, the following agencies attended;

Larimer
Loveland
CSU
Windsor

c. National 9-1-1 Updates

The National Regulatory/Legislative committee has worked on draft language for the S.911 Spectrum ACT. The ACT focuses on strengthening public safety and enhancing communications through reform, utilization, and modernization.

d. State 9-1-1 Updates

Prepaid Wireless Surcharge has been received for two months. PUC staff is working with DOR as the revenue fluctuation is significant and the remittance is lower than anticipated.

State 9-1-1 Summit hosted by the 9-1-1 Resource Center. This will be held on Monday August 29th at 9am, Jefferson County Court House. At the summit the work from Mission Critical will be presented.

8. Attorney Report

No report provided

9. New Business

a. Logging Recorder

Exec. Dir Culp reported that through the research on the new phone system project it is apparent that replacing the local voice loggers to an IP solution would provide the best audio quality for recording. Exec. Dir Culp stated the intent of the Board was to replace the loggers in 2012 and she believes that project needs to be started as soon as the vendor is selected for the phone system.

The LETA Board of Directors agreed with Staff's recommendation. LETA Board Chair John Baudek called for a motion;

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

10. Meeting Adjournment

The meeting adjourned by motion at 9:25.