

# Larimer Emergency Telephone Authority

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Meeting Minutes February 3<sup>rd</sup> 2010

## 1. Call to Order/roll call

Meeting was called to order at 0832

### PRESENT:

Chair Harrison, Treasurer Westbrook, Secretary Smith, Director Leshner, Director Kufeld, Director Charles (6)

### STAFF:

Attorney John Frey and Executive Director Culp (2)

### ABSENT:

Vice Chair Baudek (1)

### COMMISSIONER LIAISON:

Commissioner Donnelly (absent)

## 2. Public Comment

Chairman Harrison opened the floor for comments by the public for items not included on the agenda.

## 3. Review of the agenda

Chairman Harrison reviewed the agenda and called for items to be added or moved on the agenda. Exec. Dir Culp requested an addition under new business for an item d, Resource Center. Exec. Dir Branson with the Resource Center wanted to address the Board. Exec. Dir Branson was not present at the time the item was added to the agenda.

## 4. Financial Report

Executive Director Culp presented the financial report, budget vs. actual, check detail, deposit detail, and detail report of all financial accounts.

No questions on the financial report received.

## 5. Consent Agenda

- a. Approval of January meeting minutes
- b. Approval of December finance report
- c. Approval of December deposits and bills

Secretary Smith made a motion to approve the consent agenda with the following modifications to the January meeting minutes, Secretary Smith was inadvertently reflected as present in the first item of the meeting and he was absent for the entire meeting. Director Charles seconded the motion.

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

## 6. Old Business

### a. Prepaid Wireless Legislation

Executive Director Culp discussed the current status of the prepaid legislation. She explained that they are waiting for the bill to be assigned to committee and once that is done she will be rounding up individuals to testify on behalf of the bill. Exec. Dir Culp continued that it has taken a lot of her time and she is finding herself needed to work on this issue every day. No questions from the Board.

## 7. Executive Director Report

Executive Director Culp presented a written report on the projects LETA is engaged in and their current status. No questions from the Board on the Executive Director Report.

## 8. Attorney Report

### a. Bylaw Revisions

Attorney John Frey presented the bylaw revisions as requested by the LETA Board from the Retreat. The Board agreed that the if we reference a code of conduct then we should refer to what code of conduct the LETA Board is going to use if the situation required Board intervention. Attorney John Frey agreed to look into the State code of conduct and report back to the Board.

## 9. New Business

### a. Member recognition

Executive Director Culp stated that LETA has not been consistent with Board recognition when Board members leave their position. Vice Chair Baudek has requested that the Board establish a procedure to recognize Board members when they leave the LETA Board. Executive Director Culp stated she will do some research and find an executive gift and a letter that we could send to Board members as they leave their assignment. The past members that LETA has not recognized were, Director Miller, Director Green, and Director Richardson.

### b. PUC Rules

Executive Director Culp stated that she attended the rules hearing at the PUC in January. The testimony was concerning and it was made very clear that Qwest does not want to regulate their duties as BESP. This would include any type of infrastructure changes that would be made to the 911 infrastructure from analog

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to digital (broadband). Qwest stated in their testimony that they believe the 911 infrastructure should become competitive. Due to these statements, the Task Force as decided to hire an independent technical consultant to help with the technical aspect of designing a statewide 911 broadband infrastructure. As chair of the Task, Force Executive Director will be presenting comments to the ALJ on the concerns from the testimony provided by Qwest. Executive Director Culp requests that LETA remit comments supporting the direction of the Task Force.

Secretary Smith made a motion to approve the LETA Board to remit comments to the Task Force on the concerns from the PUC hearing. Director Kufeld seconded the motion.

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

## c. Community Alerts – Everbridge

Executive Director Culp presented a lengthy report on the status of the Everbridge system as well as the future direction of the system which is commonly referred to as Community alerts.

The Everbridge System has been configured to allow subscription type services for non emergency communication to our residents. The subscriptions were broken down into categories and residents can sign up per category if they would like to receive an alert. For example, when a resident registers they would be signing up by location and then select the subscriptions they are interested in receiving communication on. The subscriptions are; crime alerts, road closures, water outages, etc.

Executive Director reported that she has been working with the public information officers on this project since the fall of 2008. Several meetings were called and those meetings included a white board session where the public information officers essentially created what we have today.

Now that the end product is done, some agencies have concerns about service level expectations and since not all agencies are going to participate in the subscriptions that posting these community alerts as a county wide project does pose concerns for some of our government partners.

Even though a lot of time and energy has been put forth, the concerns expressed are valid and Executive Director Culp stated she understands that we can't move forward without heeding those concerns.

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Executive Director Culp has been able to find a solution that would allow agencies to break off and create their own subscription services outside of what LETA offers. Exec. Dir Culp stated she makes the staff recommendation that LETA allows the system to continue to be used for community alerts but if agencies want to create subscription type services, they will need to create their own opt in pages with Everbridge and whatever costs are associated with those services they are the responsibility for the agency to pay for.

Chairman Harrison asked why we couldn't configure the current opt in pages to state Fort Collins only and when other agencies come on line, we add them to this list. This would allow all of the work his staff has vested into this project to continue forward and not be wasted.

Executive Director Culp stated that would work if each agency has agreed to the same subscription services but some agencies only want to use one or two and the others might want eight. The web page is formatted and cannot also do not allow a lot of text customization.

Manager Webber stated that citizens wouldn't be able to figure out that type of configuration.

Bat Chief. Green stated that his definitions of what a water outage is would be different than what Fort Collins has identified and that could be problematic for his agency as well.

After further Board discussion, the LETA Board Chair made a motion that community alerts would be allowed and supported by LETA under general community alerts. Any subscription services would be allowed to use the LETA infrastructure but will be configured by the agency and any costs associated will be paid for by the agency not LETA.

Director Westbrook made a motion to accept Chairman Harrison motion, Director Leshar seconded the motion.

The motion UNANIMOUS PASSED on the following vote: **AYES:**, Chairman Harrison, Treasurer Westbrook, Secretary Smith, Director Kufeld, Director Leshar, Director Charles. **NOES:** None. **ABSENT:** Vice Chair Baudek **ABSTAIN:** None

## 10. Adjourn

With no further items on the agenda for the LETA Board to consider, Chairman Harrison called for the meeting to adjourn. Meeting adjourned at 09:50.