

Larimer Emergency Telephone Authority

Meeting Minutes June 1st , 2011

1. Call to Order/roll call

Meeting was called to order at 0900

PRESENT:

Chairman Baudek, Vice Chair Nelson (arrived at 0910), Treasurer Westbrook, Secretary Kufeld, Director Lesher, Director Davis

STAFF:

Attorney John Frey, Executive Director Culp

ABSENT:

Director Charles

COMMISSIONER LIAISON:

Commissioner Donnelly

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. There were no changes or additions to the agenda.

4. Financial Report

Executive Director Culp reported that the financial reports for March, 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 May 26th 2011.

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

Alan Holmberg with Anderson and Whitney provided LETA with the audit report from 2010 and the annual report for 2010.

5. Consent Agenda

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

Secretary Kufeld made a motion to approve the consent agenda. The motion was seconded by Treasurer Westbrook.

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

6. Old Business

a. Phone System RFP Update

RFP was released on May 4th. The process has been proceeding according to our established timeline. We are not anticipating any changes to our schedule.

LETA held a pre – proposal conference and it was well attended by various vendors.

LETA has received 8 ‘intent to bid’ forms from various vendors.

LETA also offered PSAP tours which gave the vendors an opportunity to see the PSAP operation and their back rooms. This was also well attended by the Vendors.

During the PSAP tours, two items were of concern.

At CSU PD they are operating under size constraints. They have two server rooms to accommodate their back room equipment. The first server room is off the dispatch center and the second is located outside the dispatch center. The PSAP tours produced some concerns for where we would want to place the phone equipment. The ideal location would be to place the phone equipment in the server room located off the dispatch center. If this is not feasible the LETA Board will need to have further discussions about additional measures that are needed to protect the investment and ultimately the 9-1-1 system on campus.

The next item was the condition of the Estes Park dispatch center’s wiring. Their server room is located off dispatch with an EOC room in between the server room and the PSAP. The wiring from the phone system is overhead and travels between server room and PSAP. The wiring is old and will need to be re worked as an expanded scope of this project. The previous demark point was identified to be the PSAP, for Estes we will need to consider moving the demark point to the server room. The re-wiring could create issues with their furniture and their infrastructure in their center. This is being researched. The Estes Center also has a ceiling leak from their HVAC that is creating water on ceiling tiles and directly down into the server room. Exec Dir Culp requested to be included in time frames for this to be corrected so we can coordinate our project timeline accordingly.

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b. Funding Policy follow up

After further discussion between Staff, we would like to suspend the idea of creating a funding philosophy policy. LETA's previous funding history and our current budget process creates an opportunity for LETA to be proactive with current and future funding requests.

The LETA Board of directors agreed with Staff Recommendation.

c. Qwest TSP lines

Executive Director Culp reported that no progress has been made and that she will be involving her contact with CenturyLink to see if this will help the situation. If this does not get resolved soon Exec.Dir Culp will turn the discussions over to Attorney John Frey.

a. **Executive Director Report**

a. Coplink

Exec. Dir Culp reported that KCC is struggling with Tiburon CAD and duplication of entries into the COPLINK system. No date for this to be rectified but the project is at a standstill until the problem is resolved.

Pictometry

Exec. Dir Culp reported that Tiburon has completed their work on the interface. Pictometry is now working with Tiburon for the final steps needed to complete this project.

b. Everbridge Report for May.

<u>Agency</u>	<u># of GEO tests</u>	<u># of Emergency Notifications</u>
LETA	1	0
Fort Collins	10	1
Larimer County	3	0
Estes Park	6	0
CSU PD	1	0
Loveland	8	2
Windsor	0	0

c. National 9-1-1 Updates

Exec. Dir Culp reported the regulatory/legislative committee that Exec. Dir Culp serves on has had one meeting that we discussed the impact of the future i3 NENA Next Generation standards and the writing of RFPs. Exec. Dir Culp shared LETA's current RFP and specifically the section that was drafted to include NENA i3 standards. This language will be sent to the State 911 coordinators for their consideration when releasing a RFP.

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d. State 9-1-1 Updates

SRDB discussion

Exec. Dir Culp received an email from Daryl Branson asking for input on a possible resolution for the incorrect records being stored in the SRDB.

Exec. Dir Culp responded on behalf of LETA indicating it is not acceptable to remove records from the SRDB that would result in a NO RECORD found on 911 calls at the PSAP.

7. Attorney Report

Attorney John Frey reported that there is nothing in the 9-1-1 Statute that prohibits the Board from providing travel reimbursement to Board members.

The LETA Board discussed the idea of providing mileage compensation to the Directors and decided to table the discussion until the fall when the budget is being set for 2012.

8. New Business

a. Emergency Call Boxes

Executive Director Culp stated that the call boxes will need to be upgraded next year and she wanted to ensure the Board wanted to continue supporting the current call boxes. The Board of Directors requested a usage report as well as a cost estimate for upgrades to the boxes. This will be tabled until the estimates and reports can be obtained.

9. Meeting Adjournment

The meeting adjourned by motion at 10:05.