

Larimer Emergency Telephone Authority

Meeting Minutes March 2nd 2011

1. Call to Order/roll call

Meeting was called to order at 0900

PRESENT: Chairman Harrison, Vice Chair Baudek, Secretary Kufeld, Director Leshner, Director Nelson.

STAFF: Attorney John Frey, Executive Director Culp

ABSENT: Director Charles (Excused), Treasurer Westbrook (Excused)

COMMISSIONER LIAISON: Commissioner Donnelly was not present

2. Public Comment

Chairman Harrison opened the floor to the public for comments to the Board on items not on the agenda. No comments presented.

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 to the Board on December 30th 2010.

Exec. Director Culp highlighted the income received accounts, and the expenditure accounts for Coplink as well as for the upgrade to the Fort Collins phone system.

5. Consent Agenda

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

Vice Chair Baudek moved for approval of the consent agenda. Secretary Kufeld seconded the motion.

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

6. Executive Director Report

Executive Director Culp reported that the CAD integration for Tritech for the Coplink project is complete. 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 under the final Quality Assurance check and will be scheduled for Data Validation.

Project Completion: March 31st 2011.

Executive Director Culp also reported that the Next Gen project is officially underway. The vendors are excited and starting to gear up for the possibility to bid on this project. Frank Freeman, Steve Bebell and Mark Olson attended the NENA TDC/ODC conference in TN. They were asked to attend on behalf of LETA and to get them up to speed on National NEXT Gen standards and future capabilities. Attorney John Frey and Exec. Dir Culp are working on the Next Gen RFP. She reported that a final draft will be complete and ready for review by our Project Team on March 18th. The final RFP is set to be complete by April 29th and ready for Board review and approval for the May LETA Meeting.

The project team has been identified as follows; (20 members)

John Frey	LETA
Kimberly Culp	LETA
Diane Webber	LCSO
Mark Olson	LCSO
Bill Nelson	LCSO/LETA
Laura Towner	LCSO
Heather Kaump	LCSO
David Hurley	CSU PD
Ginger Eisentraut	CSU PD
Chris Wolf	CSU PD
Mark Gaisford	LPD
Frank Freeman	LPD
Becky Kamoske	LPD
Carmen Bloom	LPD
Chris Shoemaker	LPD
Bob Klinger	LPD
Eric Rose	EPD
Jim Kenney	EPD
Carol Workman	FPD

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Dan Coldiron	FPD/LETA
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Executive Director Culp provided a report on Everbridge testing for January and February

<u>Agency</u>	<u># of GEO tests</u>
LETA	2
Fort Collins	30
Larimer County	7
Estes Park	7
CSU PD	3
Loveland	3

She also reported that for 2010 LETA partners used the Everbridge system 122 times for emergencies. Many of the notifications occurred during the Wildfire in Loveland for evacuations. We did not experience any system problems in 2010 and our users are continuing to train on the system monthly.

7. New Business

- a. Executive Director Culp provided the Board with a contract between LETA and Stream Speed for the purpose of call box maintenance. Stream Speed is a new company that was formed by Lee Novonty. Lee was the co- owner of Enroute traffic and recently broke off from that company. Lee has done an excellent job not only maintaining our call boxes but also working with the area wireless providers when trouble shooting is needed. Executive Director Culp recommended to the LETA Board enter into contract with Steam Speed for call box maintenance. The contract allows for automatic renewal and 30 day notice of termination.

Director Nelson made a Motion to approve the resolution adopting the contract between Stream Speed and LETA for call box maintenance. Director Leshar seconded the motion.

UNANIMOUSLY PASSED on the following vote: **AYES:** Chairman Harrison, Vice Chair Baudek, Secretary Kufeld, Director Nelson, and Director Leshar. **NOES:** None. **ABSENT:** Treasurer Westbrook and Director Charles **ABSTAIN:** None

- b. Executive Director Culp provided the Board with a resolution adopting the current LETA operating policies with no recommended changes.

Discussion: Vice Chair Baudek stated a concern about the safety policy. He requested the policy be reviewed by CIRSA to ensure LETA is not incurring additional liability with the wording on the policy. The policies are recommended to be approved and if changes are needed to the safety policy, that policy will be modified and presented to LETA in the May meeting.

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A motion was made by Director Randy and Director Nelson to approve the resolution adopting the LETA policies as presented.

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

8. Meeting Adjournment

With no further items on the agenda for consideration, the Board Chair called for the meeting to be adjourned at 9:37 am.