

Larimer Emergency Telephone Authority

Meeting Minutes November 2nd 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 John Frey, Executive Director Culp

ABSENT:

N/A

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. Chairman Baudek stated that the public should not speak out from the audience on discussion items. If the public has comments they need to hold their comments until requested by the Board Chair and then they should proceed to the podium and address the Board.

No comments received.

3. Review of the agenda

Chairman Baudek calls for a review of the agenda and for any item that needs to be added for Board consideration. No changes requested.

4. Financial Report

a. 2012 Budget

Exec. Dir Culp provided an overview of the 2012 budget and the financial variance for each account.

b. Executive Director Culp reported that the financial reports for September, 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 October 27th, 2011.

5. Consent Agenda

- a. Approval of October meeting minutes
- b. Approval of September finance report
- c. Approval of September deposits and bills

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Treasurer Westbrook made a motion to pass the consent agenda, Director Charles seconded the motion.

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

6. Old Business

a. Phone Project Update

Exec Dir Culp stated that the project is on track. Equipment is being ordered, site prep is being completed, and the Ethernet portion of the project is being started. No concerns at this time to report and everything is where it should be at this point in the project.

b. LETA Office Space / TVEMS Building

LETA is waiting to receive information on a possible opportunity to relocate our office to office space that is being vacated by Thompson Valley EMS. The vacated office space would allow LETA to have an office, a training room, and a conference room for our meetings. This item will need to be tabled until the December Board meeting.

c. 2012 Meeting Schedule/ Retreat

Exec. Dir Culp reported that rescheduling the January LETA meeting does not appear to be feasible. Exec. Dir Culp recommends to cancel the January LETA meeting and to move the retreat to February. The Board verbally agreed with Exec. Dir Culp's recommendation.

7. Executive Director Report

Digital Voice Logger

Exec. Dir Culp has completed the draft RFP for the Digital Voice Logging Recorder. That draft has been provided to Attorney John Frey for review and comment. The time frame for this project is to be complete by May 30th, 2012.

Everbridge Report

Agency	# of GEO tests	# of Emergency Notifications
LETA	0	0
Fort Collins	22	0
Larimer County	3	2
Estes Park	6	0
CSU PD	3	0
Loveland	18	0
Windsor	0	0

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Severance 0 0

Everbridge was used twice for emergencies in Larimer County. No issues or concerns were reported with the system.

Exec. Dir Culp reported that she was contacted by the City of Loveland who wanted to use the system for a non-emergency alert – white pages notification. This functionality was explored in 2008 and 2009. In 2009, only one agency decided they wanted to use this technology and that was the City of Fort Collins. The rest of our partners have never created policies or procedures on community notifications. When Loveland reached out to LETA for this notification they were informed that if they established policies on using the system for community alerts than this functionality could be brought back on the Everbridge System. Loveland then wanted to use the Emergency components of the System for a community alert (power outage). Exec. Dir Culp explained that the 911 database is protected and for Imminent threats to life or property. Power outages do not constitute an emergency. Additional follow up will be done with the City of Loveland.

Following the Loveland discussion, the Town of Severance also wanted to use the non-emergency white pages account on Everbridge for a community alert. LETA denied the request due to a lack of internal controls and policies. Severance is working on correcting this issue and has sent a draft policy to LETA. Additional follow up will be done with Severance on training and other controls that need to be in place for Community Alerts.

State 911 Updates

A 9-1-1 Task Force will be held on Thursday November 10th at the Fort Collins Police Department. LETA will be hosting the meeting. The meeting starts at 10am until 1pm with lunch provided. The discussion will include the State 911 report as well as various issues around the Comcast ADE extract, interpretation of title 29 for the purpose of funding radios, and the State 911 plan. Exec. Dir Culp will be attending the meeting.

8. Attorney Report

Attorney John Frey reported that there are two interested candidates for the Fire District seat, Chief Steve Charles and Chief Mike Gress. A ballot was distributed to the Board and Chief Charles received the majority vote. Vice Chair Nelson made a motion to approve Chief Steve Charles for another term on the LETA Board representing the Fire Districts.

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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Attorney John Frey stated the Loveland Mayor Pro Tem determines the Loveland seat.

Attorney John Frey stated that Chief Wes Kufeld currently fills the small town seat. He has expressed interest in remaining on the LETA Board for another term. Director Charles made a motion approving Chief Kufeld for another term on the LETA Board representing small towns. Treasurer Westbrook seconded the nomination.

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

9. Executive Session

Secretary Kufeld made a motion to adjourn into an Executive session for the discussion of a personnel matter under CRS 24-6-402 (2) (f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body; the appointment of any person to fill an office of this body; or personnel policies personal to particular employees (Evaluation of Executive Director). Treasure Westbrook second the motion at 10:29.

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. Regular Meeting

The LETA Board resumed their regular meeting at 10:50.

11. Meeting Adjournment

The meeting adjourned by motion at 10:51.