

Larimer Emergency Telephone Authority

Meeting Minutes October 5th 2011

1. Call to Order/roll call

Meeting was called to order at 0902

PRESENT: Chairman Baudek, Treasurer Westbrook, Secretary Kufeld, Director Leshner, Director Charles,

STAFF: Attorney John Frey, Executive Director Culp

ABSENT: Vice Chair Nelson, Director Davis

COMMISSIONER LIAISON: Commissioner Donnelly

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. Exec. Dir Culp requested an addition of item D under new business for the discussion on funding software support for the Plant Meridian System at Fort Collins. The LETA Board agreed to the addition. Chairman Baudek asked the Board if they wanted to suspend the Executive Session until the November meeting in order for all members of the Board to be present and to participate. The LETA Board agreed with the direction from Chairman Baudek.

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 August, 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 September 29th, 2011.

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5. Consent Agenda

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

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

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

6. Old Business

- a. Executive Director Culp provided an update on the phone project. Executive Director Culp stated the last month has been spent negotiating contract language with microDATA. She continued that through the negotiations she believes we have a balanced and fair contract that allows for a 5% prepayment discount. This brings the cost of the entire project to include 3 years of support to just over 1.3 million. This is within the LETA Budget for the Next Gen 9-1-1 project.

b. Network Discussion

Exec. Dir Culp reported that LETA staff pursued additional options for a network solution to support our shared 9-1-1 system. The original plan was to utilize fiber provided by Platte River Power Authority. In further conversations with PRPA several challenges that cannot be overcome by LETA presented itself. Those challenges included;

- Increase in cost. PRPA started at \$36,000 a year for the project and final estimate was \$200,000 a year. In further conversations the reason for the increase included PRPA assumed LETA could use fiber that is dedicated to Loveland, Fort Collins, and Larimer County SO. Our partner agencies are holding onto this resource for their own business needs and therefore LETA would need to secure dark fibers in the PRPA fiber ring.
- PRPA does not provide electronics or monitoring of the Fiber ring. LETA does not have the intent of hiring additional staff in 2011 or 2012 to perform these duties.

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- PRPA does not offer 24/7/365 support on the fiber. If there was an outage at 5:02 on a Friday night we would be down until Monday morning.
- PRPA does not have rights of passage in some areas that fiber is needed for our project. This would require LETA to have a contract with PRPA, Level 3, and Centurylink which would be cumbersome to LETA.

Based on the concerns above LETA staff pursued discussions with CenturyLink for a network solution. The network proposed by CenturyLink is an Ethernet network that provides a redundant path into each PSAP. The size of the network is 20 mbps between the two hosts sites and 10 mbps between the remote PSAPs. The solution includes all equipment, 24/7/365 monitoring, and a protective route to each PSAP.

Exec. Dir Culp invited David Bailey with CenturyLink to address the Board and provide a brief overview of the network.

Exec. Dir Culp recommended to the LETA Board to adopt a resolution approving the contract between LETA and CenturyLink for establishing an Ethernet Network for the purpose of hosting the microDATA 911 solution for the 5 PSAPs in Larimer County.

Secretary Kufeld made the motion to adopt the resolution based on Staff's Recommendation. Treasurer Westbrook seconded the motion.

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

c. ADE Extract

Exec. Dir Culp reported that every month LETA receives an Ali Data Extract (ADE) from CenturyLink to be used in our Emergency notification system. This extract is geo coded by Dan Coldiron and populated in our system. In July we received our extract and we had a drop of 20,000 numbers. We typically see a large drop in June and an increase in August due to the university but this was outside of the normal fluctuation. Exec. Dir Culp reached out to Mr. Parker with CenturyLink who manages the ADE extract process. Exec. Dir Culp requested a confirmation that the record was

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accurate. Mr. Parker stated the process was accurate and we received a complete database extract.

For July the records again showed a decline of 25,000. Exec. Dir Culp couldn't compare the decline to our revenue as we are just now receiving June's income. Dan ran a query by carrier and we found that all of the dropped numbers were Comcast customers. Exec. Dir contacted Intrado who reported that Comcast pulled out from using Intrado as their provider in June. Exec. Dir asked who was notified of this communication and Intrado stated no one was notified of this change.

This presents two problems for LETA;

1) We need to obtain an extract of Comcast customers to be included in our Everbridge system. This conversation has started but will require a monthly fee and a contract if they agree to provide LETA with the data.

2) When we receive ANI/ALI error reports for incorrect addresses, misroutes, etc. We do not have a direct method of correcting those in the system. Prior we would enter the change request on an application with Intrado. Exec. Dir Culp is researching what is Comcast's plan to manage this going forward.

Staff recommended to LETA to approve a resolution adopting the contract between Comcast and LETA for obtaining an ADE Extract monthly for the use with the Everbridge System.

Director Charles made a motion to approve the resolution adopting the contract between LETA and Comcast. Secretary Kufeld seconded the motion.

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

d. LETA Office Space/ Contract

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

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room, and a conference room for our meetings. TVEMS is in discussions with the City of Loveland for purchasing the facility. If the City of Loveland does not purchase this building, LETA would like to negotiate with TVEMS Board for leasing the TVEMS building for LETA business.

7. **Executive Director Report**

Executive Director Culp stated that she would allow her written report stand as presented to the Board on September 29th unless the Board has any item they would like to discuss with Dir. Culp. The Board had no questions or further discussion items.

8. **Attorney Report**

Attorney John Frey reported that several LETA seats will be open at the end of December 2012. Those are Loveland, Fire District and Wes Kufeld for Small Towns. For Loveland, they appoint the person to the LETA Board so LETA has no considerations for that seat. For the small towns and fire districts, LETA Board appoints the representative for those positions. Attorney John Frey asked Director Charles and Secretary Kufeld if they were interested in serving on the Board in 2012 and they both stated they were interested in remaining on the Board. Attorney John Frey stated he would prepare letters to the Small Towns and the Fire Districts asking for additional interest in the seats and for nominations. The responses will be presented to the LETA Board at the November meeting.

9. **New Business**

a. **Pictometry**

Exec. Dir Culp reported that she has been conducting an informal survey of the users of the current pictometry imagery and software.

The response back has been overwhelmingly supportive and beneficial to many business processes across the County.

Many agencies have reported that they have experienced a cost savings with LETA providing this product to them.

Other agencies have reported higher levels of service to our citizens as their budgets would not support imagery and they would have to “just do without” if LETA did not provide this imagery.

Our First Responders report ease at preplanning and improved Command operations by having remote access to the imagery.

Some uses of the imagery have been in public meetings to help provide clear details to the issues being discussed.

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Staff Recommends that LETA Funds a re-flight of City and Townships in the fall of 2012. The LETA Board asked what the possibility was of our partners sharing the cost of the project. Exec. Dir Culp stated that she believes the success of the project is due to LETA providing seamless imagery across the County with unlimited access to our partners and charging or cost sharing with our partners would degrade the quality of the project. The LETA Board agreed by verbal consent to allow funds to be budgeted for this project in 2012.

b. 2012 Meeting Schedule

Exec. Dir Culp provided a copy of the meeting schedule to the LETA Board. She reported that the July meeting falls on the 4th of July and her recommendation is to not schedule a July meeting and if one is need to call a special session.

Director Charles and Secretary Kufeld made a motion to approve the 2012 meeting schedule.

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

c. 2012 Meeting Board Retreat

Exec. Dir Culp stated that Vice Chair Nelson is requesting the Retreat to be moved so he can participate. Exec. Dir Culp will work with the LETA Board to find a reasonable date.

d. Maintenance on the Meridian.

Exec. Dir Culp reported that the Plant Meridian at Fort Collins has software maintenance that is expiring. She has received a quote for 6 months of support which is \$30,000.00. This item is a budgeted expense however she wanted to discuss the expense with the Board due to the replacement of the phone system.

10. Meeting Adjournment

The meeting adjourned by motion at 10:05.