

Larimer Emergency Telephone Authority

Meeting Minutes September 7th 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. Executive Session

A motion was made by Treasurer Westbrook and seconded by Secretary Kufeld at 9:09 to adjourn into Executive Session pursuant to Colorado Revised Statutes sections 24-6-402(4) (a) and 24-6-402(4) (e) to discuss the purchase of personal property and determining positions relative to negotiations for the purchase of said property. (NG 9-1-1 Phone System).

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

The regular meeting resumed at 09:54 and Attorney Frey advised that any person who participated in the executive session who believed that the discussion in the session exceeded the matters indicated in the motion to adjourn to the executive session, or that any improper action occurred during the session, should state their

Larimer Emergency Telephone Authority

concerns for the record. Hearing no such statements, the Board moved to the next item on the agenda.

5. **Financial Report**

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 1st, 2011.

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

6. **Consent Agenda**

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

Director Davis made a motion to pass the consent agenda as presented. Vice Chair Nelson 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

7. **Old Business**

- a. Executive Director Culp provided an update on the phone project. Executive Director Culp stated that over the last month the project team has conducted site visits in and out of State. LETA Staff has conducted reference checks, a review of the financial status of the each of the final companies, as well as extensive discussions with each company about physical support for the five PSAPs.

From the research conducted Staff recommends to LETA that the Board considers entering into contract negotiations with microDATA. microDATA has a solid financial foot print, is expanding their “home” office to Denver, their reference checks were consistent on performance bench marks, as well as excellent onsite and remote support. microDATA’s overall project cost is less than the project budget and the onsite tours represented a project at a larger scale than the LETA endeavor.

Staff also recommends that the project is expanded to include Fort Collins and a replacement of 16 positions. Fort Collins is our largest PSAP and to have them operating on a phone system that is outside of the phone network being created by this project will not be the best direction for interoperability and communication between PSAPs.

Larimer Emergency Telephone Authority

Attorney John Frey stated that contract negotiations is a concern and any motion needs to take into consideration and be subject to our ability to successfully negotiate a contract with the company.

Motion

Director Charles made a motion to accept the Next Gen 911 Project Proposal received by microDATA subject to the ability of Exec. Dir Culp and Attorney John Frey to negotiate a contract with microDATA. Treasurer Westbrook 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

b. Network Discussion

Exec. Dir Culp stated she has not received the needed documents from CenturyLink for a discussion on the network.

This will be tabled until the October LETA Meeting.

c. TSP lines

Exec. Dir Culp reported that due to the lack of resolution on this problem that has been pending since March 2011 LETA Staff engaged Attorney John Frey. Attorney Frey reached out directly to Steve Parker w/ CenturyLink for resolution on the issue. This was enough contact for Mr. Parker to provide the following information from the various internal databases at CenturyLink;

- 1) LETA has TSP on all but two the lines that we previously ordered TSP on. The two lines that do not have TSP are not being billed for TSP.
- 2) LETA was billed appropriately for TSP
- 3) The report from DHS that LETA's lines were removed from TSP or showing to be inactive was created by a discrepancy between the various CenturyLink databases.

This exercise was enough to prove that there is not a return value in placing TSP on administrative phone lines.

Exec. Dir Culp stated that staff is preparing a letter to CenturyLink asking them to remove TSP from all of our non-emergency phone lines.

Larimer Emergency Telephone Authority

TSP will remain on 911 trunks. No questions were received from the LETA Board.

8. Executive Director Report

a. Project Update

Coplink is complete and LETA should be invoiced within the next 30-60 days.

Pictometry

Tiburon has estimated the work will begin after September 15th, 2011.

LETA paid \$5,000.00 for a compression of the data. The compression data has not been received. LETA has requested a credit to our account if LETA decides to support a future flight or a refund by the end of 2011 if LETA does not extend a contract for a flight in 2012. A response from Pictometry is pending.

b. Everbridge Report

Agency	# of GEO tests	# of Emergency Notifications
LETA	0	0
Fort Collins	9	2
Larimer County	6	2
Estes Park	6	0
CSU PD	4	0
Loveland	7	0
Windsor	3	0

The Everbridge system was used 4 times for emergencies in August. Berthoud Fire Department is going to start using the internal components of the system for staff call out and staff notifications. Once that is complete they have expressed an interest in using the system for community notifications.

Staff Recommendation

None

Motion

None

c. National 9-1-1 Updates

NENA has been conducting various webinars to introduce and answer questions on their i3 Standards which are the Next Gen standards. Exec.

Larimer Emergency Telephone Authority

Dir Culp attended this webinar and the direction that we are heading with our Next Gen phone system project is in line with the i3 standards that were developed and adopted by NENA.

d. State 9-1-1 Updates

The 911 Task Force in conjunction with the 911 resource center held a statewide 911 Summit. The summit introduced a report provided by Mission Critical Partners who were hired to evaluate the challenges we are faced with in the State of Colorado and what steps we would need to take to move to a state wide 911 system that complies with i3 standards.

Recommendations from the report;

- 1) Establish a state wide 911 Authority that collects and manages the surcharges and over sees the duties of the BESP
- 2) Establish primary networks into regional hubs (north, south, central, east, west)
- 3) Consolidation of PSAPs
- 4) Deploy in phases

Staff Recommendation

Staff recommends that LETA stay heavily engaged in the discussions and the direction this project is taking. Staff does not desire to take a lead role but instead a vocal roll to ensure that LETA's best interests are being considered for any state wide effort that develops.

Staff also recommends that LETA takes the stance that no efforts should be put forth on statewide coordination until the Regulatory Language and the Legislative language is changed to allow this type of governing body in Colorado.

9. 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.

10. New Business

a. 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

Larimer Emergency Telephone Authority

CenturyLink who manages the ADE extract process. Exec. Dir Culp requested a confirmation that the record was 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.

b. LETA office

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. 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.

LETA's lease agreement expires Sept 30th 2011. LETA has requested the possibility of renewing the office space on a month to month contract with the same terms. RHT has agreed to this request.

Staff Recommendation

Staff recommends LETA to authorize Exec. Dir Culp to sign a month to month contract with RHT for their current office space in Fort Collins until TVEMS has decided on a direction for their building located at 380 N. Wilson.

The LETA Board agreed to Staff's recommendation.

11. Meeting Adjournment

Larimer Emergency Telephone Authority

The meeting adjourned by motion at 10:46.