

MINUTES OF JANUARY 17, 1991

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie E. Clement, County Representative
Director Richard Crain, Fire District Representative
Director Ed Ray, Municipal Representative
Director Ron Van Gundy, Fire District Representative

Also Present: Jim Carroll, U.S. West Communications Representative
Sally Perry, U.S. West Communications Representative
Janice Kraft, Westminster Police Department, Chairman,
Technical Committee
Pete Jenks, Assistant County Attorney
Mary Ann Pechman-Fritz, Secretary

PSAP MANAGERS: Hank Cramer, Lakewood Police Department
Judy Edwards, Lakewood Police Department
Julie Gillan, Arvada Police Department
Jim Keating, Arvada Police Department
Dan Ladd, Wheat Ridge Fire District
Al Reffel, Golden Police Department
Randy Smith, Jefferson County Sheriff's Department
Larry Stodden, Wheat Ridge Police Department

Chairman Ed Ray called the meeting to order at 3:05 p.m. Director Ray welcomed and thanked the PSAP Managers for coming and giving the Board a chance to get to know them and the PSAP Managers the opportunity to meet the Authority Board.

The E911 Emergency Telephone Service Authority Board adjourned into Executive Session at 3:15 p.m.

Chairman Ed Ray reconvened the regular meeting of the E911 Telephone Service Authority Board at 3:45 p.m. The roll was called and introductions were made.

APPROVAL OF MINUTES

Director Clement moved to approve the November 15, 1990 minutes as corrected. Director Van Gundy seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Treasurer's Report of Receipts and Revenue

Director Crain presented the Statement of Financial Condition ending November 30, 1990.

Total Assets.....	\$665,842.30
Total Liabilities.....	89,218.92
Retained Earnings.....	\$576,623.38

Director Crain noted the November receipts were deposited January 6, 1991 and the tariffs are always in arrears, therefore the Board has to work a month

or more in the arrear in paying statements. He requested Board approval to pay the October, November, December line charges to U.S. West Communications, Inc. totaling \$131,086.10 and approval of the October, November and December maintenance charges to U.S. West Enterprises, Inc. totaling \$1,671.50. He reported the invoices were reviewed by Janice Kraft and the maintenance work is complete. Director Clement moved to accept the Treasurer's Report as submitted and authorize payment of \$131,086.10 to U. S. West Communications, Inc. for the October, November and December line charges and payment of \$1,671.50 to U.S. West Enterprises, Inc. for the October, November and December maintenance charges. Director Van Gundy seconded the motion. The motion was approved by unanimous vote.

Director Crain stated it concerns him that the Board is unable to pay the bills on a timely basis and asked if it would be permissible for him to go ahead and authorize payment when the statements are received as long as there are no significant changes and then have the Board subsequently ratify approval at the next meeting. The bills would be paid as they come due and this would also eliminate the Board meeting monthly. Following discussion, the matter was tabled to give Pete Jenks time to review the By-Laws and submit an opinion at the February meeting as to the procedure the Board is required to follow in approving disbursement of funds.

Report on amending the Intergovernmental Agreement

Pete Jenks reported he is collecting the returns and has received four replies. He had one telephone call but hasn't received any negative comments. The letter calling for nominations for appointment to the Emergency Telephone Service Authority Governing Board a cities/towns representative was mailed.

Report on purchasing ALI Printers for PSAPS

Janice Kraft reported she contacted seven companies and only one company responded. They found a printer and had it delivered to Westminster Police Department. It was installed, operates and prints just fine. She gave the company representative the telephone number of each of the PSAP Managers and they will call and make appointments to visit each site and determine where to locate the printer, location of the controller and how much cabling will be needed. The company quoted a price for the printer but will not quote a price for cabling and installation until they have actually visited each location. Director Ray stated the Board approved purchasing an ALI Printer for each PSAP that wants to have one, but they don't have to purchase it if they don't want it. The PSAP Managers who have already purchased a printer if they will submit a bill the Board will reimburse them the cost, but the cost is not to exceed the amount of the printer the Board is presently purchasing. Jim Carroll reported that he assisted Janice and she got a real good deal on the printers.

NEW BUSINESS

Dan Ladd, District Manager, Wheat Ridge Fire District, presented a written E-911 Education Proposal for the Authority Board's consideration. He stated in recent discussions with several Police and Fire agencies within Jefferson County, there seems to be a lack of uniform program presentation and educational marketing material for the E-911 telephone system usage.

BACKGROUND

A preliminary telephone survey of Jefferson County PSAP's, as well as other Police and Fire Departments affirmed the assumption that there was a lack of material that could be used as an educational reinforcement tool. It became quite evident during the telephone discussions that an educational goal of promoting consistent and proper use of the Jefferson County E-911 Emergency Telephone system was desirable.

By using Police and Fire personnel in public educational programs at the Elementary school level this goal could be accomplished. Not only will the education of our youth become more complete but, by instilling basic knowledge the E-911 Emergency Telephone system concept, we can help keep the system a viable communication tool for emergency service providers in the future.

Several months ago, the Adams County E-911 Authority Board embarked upon a program which they believe addresses the education problem. The Board met and developed a consensus on what educational material would be used in E-911 program presentation along with a funding mechanism for the program.

The material encompassed an educational coloring and activity book, "EMERGENCY " "DIAL 911", telephone stickers, along with a pencil marketing "E-911." Dan distributed copies of this material to the Board members.

The program funding problem was then addressed by the Authority Board deciding to appropriate funds from the tariff collected for system operations. The cost of the educational material became relatively nominal. Adams County Authority Board purchased in quantities of 10,000 the Coloring/Activity Book, Telephone Stickers and Pencils for a cost of \$5,065.00

Currently in the Adams County Program, the purchased material is made available to all PSAP's, Police and Fire Departments. In some cases the E-911 program has become adjunct to pedestrian safety, DARE, & Learn No to Burn programs. Additionally, a separate E-911 program has been developed as a stand alone product.

Request and consideration by the Authority Board

Dan noted that attached to the material is a vendors list that was used in Adams County. Several PSAP Managers stated they feel this is perfect timing for using this material and this can be piggy-backed into the DARE program which is used by Police and Fire Agencies in the Elementary schools and now being expanded into Junior High Schools. Following a general discussion, the consensus of the Authority Board was for Dan Ladd to proceed in collecting use data and obtain cost figures and submit a report at the February 21st meeting.

Director Ron Van Gundy, Chairman Pro-Tem, Presiding.

Dan Carroll, U. S. West Communications Representative, reported that the legislation adopted by the State Legislature allows a surcharge collection. A number of things have happened with that. First of all what the legislation was to allow was collection of 70¢ per main station rather than 50¢ so that smaller counties could fund their systems. But what was included in the legislation was a statement that government accounts would be exempt from the surcharge which hadn't been the practice in the past. Effective the first of 1991 U.S. West Communications will no longer be collecting surcharge on government accounts. That has been averaging about two percent of the main stations. So far, U. S. West has not put that into place because they haven't figured out internally how to exempt those accounts from the surcharge collection. They anticipate some time in May that the Authority Board will see a slight reduction in the surcharge checks. It will be about a two percent reduction. He will continue to advise the Authority Board on what U. S. West determines what the actual reduction will be.

The next meeting will be February 21, 1991, at 3:00 p.m. in the Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

ADJOURNMENT

There being no further business to come before the Authority Board upon motion by Director Clement, duly seconded by Director Crain, the meeting adjourned at 4:50 p.m.



CHAIRMAN

ATTEST:

Secretary

**MINUTES OF FEBRUARY 21, 1991
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie E. Clement,
County Representative
Director Richard Crain, Fire District
Representative
Director Ed Ray, Municipal
Representative
Director Ron Van Gundy, Fire District
Representative

Also Present: Pete Jenks, Assistant County Attorney
Janice Kraft, Chairman, Technical
Committee
Mary Ann Pechman-Fritz, Secretary
Dan Ladd, Manager, Wheat Ridge Fire
District
Ross H. Custer, U.S. West Communication
Representative

Chairman Ed Ray called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

Director Clement moved to approve the January 17, 1991 minutes as corrected. Director Van Gundy seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Treasurer's Report of Receipts and Revenues

Director Crain presented the Statement of Financial Condition Jeffco E911 Authority ending December 31, 1990.

Total Assets	\$694,881.79
Total Liabilities	
U.S. West Line Charges - November)	
U.S. West Line Charges - December)	87,266.39
Total Surplus (Revenue)	\$607,615.40

Director Crain brought to the attention of the Board that the County Treasurer recommends that assets not be listed as surplus funds. Following discussion, the Board approved changing the report to list assets as Operating Reserves and Equipment Capital Replacement Reserves. Director Van Gundy moved to accept the Statement of Financial Condition Report as of December 31, 1990. Director Clement seconded the motion. The motion carried by unanimous vote. Director Crain reported that all maintenance bills have been paid.

Pete Jenks will meet with Dick Crain to go over the Custodial Agreement so that it can be finalized and submitted to the bank.

Progress Report Amending Intergovernmental Agreement

Pete Jenks, Assistant County Attorney, reported 16 agencies have approved the amendment. There are 12 agencies left to respond. He will send a letter to those agencies that haven't responded requesting immediate action and also will be calling some of them. He noted that four cities have submitted candidates names to fill the vacancy.

Report on Purchasing ALI Printers for PSAPS

Janice Kraft, Chairman Technical Committee, reported that the printers have been purchased from Computer City and they are being installed beginning today. The company is located in Broomfield and are starting installations there and will be working south. The cost per printer is \$395.00 plus installation. The only PSAPS that did not order one were those that already have one.

Report on the Proposed E911 Educational Program

Dan Ladd, Manager Wheat Ridge Fire District, reported he performed a survey of most of the fire and police agencies in Jefferson County for their interest in the 911 education material and found an overwhelming interest in the program. Initially last month when he talked to the Board he was looking at ordering approximately ten to twenty thousand units, but due to there enthusiastic reponse we are looking at ordering about 48,350 units. He stated he went back to Adams County and inquired as to the process they used to purchase the material. Basically what Adams County used was the people in the organization were delegated the task to go out and seek three bids and they selected the lowest bid. He talked to the vendors to see if he could get a reduction in the cost because of the quantity the Authority Board would be ordering and to see if there was a scale or breakage point. The printing company in New York is willing to come down five cents per unit. The pencil company was a little tougher they would only come down a cent and a half. He contacted a local printer and by ordering 25,000 minimum his price would be .037¢.

The Authority Board discussed the terminology on page one of the coloring book where it states "If you get sick or lost something or someone frightens you dial 911" and on page ten where it states "If you are home alone and are frightened by a phone call or a knock on the door, what should you do?" Director Van Gundy expressed concern if this language would encourage abuse of the system. Dan stated the material will be used in the DARE Program and will be educating children up through the fourth grade. U.S. West had a book several

years ago and they sold the copywrite to the company in New York that is printing this coloring book. The Authority Board recommended that when the program is implemented in the schools and the agencies begin to use it that a training guide be developed for use by the trainer which would outline the purpose of the 911 system and how to determine what is an emergency and when to call 911. The Authority Board discussed placing the stickers on all pay telephones. Ross Custer will check with the Coin Department of U.S. West and advise the Board of their policy in placing stickers on the phones. Director Clement moved the the E911 Authority Telephone Service Authority Board expend not to exceed \$20,000 to purchase the educational material coloring books, pencils and stickers. Director Crain seconded the motion. The motion carried by unanimous vote. Following a discussion concerning the amount of stickers that Dan should purchase, it was the direction of the Board the he should try to get the best price and purchase 60,000 stickers. A copy of the survey prepared by Dan is incorporated and made part of the minutes. The invoices and statements will be submitted to the Board for approval and payment. Dan will perform an evaluation of the program sometime in November.

NEW BUSINESS

Director Ray reported that he received a letter from Rodney E. Wright, Executive Director, Coalition of Colorado 911 Authority Board, advising him that Mr. Smith, of U. S. West, is very interested in meeting with the members of the Coalition and a meeting has been scheduled for March 8, 1991 at 10:00 a.m. to be held at the Littleton City Council Chambers, 2255 West Berry Avenue, Littleton, Colorado. He will be attending and any member of the Board is welcome to attend.

ADJOURNMENT

There being no further business to come before the Authority Board upon motion by Director Crain, duly seconded by Director Van Gundy, the meeting adjourned at 4:50 p.m.



Chairman

ATTEST:

Secretary

SURVEY OF JEFFERSON COUNTY
POLICE AND FIRE AGENCIES
FOR 911 EDUCATIONAL MATERIAL

ARVADA FIRE	1500
ARVADA POLICE	7000
EDGEWATER FIRE	500
EDGEWATER POLICE	500
EVERGREEN FIRE	3500
FAIRMOUNT FIRE	500
GOLDEN FIRE	200
GOLDEN POLICE	800
IDLEDALE FIRE	250
INDIAN HILLS FIRE	250
INTER- CANYON FIRE	250
JEFFERSON COUNTY SHERIFF	5000
LAKWOOD/BANCROFT FIRE AUTHORITY	6500
LAKWOOD POLICE	5000
LOOK MOUNTAIN FIRE	600
MORRISON POLICE	250
MT. VERNON COUNTRY CLUB FIRE	250
PLEASANT VIEW FIRE	500
WESTMINSTER FIRE	2000
WESTMINSTER POLICE	7000
WHEAT RIDGE FIRE	2500
WHEAT RIDGE POLICE	3000
WEST ADAMS COUNTY FIRE	<u>500</u>

TOTAL 48,350

COST OF PROJECT

PENCILS	48,350 X .105 PER UNIT	= 5,076.75
COLORING BOOKS	48,350 X .25 PER UNIT	= 12,087.50
TELEPHONE STICKERS	48,350 X .037516 PER UNIT	= 1,813.90
	SET UP CHARGE	= 16.50

TOTAL COST 19,004.65

STATEMENT OF FINANCIAL CONDITION (Unaudited)
JEFFCO E911 AUTHORITY
DECEMBER 31, 1990

ASSETS

Balance - Lakeside Natl. Bank	\$308,379.66	
Interest Receivable LNB - Dec.	2,001.69	
Balance - JeffTrust	244,798.78	
Interest Receivable JT - Dec.	1,675.17	
Tariff Receivable U. S. West - Nov.	68,946.34	
" " " " - Dec.	69,080.15	
TOTAL ASSETS		\$694,881.79

LIABILITIES

Payable U.S. West Line Chgs. - Nov.	43,446.55	
Payable U.S. West Line Chgs. - Dec.	43,819.84	
TOTAL LIABILITIES		\$ 87,266.39

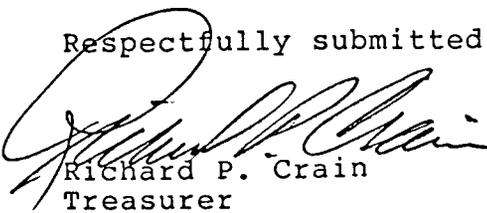
SURPLUS

Retained Earnings	607,615.40	
TOTAL SURPLUS		\$607,615.40
TOTAL LIABILITIES AND SURPLUS		\$694,881.79

Notes:

1. Payment of \$131,086.10 was made to U.S. West Communications on January 23, 1991, which paid the monthly charges through January 1991.
2. Need Board approval of new Custodial Agreement - Lakeside Natl. Bank.

Respectfully submitted,


Richard P. Crain
Treasurer



ADAMS COUNTY COMMUNICATION CENTER, INC.

7321 BIRCH STREET
COMMERCE CITY, COLORADO 80022
TELEPHONE (303) 289-2235

February 20, 1991

COALITION OF COLORADO 911 AUTHORITY BOARDS:

On February 14, 1991 Arapahoe County Sheriff Pat Sullivan, Morgan County Communications Director Phil Davey and I met with James A. Smith of US West to discuss the general scope of the Coalition's concerns.

Mr. Smith and his staff expressed sincere interest in our comments and would like to meet with all members of the Coalition. That meeting has been scheduled for 10 a.m. on March 8, 1991 and will be held at the Littleton City Council Chambers, 2255 West Berry Avenue, Littleton.

Please make every effort to attend or send representation.

As previously requested, please do not comment if contacted by the media.

I look forward to seeing you on March 8.

Sincerely,

Rodney E. Wright
Executive Director

REW/cab

SERVING THE AGENCIES OF:

ADAMS COUNTY SHERIFF'S DEPARTMENT
BRIGHTON POLICE DEPARTMENT
COMMERCE CITY POLICE DEPARTMENT
NORTHGLENN POLICE DEPARTMENT

BRIGHTON FIRE DEPARTMENT
NORTH WASHINGTON FIRE DEPARTMENT
SOUTH ADAMS COUNTY FIRE DEPARTMENT
SOUTH WEST ADAMS COUNTY FIRE DEPARTMENT
WEST ADAMS COUNTY FIRE DEPARTMENT

MINUTES MARCH 21, 1991

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie E. Clement, County Representative
Director Richard Crain, Fire District Representative
Director Ed Ray, Municipal Representative
Director Ron Van Gundy, Fire District Representative

Also Present: Lt. Jim Keating, Arvada Police Department
Mary Ann Pechman-Fritz, Secretary

Chairman Ed Ray called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

Director Van Gundy moved to approve the minutes of February 21, 1991 as corrected. Director Clement seconded the motion. The motion carried by unanimous vote.

OLD BUSINESS

Treasurer's Report of Receipts and Revenue
Director Crain submitted the Acceptance Statement of Financial Condition (Unaudited) Jeffco 911 Authority January 31, 1991 report. He noted the report reflects a change that was recommended at the last meeting. He listed under liabilities an Operating Expense Reserve which amounts to about two and one-half of the line charges \$100,000.00. The balance he entered as an Operating Equipment Reserve of \$534,191.48. He will no longer list a surplus or retained earnings which doesn't apply to the Authority Board.

Statement of Financial Condition as of January 31, 1991

Assets	\$634,191.48
Liabilities	
Operating Expense Reserve	100,000.00
Equipment Replacement Reserve	534,191.48
Total Liabilities	634,191.48

All bills were paid as of January 31. Director Crain stated that the Lakeside National Bank balance as of January 31, 1991, reflects that the bank deducted from the account Custodial Charges. He will discuss with the bank how they are charging these fees as it appears they are charging fees on the JeffTrust funds. The bank has absolutely no responsibility from a custodial standpoint for the JeffTrust funds. Director Crain noted he is working with Brian Utzman, Assistant County Attorney, to get the Custodial Agreement signed and returned to the bank. Director Van Gundy moved to pay U.S. West Communications \$43,812.25 for the February 1991 line charges. Director Clement seconded the motion. The motion carried by unanimous vote.

Progress Report by the Agencies who have responded to Amending the Intergovernmental Agreement.

Copies of the current list of agencies who have responded were distributed to the Board. Director Van Gundy stated he talked to the Lakewood Fire Protection District and they advised him they had responded and mailed it six weeks ago. Following

a discussion, the directors will call the following agencies who have not responded: Director Ray will contact the City of Edgewater and the City of Lakewood. Director Van Gundy will contact the Town of Morrison and the Lakewood Bancroft Fire Authority (a new authority formed by the merger of Lakewood Fire Protection District and Bancroft Fire Protection District reducing the Authority agencies to 27). Director Crain will contact Coal Creek Canyon Fire Protection District, Fairmount Fire Protection District, Mt. Vernon Fire Protection District and Pleasant View Metropolitan District. Director Ray will ask Dan Ladd, District Manager, Wheat Ridge Fire District, to contact the West Adams Fire Protection District. Director Clement will have the Commissioners respond for the County.

Appointment of Directors

The Authority Board discussed the proposed resolutions appointing directors to the Authority which are to be presented to the Board of County Commissioners for their consideration. It was the consensus of the Directors that the Authority Board represents all 27 agencies and it is their philosophy that all the agencies should have the opportunity to serve on the Authority Board. Director Clement will bring to the Commissioners the Authority Board's concerns and their philosophy that all agencies should be considered when appointments are made.

Report by Director Ray on the meeting with U.S. West Communications

Director Ray reported that he met along with many other 911 agencies representing all areas of the state with Mr. Jim Smith, Executive Vice President, U.S. West Communications, March 8. Jim Smith's basic concept is that U.S. West has no desire to put the 911 system statewide into any type of financial problem by way of a restructuring. The reason why U.S. West decided they had better do something is because there are both federal and state legislation on non-discriminatory pricing practices and that is causing a problem with the 911 system in that there are currently discriminatory practices going on in the private phone lines not being priced out at the same rate as commercial phone lines. U.S. West sees this as a problem under the divestiture and with the current laws it would have the appearance that they are in fact practicing discriminatory pricing. U.S. West is waiting for a decision from the U.S. Department of Justice as to whether they are practicing discriminatory pricing, and if the Justice Department rules that they are and that U.S. West has to price private phone lines and commercial lines on a non-discriminatory basis then the Public Utilities Commission will have to make a decision as to what the pricing level will be and the rate restructuring. There will be no decision on the tariff or the change in the rate structure until the decision is received from the Justice Department. U.S. West expects a decision from the Justice Department sometime early May or June. Mr. Smith will have another meeting with the 911 Coalition Board as soon as they receive the decision and it will be prior to U.S. West if they have to go to the Public Utilities Commission. Ed noted it was a very good meeting. U.S. West did not have any answers on the uncollectible bad debt. They are reviewing and studying the problem.

NEW BUSINESS

Director Crain stated that the Authority Board should recognize Pete Jenks, Assistant County Attorney who served the Authority and was killed in a tragic airplane crash at Colorado Springs, Colorado. He also requested that the Authority Board recognize Eleanor Martin who served the Board as secretary from the beginning and gave many hours of her own time serving the Authority. Director Clement will contact the County Attorney's office and inquire as to how or what would be appropriate to

recognize Pete Jenks for his outstanding service and when to present it to his family. The Board requested that a plaque be prepared to present to Eleanor Martin at the next meeting.

Lt. Jim Keating, Aravada Police Department, reported that their telephone system is 13 years old and is now completely inoperable. On February 18 and March 1 they had repairmen working 20 hours trying to fix the problems and repair the system. They operated Friday night on one phone console and the dispatchers had a real problem operating with one console. Saturday morning they contacted U. S. West and they set them up with three desk type consoles giving them 20 lines to use which is ten lines less than they usually have. The department is working through the red tape as fast as they can to replace the telephone system. The 1991 budget has money to replace the telephone system. He requested if the Board would consider paying a percentage of the U.S. West service bill. He expects it to be between \$1500 to \$1600. About one-third of the cost was to cover the 911 lines. Following discussion, Director Ray requested that Lt. Keating submit a bill at the next meeting for the Board to approve payment.

The next scheduled meeting will be May 16, 1991 at 3:00 p.m. in the Commissioners' Conference Room, Courthouse, 1700 Arapahoe Street, Golden, Colorado.

There being no further business motion by Director Clement, seconded by Director Van Gundy, the meeting adjourned at 4:45 p.m.

ED RAY, CHAIRMAN

ATTEST:

SECRETARY

MINUTES OF MAY 16, 1991

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Ed Ray, Chairman, Municipal Representative
Director Marjorie E. Clement, County Representative
Director Richard Crain, Fire District Representative
Director Ron Van Gundy, Fire district Representative

Also Present: Lt. Jim Keating, Arvada Police Department
Brian L. Utzman, Assistant County Attorney
Jeanie Phelps, Legal Secretary
Janice Kraft, City of Westminster, Technical Committee

U. S. West Representatives:

Randy Smith, Account Executive
Sharon Roller, Custom Support Specialist
Ross Custer
Naomi De Jarlis
Dorothy Gorden, Deputy Clerk to Board

Chairman Ed Ray called the meeting to order at 3:12 p.m.

APPROVAL OF MINUTES

Director Van Gundy moved to approve the minutes of March 21, 1991. Director Clement seconded the motion. The motion carried by unanimous vote.

OLD BUSINESS

Treasurer's Report

The minutes were read and approved. Director Van Gundy moved to approve the minutes of March 21, 1991. Director Clement seconded the motion. The motion carried by unanimous vote.

Director Crain submitted for approval the "Statement of Financial Condition (Unaudited) Jeffco E911 Authority" for the period ending March 31, 1991, showing total assets and liabilities of \$773,393.88. Director Crain also asked that

the Board consider payment to U.S. West Communications for their February, March and April invoices in the total amount of \$131,436.75 (\$43,812.25 each month). Director Clement moved to approve the "Statement of Financial Condition (Unaudited) Jeffco E911 Authority" and for payment of the March, April and May, 1991, invoices from U. S. West Communications. Director Van Gundy seconded the motions and they were carried by unanimous vote. Director Crain also stated that payment in full has been made on the educational materials invoice in the amount of \$20,557.48. Chairman Ed Ray said that the Board had originally needed approval for the balance of \$557.48, which was incurred for shipping and handling and was not figured in the original invoice, Director Clement moved to approve the payment of an additional \$557.48 on educational materials cost. Director Van Gundy seconded the motion and it was carried by unanimous vote. A motion was made to pay current payables which consist of March, April and May line charges for U. S. West at \$43,812.25 for each one or a total of \$131,436.75. Director Crain moved and Chairman Ray seconded the motion and it was carried by unanimous vote.

Chairman Ed Ray brought up a discussion about paying \$175 per student (up to a maximum of \$3,000.00) to send E911 operators to Emergency Operator training School to be held in Lakewood. Director Clement moved and Director Van Gundy seconded the motion and it was carried by unanimous vote that the Board pay up to a maximum of \$3,000.00 for this program.

Director Crain brought up a discussion on the Custodial Agreement presented to the Board by Lakeside National Bank, and it was brought to the attention of the Board's attorney, Brian Utzman. Mr. Utzman said that he had some problems with the agreement and needed to review it further and discuss it with Lakeside National Bank. Mr. Utzman is to have the agreement finalized. The Board tabled the discussion until the next meeting.

Chairman Ed Ray brought up a discussion about presenting a plaque to Eleanor Martin for her services to the Board; giving Mary Ann Pechman-Fritz a certificate for her recent services in doing the minutes; and possibly a contribution to Maurice Jenks' children's scholarship fund to acknowledge appreciation for his services to the Board. It was brought up that it may be illegal to use public funds for such contributions and the Board's attorney, Brian Utzman, is to look into the matter and get back to the Board at the next meeting.

Lt. Jim Keating, Arvada Police Department, reported that he had not received a statement in writing, but expected to in the next couple of days and would come with that to the next

meeting. Director Ray reminded the Board that when Arvada's telephone lines went down, that 911 agreed to pay for the 911 portion to replace that equipment.

NEW BUSINESS

Mr. Utzman said that the Public Meetings Act had been amended and it would apply to the E911 board as well. The Act requires that the Board give notice of their meetings, by posting the agenda and keep minutes. They discussed that they would post notice of their meetings outside of the Courthouse on the same board that the Board of County Commissioners posts their public hearings.

Representatives from U. S. West brought up the fact that U. S. West is working with C.C.I. on a seminar to be held August 9, 1991.

Also discussed was the fact that the Board needs to come up with an operating budget by June 1, 1991, and they discussed the fact that the budget could be amended before September 1, 1991 if there was a need.

There was a discussion that September 11 should be designated as E911 Day.

The Board set the next meeting for June 20, 1991 at 3:00 p.m. The date and time of this meeting must be posted downstairs on the first floor of the Courthouse, 1700 Arapahoe Street, Golden, Colorado, at least 24 hours before the meeting.

There being no further business, Director Crain moved and it was seconded by Director Ron Van Gundy that this meeting be adjourned at 4:26 p.m.

Ed Ray, Chairman
E911 Board

ATTEST:

Secretary

MINUTES OF JULY 18, 1991

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Ed Ray, Chairman, Municipal Representative
Director Richard Crain, Fire District Representative
Director Ron Van Gundy, Fire District Representative
Brian Utzman, Assistant County Attorney
Dorothy A. Gorden, Acting Board Secretary

Absent: Director Marjorie E. "Bunny" Clement

Chairman Ed Ray called the meeting to order at 3:05 p.m.

APPROVAL OF MINUTES

Director Ray asked for a motion to table the approval and acceptance of the minutes for May 16, 1991. They will be considered at the next meeting. Director Crain moved and Director Van Gundy seconded the resolution to table the minutes. It was passed by unanimous vote.

OLD BUSINESS

Director Crain reported that he did a financial statement for April 30, 1991 and then for May 31, 1991 for continuity. The bank balance at Lakeside National did reflect that we had paid the charges for May.

Payables today are:

University of Delaware - training - \$2625.00
U S West maintenance repair - 2 @ \$ 90.00
1 @ \$135.00

Unanimous approval was given for payment of current invoices. Also approval was given for payables for July.

Brian Utzman gave a legal opinion on the establishment of a scholarship fund in the name of Pete Jenks. Technically this type of expenditure would not be covered. The spending of E911 Funds are controlled by statute, Section 29-11-104, (2), CRS. The statute allows expenditure for equipment costs, installation costs and monthly reoccurring charges.

Discussion and opinion was also given by Mr. Utzman as to whether the educational training direction is justified. Mr. Utzman stated as long as there was that direct relationship between "fund expended and functionality of the system" the expenses are justified.

Dan Ladd was scheduled to attend the meeting today and address educational materials. He was unable to attend the meeting today, but reported to Director Ray that the materials for the DARE program are out and waiting for the 1991-92 school season kick off. He stated that the program is widely accepted by the DARE officers and police departments as part of their educational program.

Mr. Utzman stated that he had a signed copy of the Custodial Agreement by Lakewood National Bank, signed by Vice President and Trust Officer Wilkinson. Resolution ETS91-1 approving the custodial Agreement was adopted.

The question as to whether a formal budget should be prepared was discussed. Mr. Utzman volunteered to check into the matter before the next meeting.

Governor Romer has designated September 11, 1991 as E911 Day. It was agreed that the Authority Board also support this day and it was suggested that Eleanor Martin, former Board secretary be honored on this day. A plaque shall be given to Eleanor in honor of the dedication and time spent on the E911 Board. Mary Ann Pechman-Fritz will be honored for her services as Secretary to the Board at the October meeting.

Director Van Gundy informed the Board members of a meeting to discuss the Intergovernmental Agreement with the Lakewood Fire Protection District. The meeting will be held at the Lakewood Fire Protection District on Tuesday, July 23, 1991 at 7:00 p.m. at 1545 Robb Street. Director Ray and Brian Utzman will attend with Director Van Gundy.

NEW BUSINESS

Mr. Utzman asked that a place be designated to post the agenda and minutes for the E911 Authority Board. It was resolved that the Board agenda and minutes be posted on the west side of the courthouse in the space provided.

Director Ray acknowledged a letter from El Paso County and Teller County Enhanced 911 Authority Board dated July 8, 1991, regarding cost studies of E911. Another letter from U. S. West dated July 9, 1991 and signed by Ross Custer, regarding rate increases. A general discussion as to rates

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was held. The rates of various authorities was discussed. Director Van Gundy stated the current tariff rate in Jefferson County is twenty-eight cents. Any rate change should be set by November 15, 1991.

Janice Craft discussed replacement parts and the availability of such parts.

Director Ray stated he had received information about a 9-1-1 seminar to be held on July 11, 1991 at Writer's Manor. Mr. Custer gave pertinent information as to the agenda and invited the Board to attend. Information is to be passed on to Director Clement due to her absence.

The next meeting will be September 11, 1991.

The Board adjourned at 4:40 p.m.

Ed Ray, Chairman
E911 Board

ATTEST:

Secretary

MINUTES OF THE SEPTEMBER 11, 1991 MEETING OF
THE E-911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

E-911 DAY

The E-911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie E. Clement,
County Representative
Director Richard Crain, Fire District
Representative
Director Ron Van Gundy, Fire District
Representative

Also Present: Brian L. Utzman, Assistant County
Attorney
Jeanie Phelps, Acting Board Secretary

Director Ron Van Gundy called the meeting to order at 3:20 p.m.

APPROVAL OF MINUTES

Director Clement moved to approve the minutes of the May 16, 1991 meeting and the minutes of the July 18, 1991 meeting as read. Director Crain seconded the motions. The motions were approved by unanimous vote.

OLD BUSINESS

Director Crain presented the Treasurer's report as follows:

Total Assets	\$868,782.21
Equipment Reserve as of 7/31/91	\$671,083.40
Operating Expense Reserve	\$100,000.00

Director Crain moved, Director Clement seconded, and the Board unanimously approved a motion to pay the following invoices:

U.S. West Communications	\$46,008.10
U.S. West Maintenance Repair	810.00
Total:	\$46,818.10

Payment of current invoices received in September are tabled until the next meeting.

Mr. Utzman also informed the Board that it was necessary to do a formal budget and that a format would be prepared by his office. After some discussion Director Clement moved and Director Crain seconded that Treasurer Richard P. Crain be nominated to prepare the budget as quickly as possible. The motion was unanimously passed.

Director Van Gundy reported his attendance at a meeting with Lakewood Fire District. He stated that their main complaint was that the Board should have better communication with participating entities and it was requested by Lakewood that they receive the Board's annual report. It was discussed whether or not annual reports were even prepared and discussion about who should prepare them was tabled until the next meeting. Director Van Gundy brought up the fact that it would be helpful to send copies of the minutes of the meetings to each participating entity. After some discussion, Director Clement moved, Director Crain seconded, and the Board unanimously approved forwarding minutes to the Chairman of each participating entity of the Authority.

It was brought to the Board's attention by the Board's attorney, Brian Utzman, that the First Amendment to the Intergovernmental Agreement was finally signed by all parties. Since the Amendment to the Agreement concerned the terms of the Board Members, it was discussed by the Board whether or not the two vacancies on the Board should be filled immediately from the previous nominations or whether a request should be made for new nominations. After considerable discussion, a motion was duly made and seconded that one vacancy should be immediately filled by nominee Richard P. Director Crain. The motion carried by unanimous vote. The Board's attorney, Brian L. Utzman, was directed to immediately prepare a resolution for the Board of County Commissioners to approve Richard P. Crain's appointment to the E-911 Board for a term of four (4) years from January 13, 1991 through January 13, 1995, or until a successor is duly nominated and appointed. It was also discussed that filling the second vacancy should be decided when all members were present and the matter was tabled until the October 24, 1991 meeting.

The Board discussed the tariff rate and Director Crain moved, Director Clement seconded, and it was unanimously approved that the tariff rate would not be raised or lowered.

NEW BUSINESS

Appoint auditor to go over books of board

Reimburse Jefferson County for all out-of-pocket expenses such as supplies, etc., since the Board's inception

Decide how to fill remaining vacancy on the Board

Preparation of Annual Reports

ADJOURNMENT

There being no further business to come before the Authority Board upon motion by Director Crain, duly seconded by Director Clement, the meeting adjourned at 4:05 p.m.

Original Signed by Ed Ray
Chairman

ATTEST:

Dennis Phelps
Secretary

MINUTES OF NOVEMBER 21, 1991
E-911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E-911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Richard Crain, Fire District
 Representative
 Director Marjorie E. Clement,
 County Representative
 Director Ron Van Gundy, Fire District
 Representative
 Chairman Ed Ray, Municipal
 Representative

Also Present: Jeanie Phelps, Acting Secretary
 County Attorney's Office

Chairman Ed Ray called the meeting to order at 3:27 p.m.

APPROVAL OF MINUTES

Chairman Ray moved to approve the September 11, 1991 minutes as presented. Director Crain seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Treasurer's Report of Receipts and Revenues

Director Crain presented the Statement of Financial Condition (unaudited) of the Jeffco E-911 Authority ending September 30, 1991.

Total Assets	\$868,950.55
Total Liabilities	
Accounts Payable:	
U.S. West Line Charges - September	46,098.10
U.S. West (Maintenance and Repair)	90.00
Reserves:	
Operating Expense Reserve	100,000.00
Equipment Replacement Reserve	722,852.45

Director Crain requested that the following payables be approved for September, October, and November:

U. S. West Communications (Sept.-Nov.)	\$102,939.53
U. S. West Main/Repair	4,889.45
Dottie Gorden - Reimb. E.V. Martin Award	75.00
Total payables:	\$107,903.98

Director Crain discussed the fact that there was a 15% decrease on AT&T's September 24, 1991 statement and wasn't sure how it came about. Chairman Ray read and presented a

letter dated October 11, 1991, with attachments, which explained the decrease due to "unbundling" of E-911 Services by AT&T. The "unbundling" was further discussed in length by all members of the Board.

Director Clement discussed the fact that Dottie Gorden bought the flowers and furnished the punch and cookies, etc., for Eleanor's appreciation award and that the payable to her should be increased to cover those items, even though she did not submit an invoice for them.

Director Clement moved and Chairman Ray seconded the motion to increase the payable to Dottie Gorden for Eleanor's award ceremony from \$40.80 to \$75.00. The motion was unanimously carried.

The Statement of Financial Condition was further discussed, and Director Clement brought up the fact that Jefferson County is no longer in JeffTrust. She noted that Centrust is listed on the proposed budget under revenues. Centrust has one board member that was involved in JeffTrust. Since the Commissioners represent the citizens of Jefferson County, she feels it might pose a conflict of interest. It was suggested that they solicit by public notice for sources for investment and look into the matter further at a later date.

Director Van Gundy moved to approve the payables, as amended, and Director Clement second the motion. The motion was approved by unanimous vote.

Director Crain presented a copy of the proposed 1992 Budget to the E-911 Board, which was discussed by all members. Chairman Ray thought the E-911 Education Materials budget could be reduced to \$10,000, because the amount used the previous year was the initial start-up phase. Chairman Ray suggested that more money be put into training because of the importance of having good trained dispatchers and suggested a budget of \$4,000 to \$5,000.

Director Crain discussed the fact that the E-911 Board should have an audit pursuant to Brian L. Utzman's instructions and requested suggested auditor's names. Chairman Ray brought up the fact that the County Clerk's records and Treasurer's records are annually audited and that the matter probably has already been audited, since all of the E-911 records are kept there and checks issued through them. Director Crain is to check with them to see if it has already been handled that way and the matter was tabled until the next meeting.

Director Crain discussed the fact that there would be excess funds at the end of the year. Chairman Ray said he has discussed this with Rod Wright and discussed the fact that the Board would replace equipment as it wears out and look into adding equipment that is directly related to the E-911 system. All the members discussed what equipment would be replaced in the areas and for what the authority would be responsible. The Board wanted to make it clear that they were not there to buy phone systems for different agencies. The Directors decided that they needed to actively explore what E-911 funds can be legally used for, or possibly give a one-time grant for a selected piece of equipment or cost-share on selected equipment.

Director Van Gundy was going to check with some of the other Counties to see what they are charging, and to find out what they are doing with the funds. It was suggested to have Janice Kraft from U. S. West Communications come to some meeting in the future to give updates on equipment and new equipment for the future and look into dependability and reliability of future equipment.

Director Crain was directed to submit a copy of the proposed budget to Attorney Brian Utzman for his suggestions and changes.

Director Crain moved to approve the proposed budget as amended per discussion and including an audit figure to be determined if one needs to be approved. Chairman Ray seconded the motion and it was unanimously carried.

Chairman Ray brought up the fact that the Board needed to make a decision on how the vacancy on the Board should be filled. It was suggested that the nominees be contacted to see if they are still interested in being a member of the Board.

Chairman Ray moved that the matter be reopened and the Board solicit nominations from the municipalities for the vacancy on the Board. Director Van Gundy seconded the motion and it was unanimously carried.

Director Crain was requested to send a memo to Dottie Gorden to prepare a bill to submit to this Board for reimbursement of out-of-pocket expenses owed to the County since the inception of the Board.

Director Van Gundy reminded the Board that they still hadn't sent a letter to Mary Ann Pechman-Fritz to thank her for her services to the Board as Acting Secretary and Chairman Ray said that he would draft the letter if someone would get the

approximates dates of her services. The Acting Secretary was to get the dates from the Clerk's Office and give Chairman Ray a call with her findings.

NEW BUSINESS

Chairman Ray discussed the fact that he got a telephone call wanting to know if the Board had a mission statement and wondered if any members knew whether or not the Authority had a written statement as to what the Board's missions are. Director Crain suggested that the Intergovernmental Agreement sets forth what the Authority is about.

It was moved by Director Crain and seconded by Director Van Gundy that the next scheduled meeting was to be held January 16, 1992. The motion was unanimously carried.

ADJOURNMENT

There being no further business to come before the Authority Board upon motion by Director Crain, duly seconded by Director Van Gundy, the meeting adjourned at 4:42 p.m.

Original Signed by Ed Ray
Chairman

ATTEST:

Dunie Phelps
Secretary