

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**JANUARY 15, 1998**

The E911 Emergency Telephone Service Authority Board met in Special Session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller  
Director Michelle Lawrence  
Lori O'Neall, Secretary

**PIKE PROMOTIONS**

The Board upon motion of Director Miller, seconded by Director Porter and by unanimous vote approved a down payment to be made to Pike Promotions in the amount of \$19,440.00. This is for the purchase of training materials for the various entities.

**ATTORNEY FOR THE E911 BOARD**

A discussion with regard to a potential conflict of interest with the County Attorney specific to the issue of the IGA, has been raised. The question was raised as to whether the E911 Board should hire an attorney to represent them on this one item or to hire an attorney to represent the Board on all items to eliminate any future potential conflict of interest. Director Porter feels that because of the issues that the Board is dealing with and the volume of work, that it might be best for the Board to go ahead and retain a private attorney for everything. Director Lawrence and Director Miller were in agreement. Director Lawrence stated that it takes more time now than it used to when the Board was established. She feels that the citizens are paying for E911 through their phone bill and then being taxed again because the County is paying general fund dollars to the County's attorney to do this work.

Director Porter has looked into the situation and has asked Dennis Tharp, an attorney, who represents Adams County's E911 Board to attend the meeting today.

The Board upon motion of Director Lawrence, duly seconded by Director Miller and by unanimous vote adopted a resolution to hire an attorney, full time and authorizing Gene Porter to enter into negotiations necessary to arrange that to happen.

**January 15, 1998**

**THIRD AMENDMENT TO THE IGA**

Director Kabelis asked Director Lawrence to share with the Board what the position of the County Commissioners was and what the reason is that they declined to sign the IGA. Director Lawrence stated that everything in the IGA the Board agrees with except the part that gives the Authority Board the right to raise the rates. And it is the belief of the Board of County Commissioners that the rate raises should be approved by members that are on the IGA and not just the Board members because it's dealing with raising taxes and that it should be elected officials who have a say on whether that's done. Director Kabelis stated that they have a conflict between surcharge and tax. Director Lawrence stated that in her opinion it's a tax on the public. But the BCC believes that that decision should still be made by elected officials. Director Kabelis asked if it was a position of the County Commissioners that the delegation of that authority, if it is granted by the IGA is beyond the scope of the signatories of the IGA to delegate that to us. Director Lawrence stated it is only that one item that they have a conflict with. Evergreen Fire also has a problem with that item. The responses were as follows:

GOLDEN		NON-RESPONSE
LITTLETON FIRE		APPROVED
FAIRMOUNT		APPROVED
EVERGREEN FIRE	NO	
ARVADA FIRE		APPROVED
WEST METRO		APPROVED
INDIAN HILLS FIRE		APPROVED
CITY OF ARVADA		APPROVED
MOUNTAIN VIEW		APPROVED
PLEASANT VIEW		APPROVED
CITY OF WHEAT RIDGE		APPROVED
CITY OF LAKEWOOD		APPROVED
FOOTHILLS		APPROVED
JEFFERSON COUNTY		NO

13 entities responded with 11 voting "aye" and 2 voting "no". The IGA will be reviewed by an attorney to verify that.

The Board recessed for five minutes until the attorney arrived.

**ATTORNEY - DENNIS THARP**

Mr. Tharp attended the meeting at the invitation of the Board. Gene Porter has identified him as a possible candidate to assist the Board with legal advice. A discussion with Mr. Tharp ensued and the Board upon motion of Director Porter, duly seconded by Director Miller and by unanimous vote, approved the retaining of Dennis Tharp as legal counsel.

**FAX MACHINE**

The Board upon motion of Director Miller, duly seconded by Commissioner Lawrence and by unanimous vote, adopted a resolution approving the purchase of a fax machine, paper and envelopes for Gene Porter, not to exceed \$600.00.

**DEDICATED PHONE LINE**

The Board upon motion of Director Lawrence, duly seconded by Director Miller and by unanimous vote, adopted a resolution approving the purchase of a dedicated phone line for the fax machine.

Upon motion of Director Lawrence, duly seconded by Director Miller and by unanimous vote, the meeting was adjourned.

**NEXT MEETING WILL BE HELD ON**

**FEBRUARY 19, 1998 AT 1:00 P.M.**

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**FEBRUARY 19, 1998**

The E911 Emergency Telephone Service Authority Board met in Regular Session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller  
Director Brad Ruder  
Dennis Tharp, E911 Legal Counsel  
Teri Schmaedecke, Secretary

Absent:

Director Michelle Lawrence

Upon motion of Director Porter and seconded by Director Ruder, the Minutes of December 18, 1997 meeting were approved.

Upon motion of Director Porter and seconded by Director Miller, the Minutes of the January 15, 1998 Special Session were approved .

**TREASURER'S REPORT**

Upon motion of Director Ruder, seconded by Director Miller and by unanimous vote approved and accepted the Statement of Financial Condition (attached).

Upon motion of Director Miller, seconded by Director Ruder and by unanimous vote approved the payables of \$116,867.61.

**YEAR END REPORT**

Following a general discussion, Director Porter reported to the Board that he will mail out to all the entities the Year End Report and a letter detailing the E911 Board's activities and actions for the year.

## **OLD BUSINESS**

### **LINE LIMIT DISCUSSION**

Director Porter reported that he has not received a Statement from U.S. West yet. He informed the Board that U.S. West assured Director Porter that the Line Limit has been removed.

### **FAX MACHINE**

Director Porter informed the Board that he has received his new fax machine.

### **ATTORNEY FOR E911 BOARD**

Director Kabelis, introduced Dennis Tharp the new E911 Board Attorney to the Board and all those present.

Director Porter explained that coming up at the next meeting he will need to publish a notice to amend the budget to include legal expenses.

### **THIRD AMENDMENT TO IGA**

Director Kabelis reported that the Amendment to the IGA did pass and it became effective 90 days after the initial notice dated October 27, 1997. Director Kabilis continued to say they had 15 responses, 13 approvals and 2 rejections and 10 agencies did not respond.

Director Porter informed the Board that he sent a Year End Report to all the Agencies informing them that the IGA did pass.

Upon motion of Director Miller, seconded by Director Ruder the Board authorized Director Ruder to send a letter instructing Wireless Companies that they have 90 days to start collecting surcharge for E911 Services.

## **NEW BUSINESS**

### **ANNUAL ELECTION OF OFFICERS**

Upon motion of Director Porter, seconded by Director Miller and by unanimous vote, the Board approved Steve Kabelis as Chairman.

Upon motion of Director Ruder, seconded by Director Miller and by unanimous vote, the Board approved Julie Miller as Vice Chair.

Upon motion of Director Ruder, seconded by Director Miller and by unanimous vote, the Board approved Gene Porter as Treasurer.

Upon motion of Director Porter, seconded by Director Miller and by unanimous, the Board approved Brad Ruder as Secretary.

### **TECHNICAL COMMITTEE REPORT**

The Technical Committee reported that the wireless rates and hard line rates was discussed. More information and discussion will take place regarding the rates at the next Technical Committee Meeting.

Diana Wilson from Broomfield reported that she was getting calls from Broomfield citizens regarding E911 tariff charges on their cell phone bills. Wilson continued to say that residents should be billed .28 instead of the .35. Director Kabelis requested that she bring in copies of the bills so the Board can look into the matter.

The Technical Committee continued to report the need for electing a Chairman at the April Technical Meeting. Also, in April they will discuss phases I and II of Wireless and the GAS.

Randy Smith reported that the Jefferson County Communication Center might be moving to the ECOVA Building. Randy Smith continued to say that they are hopefully looking at a September/October moving date.

### **REQUEST FOR EXPENDITURES**

Randy Smith from the Jefferson County Sheriff's Department brought a request to the Board for the purchase of line caps and Planonic Headsets. Upon motion of Director Porter, seconded by Director Ruder and by unanimous vote, approved the purchase for an amount not to exceed a total of \$5,430.

Tracy with West Metro Fire and Rescue requested that the Authority Board approve the purchase of two recall recorders and two TDD printers and keyboards and twelve headsets. Upon motion of Director Porter, seconded by Director Miller and by unanimous vote, approved the expenditure for items not to exceed \$13,666 contingent upon invoice delivery with two other sets of quotes.

Upon motion of Director Porter, seconded by Director Miller and by majority vote with Director Kabelis abstaining, approved the purchase of seven TDD devices, including seven printer modules, and nine key boards not to exceed \$28,000 for the City of Lakewood. The approval which is contingent upon the City of Lakewood returning to the E911 Board three sets of bids from various Vendors.

### **NENA CONFERENCE**

Director Kabelis explained to all those present that the next NENA Conference will be held in Cincinnati, Ohio. The Board determined that the E911 would pay for Training and the Conference costs only for two people per agency.

### **1997 AUDIT**

Upon motion of Director Miller, duly seconded by Director Ruder and by unanimous vote, approved Director Porter's request to retain Grant Thornton to do the 1997 Audit for the E911 Authority Board.

### **ADJOURNMENT**

There being no further business to come before this Board, Director Ruder moved that the meeting adjourned. The motion was seconded by Director Miller and carried by unanimous vote.

**NEXT MEETING WILL BE HELD ON  
APRIL 16, 1998 AT 1:00 P.M.**

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**  
**SPECIAL SESSION**  
**MARCH 13, 1998**

The E911 Emergency Telephone Service Authority Board met in Special Session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:     Director Porter  
              Director Miller  
              Director Ruder  
              Director Kabelis  
              Debbie Quinn, Secretary

Absent:     Director Michelle Lawrence

**TREASURER'S REPORT**

The amount transferred will be \$100.00 more than on the statement to cover checks going through and keep from paying a service charge.

Upon motion of Director Ruder, seconded by Director Miller and by unanimous vote, the payables of \$93,306.30 were approved.

**OLD BUSINESS**

Director Porter said that next month a resolution will need to be drafted to transfer funds from the surplus reserves to cover the educational supplies.

Director Ruder prepared the letter for the Wireless Providers and had Dennis Tharp, attorney look it over.

Director Miller said she would like to go to the Nena Conference.

Director Kabelis said that at the next meeting there would be an Executive Session for the discussion of the bylaws.

**ADJOURNMENT**

There being no further business to come before this Board, Director Miller moved that the meeting adjourned. The motion was seconded by Director Porter and carried by unanimous vote.

**NEXT MEETING WILL BE HELD ON**  
**APRIL 16, 1998 AT 1:00 P.M.**

**MINUTES OF THE**

**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**APRIL 16, 1998**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Brad Ruder  
Director James Ellis  
Dennis Tharp, E911 Legal Counsel  
Debbie Quinn, Secretary

Absent:

Director Michelle Lawrence  
Director Julie Miller

Also Present:

Ione Montoya, Arvada Police  
Karen Vitgenos, Jefferson County Sheriff  
John Kyler, Lakewood Police  
Andrea Joo, Lakewood Police  
Patty Jo Ryan, US West  
Mark Wildey, West Metro Fire

**APPROVAL OF MINUTES**

Upon motion of Director Porter and seconded by Director Ruder, the Minutes of the February 16, 1998 meeting and the March 13, 1998 Special Session were approved.

**TREASURER'S REPORT**

Upon motion of Director Ruder, seconded by Director Porter and by unanimous vote approved and accepted the Statement of Financial Condition and approved the payables of \$109,232.61. (Statement attached)

**OLD BUSINESS**

**SUPPLEMENTAL BUDGET AND APPROPRIATION RESOLUTION**

After a brief discussion, upon motion of Director Ruder, seconded by Director Porter and by unanimous vote, the Supplemental Budget and Appropriation Resolution ETS98-1 was passed. Director Porter said he would send out copies of the Amended Budget to all directors.

## **NEW BUSINESS**

### **TECHNICAL COMMITTEE REPORT**

The Technical Committee reported that Mark Wildey will be the spokesperson for the Technical Committee. He had two items to report from the Technical Committee.

The first was the creation of a Task Force representing all the Communication Wireless Providers. The goal is to initiate a boilerplate standard for the entire state.

Patty Jo Ryan announced that a meeting was set for May 23rd, 1998 at 1331 Cherokee. Jim Carrol will coordinate the meeting and Tim Dunn will be the chairperson of the Wireless Task Force. The PUC has reluctantly agreed to oversee the Wireless Communication Providers Contractual agreements between US West and the Wireless carriers with the best interests of the public in mind. It will be an interconnection agreement. Some of the vendors are asking that the IGA and ordinances be changed and some are accepting the IGA's as they are written with a letter of indemnification. The various providers have different requirements for each PSAP and the goal is to have a standard for all PSAP's to use. Mr. Carrol is meeting with each carrier to see why there is a need for different requirements. Mr. Carroll will have the boilerplate available on the 23rd.

Patty Jo also said that the Providers are basically building a sales file right now from the information they are asking the PSAP's to provide. If they ask for trunk or data information they should be referred to US West. Cama Trunks are the same throughout the state.

Jim Carroll will send information to all the Authority Boards, not PSAP's, on what is to be in the letter requesting the Service for Phase One and requesting the surcharge. No one today is ready for Phase One. Adams County will be the first to get the Service from A T & T Wireless and it will not be ready until July 1st.

Director Kabelis suggested that no action should be taken until after the meeting. Patty Jo said it would take six months to get service after the request is made.

If the Service Providers request zip codes let them know that there are too many zip codes that fall within different boundary lines. The Service Providers must plot out the actual boundaries of the service area.

The second item from the Technical Committee was GIS systems. The Technical Committee has invited Carl Sylvester to give an ARC INFO demonstration at the June 18th meeting.

This information will be needed for Phase II which must be completed in 2002. The demonstration will show what the product can do for the PSAP and show whether the people feasibly using the product will be able to repair it. There are large costs involved in this project. Since both Lakewood and Jefferson County use ARCView it seems this would be the best system to utilize.

Director Kabelis suggested that all the PSAP's be invited to this demonstration and all the authority members be present to stir interest and answer questions. It was suggested that refreshments be served. Director Ruder made a motion, seconded by Director Porter and by unanimous vote, authorized an expenditure of no more than \$300.00 to buy food for the June 18th meeting. Mark Wildey will take care of the refreshments. Director Porter will get Mark a list of the agencies to contact. Director Kabelis will address the meeting.

### **GIS CONFERENCE**

Director Kabelis announced that there is a GIS conference from July 25th through the 31st in San Diego. They will be addressing Public Safety, E911 and Wireless Communication. For more information contact the ESRI home page on the Internet.

### **REQUEST FOR EXPENDITURES**

The City of Arvada brought a request to the Board for the payment of Director Miller's trip to the NENA Conference. This had already been approved. They were concerned about daily expenses but Director Porter suggested that Director Miller keep all receipts and records and she would be reimbursed.

Director Kabelis suggested that requests for expenditures be accepted in April and October of each year. He said this would help the agency forecast requests and would cost less to provide services. A projection of expenditure requests was done three years ago by Director Kabelis. He contacted each PSAP individually. He realizes that the list needs to be updated. Mark Wildey suggested that requests be accepted at the next meeting and then not again until October so that everyone has some notice to get their requests in. Lakewood Police mentioned that they were looking into a request for the replacement of TIMS equipment.

The Directors agreed to leave the request for expenditures in June and then go to the October/April plan. Director Porter said that the agencies could always replace the equipment themselves and then submit the request and be reimbursed at the proper time.

Patty Jo suggested that every PSAP update their MSAG correctly. Broomfield and Longmont recently had incidents that created confusion and bad press for the E911 Authority. US West is appointing a SEC liaison, Linda McKelvey 470-5850. She is a database cell manager. She is available to help clean up and maintain the database.

Patty Jo also mentioned that the problems seem to be with the Service Resellers. They are not always putting the proper information in the database. Director Kabelis said they were aware of the problems and would send a letter out to every PSAP asking them to update their MSAG's.

Upon motion of Director Porter, seconded by Director Ruder and by unanimous vote the Board adjourned the regular meeting to go into executive session to address the by-laws and get legal advice.

### **EXECUTIVE SESSION**

### **BY-LAW DISCUSSION**

Upon motion of Director Porter, seconded by Director Ruder and by unanimous vote the Board adjourned the executive session to go back to the regular meeting.

### **ADJOURNMENT**

There being no further business to come before this Board, Director Porter moved that the meeting be adjourned. The motion was seconded by Director Ruder and carried by unanimous vote.

**NEXT MEETING WILL BE HELD ON  
JUNE 18, 1998 AT 1:00 P.M. IN HEARING ROOM #2**

**NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD  
JUNE 18, 1998  
HEARING ROOM #2**

**AGENDA**

**CALL TO ORDER AND ROLL CALL**

**APPROVAL OF MINUTES OF APRIL 16, 1998**

**TREASURER'S REPORT**

**OLD BUSINESS**

- Vote on the By-Laws**
- Change in Expenditure Requests**
- May 23rd PUC Task Force Meeting**

**NEW BUSINESS**

- Technical Committee Report**
- Request for Expenditures**
- GIS Systems Discussion**

Director Ruder moved that the following Resolution be adopted:

BEFORE THE BOARD OF THE JEFFERSON COUNTY

EMERGENCY TELEPHONE SERVICE AUTHORITY

COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION NO. ETS98-1

RE: SUPPLEMENTAL BUDGET AND APPROPRIATION

WHEREAS, on the 18th day of December, 1997, the Board of the Jefferson County Emergency Telephone Service Authority (911 Board) adopted a budget for the calendar year 1998 and made appropriation; and

WHEREAS, the Board wishes to amend the 1998 budget and appropriations as indicated below: and

WHEREAS, the Board published notice that it would consider the adoption of this resolution and prior to its consideration said publication was made in the Golden Transcript.

NOW, THEREFORE, BE IT RESOLVED, that the 1998 Budget and appropriations for the Jefferson County Emergency Telephone Service Authority is amended:

By an increase in the total expenditures and appropriations in the amount of \$41,000 to cover costs of educational materials (none purchased in 1997) and attorney services for the Board, due to the desire of the Board to be represented by legal counsel that is not affiliated with the signatory entities to the 911 I.G.A. Increases are to be offset from the funds in the surplus reserve.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be filed with the Division of Local government in the Department of Local Affairs.

Director Porter seconded the adoption of the foregoing Resolution.

The Resolution was adopted by unanimous vote of the Jefferson County Emergency Telephone Service Authority Board members who were present.

Dated: April 16, 1998



Minutes of the  
E911 Emergency Telephone Service Authority Board

June 18, 1998

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:            Director Gene Porter  
                      Director Brad Ruder  
                      Director James Ellis  
                      Director Julie Miller  
                      Dennis Tharp, E911 Legal Counsel  
                      Lori O'Neill, Secretary

Absent:            Director Steve Kabelis (present later in the meeting)

Also Present:        Larry Stodden, Wheat Ridge  
                          Ione Montoya, Arvada  
                          Randy Smith, Jeffco  
                          Kathy Cline, Golden  
                          Dianna Wilson, Broomfield  
                          Mark Wildey, West Metro  
                          Patty Jo Ryan, US West

Approval of Minutes

The Board upon motion of Director Ellis, seconded by Director Miller and by unanimous vote, approved the Minutes of April 16, 1998.

Treasurer's Report

The Board upon motion of Director Ruder, seconded by Director Miller

and by unanimous vote, approved and accepted the Statement of Financial Condition and also approved the payables in the amount of \$118,024.97. (Statement attached)

June 18, 1998

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## Old Business

### By-Laws

A memo from Gay Ummel, Assistant County Attorney was received regarding the proposed amendments to the E-911 Authority Bylaws. (See attached memo) A discussion ensued. Dennis Tharp said the Bylaws would need to be changed to reflect that the checks would need to be signed by two directors, preferably the Chairman and Treasurer. Director Ellis felt that would be sufficient. Dennis Tharp stated that he would make the suggested changes that Gay proposed in paragraphs 1 and 2. The discussion was tabled to a later time.

Director Porter stated that the County Treasurer's office would be receiving funds from more than one phone company in the future. The Treasurer's office has requested that they not handle the receipt of those funds. They felt that the book work and paper work involved was going to be too much. The solution would be to open a post office box that would give the Authority a mailing address that can be given to the telephone companies. The checks would be made out to the E911 Authority instead of the Jefferson County Treasurer. Director Porter would then deposit those checks into the E-911 checking account and have them electronically transferred to Jefferson County's account.

The Board upon motion of Director Miller, seconded by Director Ruder and by unanimous vote, approved the opening of a post office box for the E-911 Authority Board.

Director Kabelis present.

## PUC Task Force

Director Kabelis reported that a meeting was held on June 11. A representative of the PUC Task Force and attorneys from the various cell phone providers attended. The attorneys would work out a common agreement which they would in turn forward to the Task Force and the Task Force in turn would forward it to the various 911 authority boards.

June 18, 1998

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### Change in Expenditure Request

Director Kabelis has requested that the Board only receive requests of expenditure of funds in April and October of each year. One reason being if common equipment is going to be ordered by a number of PSAP's, anything from telephone exchanges to call recorders, that they go through the Technical Committee and try to get a lower price. The second reason was that the PSAP's then would need to think through what they are going to request and present that to the Board so it can be budgeted better. Potentially there is a cost savings to the Board and secondly there is an ability to budget and not have to amend the budget or do resolutions to move money from one account to another. Director Miller stated that she had a concern about seeing it nailed down to twice a year because it is difficult to manage all the requests for PSAP's. You never know from one month to the next what might be a problem with the equipment and what emergencies could come up. Director Ruder agreed that there would be emergencies and if it is a replacement item, due to failure the Board would entertain for the replacement of that item. For capital expenditures, besides what they already have, it would be appreciated that it be kept to once or twice a year. Director Porter stressed that it would help if the Technical Committee could work together, talk with each other and see who is buying what. It was requested that Director Kabelis put together some

guidelines and present it to the Board at the next meeting.

### By-Laws Revisited

James Ellis commented that he agreed with Article I. Article II was fine, it was just a matter of semantics and Gay and Michelle can also work with that. Article IV, what is in place now does meet the legal requirements. He felt that Gay's concerns had been addressed. As for the issue of public trust, Gay and Michelle are trying to create an environment in which the public trust has some additional checks and balances that are not there now. He felt that he could not agree with that portion.

The Board upon motion of Director Kabelis, seconded by Director Miller and by unanimous vote, accepted the Bylaws of Jefferson County Colorado, Emergency Telephone Service Authority as presented this day with one amendment, that amendment being Article I Section 1, paragraphs "G" and that paragraph "G" is modified to read, "Any director, except the director serving as the representative of the county, that misses three or more regular meetings in any calendar year may be removed from the Authority Board by a majority vote of the Directors present at a meeting at which a quorum is present".

Director Ellis is now a voting member of the Board.

### Technical Committee Report

The Technical Committee met with ESRI who presented the hardware and software requirements for Phase II Wireless, familiarization meeting for the PSAP's. The next step will be to continue conversation with them, identify a package that the Technical Committee feels will best suit all the PSAP's in the County and they will then bring that recommendation to the Board in August.

On July 23rd the Technical Committee will hold a special meeting with US West. Several PSAP's have equipment that is not compliant with Phase I Wireless and will not allow them to do Phase II. At that meeting they will ask Positron to come in and give a demonstration. At the August Board meeting they will bring costs for budget purposes.

### Request for Expenditures

#### Golden

The Board upon motion of Director Kabelis, duly seconded by Director Ruder and by unanimous vote, approved payment for the purchase of 11-25 foot transmit cords for \$112 each and five "Supra" headsets for \$60.00 each for a total request, not to exceed, \$1,532.00.

#### Jeffco Sheriff

The Board upon motion of Director Kabelis, duly seconded by Director Ellis and by unanimous vote, approved payment for equipment plus upgrades necessary for Netclock Time Synchronization Interface Software in an amount not to exceed \$326,378.00. This will be contingent upon any contract between Sheriff's office and US West include the wording that this equipment will be Phase II compatible.

## Broomfield

The Board upon motion of Director Miller, duly seconded by Director Ruder and by unanimous vote, approved the payment of Six Line Comm Controllers at \$2,160.00; EIA 232/V.24 Two Line Adapter at \$978.00; Modem/Eliminator Cable at \$150.00; TTD Positron Keyboard for a new call-taker position at \$900.00 for a total amount, not to exceed, \$4,188.00.

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Lakewood - NENA Conference

The Board upon motion of Director Ruder, duly seconded by Director Porter with Director Kabelis abstaining, approved a request for reimbursement of tuition and class registration fees for Dana Hansen to attend the NENA Conference on June 20-24, 1998. The tuition and class cost is \$610.00.

Kathy Cline, City of Golden, requested that a statement be put in the minutes that on the FCC disclosure for ComNet Cellular that was sent out to everybody, that they would not discuss with any other vendors information from the centers and that it is okay for all the PSAP's to sign these disclosures that are coming through. The Board has no objection to that.

Seeing no further business to come before the Board, the meeting was adjourned.

NEXT MEETING:  
AUGUST 20, 1998 AT 1:00 P.M.

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**AUGUST 20, 1998**

The E911 Emergency Telephone Service Authority Board met in Regular Session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller  
Director Brad Ruder  
Director Michelle Lawrence  
Dennis Tharp, E911 Legal Counsel  
Teri Schmaedecke, Secretary

Upon motion of Director Porter and seconded by Director Miller, the Minutes of June 18, 1998 meeting were approved as verbally amended, changing page 4 of the minutes regarding the Jefferson County Sheriff's Office, line 2, changing the approved payment for Equipment was modified to read to approve payment for 911 telephone equipment and related software **plus** upgrades.

**TREASURER'S REPORT**

Upon motion of Director Ruder, seconded by Director Miller and by unanimous vote approved and accepted the Statement of Financial Condition and payables as submitted. (see attached).

**ANNUAL BUDGET**

Director Porter informed the Board that he will have the budget prepared for the Board's review at the October meeting.

**OLD BUSINESS**

**CHANGE IN EXPENDITURE REQUESTS**

The E911 Board reviewed the draft of Change in Expenditure Requests and made changes that were needed. Director Kabelis informed the Board the he would send the changes to Brad Ruder and Brad will then send it to the PSAP'S so they will be aware of the new policy. (See attached).

August 20, 1998

## **NEW BUSINESS**

### **SET OF 1999 TARIFF RATES**

The Board upon motion of Director Lawrence, seconded by Director Ruder and by unanimous vote, approved to maintain the existing tariff rate at .28 for 1999.

### **TECHNICAL COMMITTEE REPORT**

The Technical Committee reported that they discussed the differences between the phone systems that U.S. West supports which are Plantonic and Positron. The Technical Committee will continue to research this issue and interview PSAP'S using this equipment and continue to discuss their findings at future board meetings.

### **REQUEST FOR EXPENDITURES**

Kathy Cline representing Golden Police Department, requested that the Authority Board approve payment for Emergency Medical Dispatch training for two employees from the City of Golden for a total of \$500.00. Upon motion of Director Porter duly seconded by Director Miller and by unanimous approval, the Board agreed to approve the expenditure not to exceed \$500.00.

Carol Bohannon with the Westminster Police Department requested that the Authority Board approve the funding to send two dispatchers to the APCO Basic Telecommunications Training Course. Upon motion of Director Ruder duly seconded by Director Miller and by unanimous vote, the Board approved the payment for an amount not to exceed \$320.00.

Upon motion of Director Ruder duly seconded by Director Miller and by unanimous vote, the Board approved the request for expenditure for the City of Broomfield employee training at the APCO Basic Telecommunications class for an amount not to exceed \$160.00.

Karen Kretzel, West Metro Fire Rescue requested that the Authority Board approve the funding for two dispatchers to attend the APCO Basic Telecommunications Conference for a total of \$320.00 and the EMD training class for a total of \$200.00. Upon motion of Director Miller, duly and seconded by Director Porter and by unanimous vote, the Board approved West Metro Fire Rescue's request for an amount not to exceed \$520.00.

### **CONTRACT ISSUE WITH U.S. WEST**

Randy Smith with the Jefferson County Sheriff's Department and Gay Ummel with the Jefferson County Attorney's Office presented to the Board background information on the contract between U.S. West and the County for the Sheriff's Office purchase of Postiron which was approved by the Board at the June 18, 1998 E911 meeting. The approval was contingent upon the contract between the Sheriff's Office and U.S. West to include the wording that the equipment will be Phase II compatible.

Upon motion of Director Porter, duly seconded by Director Miller and by unanimous vote, the Board approved signing the contract as a third party agreeing to pay the \$325,000 and authorizes the chairman to sign the contract when it has been reviewed by the E911 Attorney, with the condition regarding Phase II compatibility.

### **ADJOURNMENT**

There being no further business to come before this Board, Director Ruder moved that the meeting be adjourned. The motion was seconded by Director Miller and carried by unanimous vote.

**NEXT MEETING WILL BE HELD ON  
OCTOBER 15, 1998 AT 1:00 P.M.**

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**OCTOBER 15, 1998**

The E911 Emergency Telephone Service Authority Board met in Regular Session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller  
Director Brad Ruder  
Dennis Tharp, E911 Legal Counsel  
Debbie Quinn, Secretary

Absent:

Director Michelle Lawrence  
Director James Ellis

Upon motion of Director Porter and seconded by Director Ruder and by unanimous vote, the Minutes of June 18, 1998 meeting were approved. Later in the meeting the minutes were verbally amended upon motion of Director Porter and seconded by Director Miller, and by unanimous vote, changing page 2 of the minutes regarding the request for expenditures for the Golden Police Department to a total of \$200.00 for the training of two employees instead of the \$500.00 amount.

**TREASURER'S REPORT**

Upon motion of Director Miller, seconded by Director Ruder and by unanimous vote approved and accepted the Statement of Financial Condition and payables as submitted. (see attached).

**ANNUAL BUDGET**

Director Porter passed out copies of the proposed Budget. The budget prepared for the Board's review will be voted on at the December meeting and Director Porter will prepare a resolution.

**OLD BUSINESS**

**CHANGE IN EXPENDITURE REQUESTS**

Director Porter again asked the PSAP's what their projected expenditures are. Mark Wildey, West Metro Fire Department made a suggestion from the technical committee about training costs per agency. It was tabled and will be discussed at the next meeting.

## **NEW BUSINESS**

### **TECHNICAL COMMITTEE REPORT**

The Technical Committee reported that they discussed the need for a list of equipment that the Board would pay for. The Technical Committee will organize a list and present it at the next meeting.

The Technical Committee will draft some bylaws for the Committee and bring them to the next meeting.

### **REQUEST FOR EXPENDITURES**

Larry Stodden representing the Wheat Ridge Police Department, requested that the Authority Board approve payment of \$2301.10 for head sets. Upon motion of Director Porter duly seconded by Director Miller and by unanimous approval, the Board agreed to approve the expenditure not to exceed \$2301.10.

John Patterson and Dana Hansen representing the Lakewood Police Department, requested that the Authority Board approve payment of \$490,839.02 for telephone equipment and \$65,794.52 for the Meridian Switch. Upon motion of Director Ruder, duly seconded by Director Miller, with Director Kabelis abstaining, the Board agreed to approve the expenditures of \$490,839.10 and \$65,794.10 with the contract being discussed at the next meeting.

Andrea Joo representing the Lakewood Police Department, requested that the Authority Board approve payment of \$330.00 for training. The Board will pay for two individuals only. Upon motion of Director Ruder, duly seconded by Director Miller, with Director Kabelis abstaining, the Board agreed to approve the expenditures of \$220.00 for training for two individuals.

Carol Bohannon with the Westminster Police Department requested that the Authority Board approve the funding of \$293,775.14 for 6 positions of the Plant Phone System. Upon motion of Director Ruder duly seconded by Director Miller and by unanimous vote, the Board approved the payment for an amount not to exceed \$293,775.14 for the new phone positions.

Upon motion of Director Porter duly seconded by Director Ruder and by unanimous vote, the Board approved the request for expenditure for the City of Broomfield for 12 headsets at an amount not to exceed \$1800.00.

Mark Wildey, West Metro Fire Rescue had an expenditure request but was called away by an emergency. It will be heard at the next meeting.

### **U.S. WEST DATABASE UPDATE**

Linda McKelvey with U.S. West Communications came to address the Board about the problem with the database updates. There has been 1,000 errors plus that have not been corrected for the last six months. The integrity of the database is at risk if this issue is not addressed. The Board suggested that this is a technical committee issue. They agreed to invite U.S. West and the SEC to their next meeting and report to the Authority Board in December.

### **DICTAPHONE BILLS**

Director Ruder wanted to know how many agencies got an invoice from Dictaphone and how many of the agencies will require an upgrade in the equipment to be compatible for the year 2000. He asked for a cost comparison and study on the Dictaphone issue. It was tabled until the next meeting.

### **BOILERPLATE CONTRACT UPDATE**

The Authority is still waiting on a boilerplate contract that everyone can use. Dennis Tharp, the E911 attorney said the contract that was presented at the Wireless Subcommittee Task Force was terrible and he was not sure that a new draft was forthcoming. Patty Jo Ryan from U.S. West said that the contract had just been approved. The recovery of cost issue was addressed and any county could use it. Dennis Tharp, Board counsel, said he would check it out and get back to the Board about it.

Director Porter mentioned that there are 30 days to add to the Budget and then he will finalize it.

### **ADJOURNMENT**

There being no further business to come before this Board, Director Ruder moved that the meeting be adjourned. The motion was seconded by Director Porter and carried by unanimous vote.

**NEXT MEETING WILL BE HELD ON  
DECEMBER 17, 1998 AT 1:00 P.M.  
IN HEARING ROOM #2**

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**NOVEMBER 19, 1998**

The E911 Emergency Telephone Service Authority Board met in Special Session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller  
Director Brad Ruder  
Director James Ellis  
Dennis Tharp, E911 Legal Counsel  
Debbie Quinn, Secretary

Absent: Director Michelle Lawrence

Director Kabelis called the meeting to order. This meeting was called to go over some issues that could not wait until the next general meeting.

**LAKWOOD PHONE SYSTEM**

The Board had some questions about the differences in phone systems between Lakewood and Westminster since they were both purchasing the same system. Brian Beresford from Plant Equipment, Inc. was present to answer any questions along with John Patterson, James Bradley and Dana Hansen all from the Lakewood Police Department. They went over the presentation and explained that each system did have the same commitment in terms of service. A discussion ensued regarding the extra equipment that Lakewood requested with the Meridian upgrade. They explained that they need the battery backup because they share facilities with West Metro Fire and are the backup for the County emergency system. The Board felt that there should be a discussion with West Metro and perhaps the two entities should share equipment instead of having two expensive phone systems when they are sharing the same location. No decision could be made regarding this issue because there was not a representative from West Metro. The issue was tabled until the next meeting.

A discussion ensued concerning the number of systems that Lakewood was requesting. Dana Hanson explained that they required a 12th position for training and emergency situations.

**TRAINING**

A request was brought to the Board at the last meeting about changing the training policy. The Board felt that they were not in the position to be training agencies. Director Ruder felt that the figure of \$50,000 was too much for the Board to spend on training and Director Miller concurred. They felt that the Board should supplement training of the agencies only. The Board agreed to keep the training policy the same - paying for two people from each entity and let special situations be taken on a case by case basis.  
November 19, 1998

The Board felt that the trainers should be trained and then take back the information to their agencies. They would like the technical committee to put together a program that would benefit all the PSAP's. So for the time being they are leaving the training the way it is and will wait for input from the technical committee.

### **BUDGET**

The training dollars are the same in 1999 as they were for 1998.

They have 5 phone systems that have requested money and know that Arvada and West Metro will be approaching the Board for systems equipment in 1999.

Board Member Ruder felt that the line charges were much higher than the figure should be. The Wireless companies will bill U.S. West and U. S. West will do a statewide average. The Budget was kept the way it was presented at the October meeting.

Dennis Tharp, the E-911 attorney went over the agreement for the Phase I changeover. He had concerns about the cost provisions and Indemnification. The Board recommended that the agreement be given to the Technical Committee to look over and make their recommendations.

Dennis also brought up the State Boilerplate Contract. He thought the form was good but some of the options needed to be changed. He said once you request the funds you are up to the contract stage. He also thought the PUC was using the terms PSAP's and Authority Board interchangeably.

Randy Smith, Jefferson County Sheriff's Department made an emergency request for funds. After looking over the request the Board decided that it could wait until the April meeting to be considered.

Steve Kabelis said he would meet with the Technical committee to go over wireless issues and to review the contracts.

### **ADJOURNMENT**

There being no further business to come before this Board, Director Ruder moved that the meeting be adjourned. The motion was seconded by Director Miller and carried by unanimous vote.

**NEXT MEETING WILL BE HELD ON  
DECEMBER 17, 1998 AT 1:00 P.M.  
IN HEARING ROOM #2**

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

December 17, 1998

The E911 Emergency Telephone Service Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller  
Director Brad Ruder (present later in the meeting)  
Director Michelle Lawrence  
Lori O'Neall, Secretary

Also Present:

Ione Montoya, Arvada PD  
Gary Muck, Westminster PD  
Tony Cocaggio, Westminster PD  
Linda McKelvey, US West  
Randy Smith, Jeffco Sheriff  
Gary Johnson, US West  
Judy Schneider, Arvada FD  
Jill DeCino, Arvada FD  
Jim Bradley, Lakewood PD  
Chris Kotzian, Lakewood PD  
Dana Hansen, Lakewood PD  
Andrea Joo, Lakewood PD  
Larry Stodden, Wheat Ridge PD  
Mark Wildey, West Metro

MINUTES

Upon motion of Director Porter, and duly seconded by Director Miller, the Board approved the Minutes of October 15 and November 19, 1998.

TREASURER'S REPORT

The Board upon motion of Director Miller, duly seconded by Director Porter and by unanimous vote approved the Treasurer's Report (see attached report).

OLD BUSINESS

The Board upon motion of Director Miller, duly seconded by Director Lawrence and by unanimous vote, adopted Resolution ETS98-2, approving the Emergency Telephone Service Authority Budget for 911.

TRAINING

Director Kabelis brought up the issue of training stating that training is not the responsibility of the Authority Board. Training was not in the Charter nor was it stated in the State Statutes. In 1997, based on legal advice, the Board stopped providing training expenditures. With the passage of Senate Bill 132, last year, and with the implementation of the new intergovernmental agreement, the Board is again providing limited training to Support Member Agencies Two Members/One Course. The training issue will be revisited again provided the following occurs:

**The Technical Committee should put together a training package that will show continuity of training by the dispatchers in the various PSAP's. A specific course need not be identified, but a recommendation of courses that they would like to see the Board approve. It needs to be demonstrated that it would benefit all PSAP's. The Authority Board would like to be able to budget funds.**

This issue will be revisited when the Technical Committee creates a plan. At that time, the Technical Committee will notify the Board so it can be put on the main agenda as posted to the Technical Committee report at the end of the meeting.

CONTRACTS APPROVAL

Dana Hanson, Lakewood PD requested the Board approve three contracts with US West.

The Board upon motion of Director Porter, duly seconded by Director Lawrence and by unanimous vote, adopted a resolution that third party agreements with US West, City of Lakewood, and the Authority Board be approved. Contracts are for a Plant Telephone System a Meridian Switch and a Visiontek display.

Tony Curragio, Westminster PD requested the Board approve a new telephone system contract with U.S. West.

The Board upon motion of Director Lawrence, duly seconded by Director Miller and by unanimous vote, adopted a resolution that a third party agreement with US West, City of Westminster and the Authority Board be approved.

Director Ruder present.

Mark Wildey, West Metro Fire requested that their expenditure request be increased to accommodate a not to exceed amount 313,443.12. The Authority Board will take it under advisement and

respond in a special session on January 28, 1999 at 1:00 p.m.

**Minutes of December 17, 1998**  
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The next regular meeting will be on February 18, 1999 at 1:00 p.m. All meetings will be held on the 5th floor Commissioners' Conference room.

**DICTAPHONE STUDY**

Kathy Cline presented the dictaphone study. The Board upon motion of Director Porter, duly seconded by Director Miller and by majority vote with Director Ruder abstaining, adopted a resolution approving Golden and Evergreen's request for Dictaphone upgrades for the recording systems not to exceed \$6,000.00.

**NEW BUSINESS**

**Wireless Status**

Director Kabelis attended the Technical Committee meeting this morning and provided a copy of the Phase I E911 Service Agreement for review and comment. Any questions or comments should go through Mr. Wildey who will funnel them to the Board. The indemnification aspect of the contract will be reviewed to see if it is acceptable. The proposal is that the Jefferson County E911 Authority Board will enter into a service agreement with the appropriate providers directing that they will provide all Phase I and Phase II data and information to all the PSAP's. If there is any agency that does not want it, for any reason, please notify this Board as soon as possible.

Gene Porter asked that everyone scrutinize their bills from US West and make sure they are being charged correctly.

Director Lawrence stated that James Ellis was no longer with the County and that a new member would be decided on in January.

The Meeting was adjourned.

**Next Regular Meeting will be held on**  
**February 18, 1999 at 1:00 P.M.**  
**In the Commissioner's 5th floor conference room**