

## **MINUTES OF THE**

### **E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**February 17, 2000**

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  
Dennis Tharp, Attorney  
Debbie Quinn, Secretary

Absent:

Director Brad Ruder  
Director Judy Peratt

Also Present:

Ione Montoya, Arvada PD  
Pandy Flipse, Jeffco Sheriff  
Bruce Roome, Arvada FD  
Gary Muck, Westminster PD  
Vicki Pickett, Westminster PD  
Andrea Joo, Lakewood PD  
Jim Coleman, Lakewood PD  
Dana Hansen, Lakewood PD  
Larry Stodden, Wheat Ridge PD

## **MINUTES**

Upon motion of Director Porter, and duly seconded by Director Miller, the Board unanimously approved the Minutes of December 16, 1999.

Director Ruder present.

## **TREASURER'S REPORT**

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

Director Peratt present.

## **OLD BUSINESS** **GUIDELINES TO TRAINING**

Dana Hansen presented the Technical Committees final guidelines for approved training coursework and after a brief discussion the Board accepted them. Director Kabelis thanked the committee and mentioned that those categories listed will now be funded.

**YEAR END REPORT**

Director Porter passed out copies of the year end report to the Board and the Board accepted it as presented.

**NEW BUSINESS**  
**ELECTION OF OFFICERS**

Director Kabelis made a motion, duly seconded by Director Miller to nominate Director Porter for Treasurer. He was unanimously elected.

Director Miller made a motion, duly seconded by Director Peratt to nominate Director Kabelis for Chairman. He was unanimously elected.

Director Ruder made a motion, duly seconded by Director Porter to nominate Director Miller for Vice-Chairman. She was unanimously elected.

Director Miller made a motion with no second to nominate Director Ruder for Secretary. Director Ruder made a motion, duly seconded by Director Miller to nominate Director Peratt for Secretary. She was unanimously elected.

**CHIEF OF RED ROCKS COMMUNITY COLLEGE**

The Chief of Red Rocks Community College did not show up and the item was pulled from the agenda.

**TECHNICAL COMMITTEE REPORT**

Dana Hansen and Larry Stodden posed a question from the Technical Committee on whether the PSAP's could have the option to directly contract with the vendor and get direct service for the site instead of using U.S. West. Director Kabelis asked about liability and Dana mentioned that some of the mountain communities, in particular Aspen and Pitkin County are following this procedure. Director Kabelis suggested that a written proposal be submitted within thirty days so the Board could check it out, get a legal opinion and then formally answer the proposal at the next meeting.

**REQUEST FOR EXPENDITURES**

Jim Coleman, Lakewood Police brought an emergency request for \$45,744 to enhance the telephone system equipment already purchased by the City of Lakewood. After installation of the equipment Lakewood found that other items were needed to enhance the equipment for the safety of their customers. The City of Lakewood paid \$2500 for a new computer, several hundred dollars for the Net Clock, \$1200 for Interalia and the Recorded Network Device out of their own pocket. Director Kabelis asked whether Lakewood could get a better warranty and asked for extra money in case the price went up and then asked to withdraw the comments he made. After a brief discussion Director Ruder made a motion to purchase the Nortel Meridian MAX enhanced software and hardware for \$45,744, duly seconded by Director Miller, amended by

Director Ruder to include the Laser Printer and unanimously approved with Director Kabelis abstaining from the vote.

### **SPRINT PCS NON-DISCLOSURE AGREEMENT**

Director Tharp stated that Sprint PCS has agreed to provide service to the County as requested but has no written contract with the County. They could not come to terms that both parties would agree to. They saw that cost averaging was working so they are ready to provide the service without a contract but they do want a non-disclosure agreement approved for their protection. Director Porter made a motion, duly seconded by Director Miller and by unanimous vote approved the non-disclosure agreement.

Director Tharp also mentioned that U.S. West has agreed to spend 40 million dollars in 911 equipment upgrades.

### **AUDIT**

Director Porter requested that Grant Thornton be engaged for the audit again this year. There was \$3,500 appropriated in the budget. Director Porter made a motion, duly seconded by Director Ruder and unanimously approved by the Board a request for Grant Thornton to perform the audit.

### **TECHNICAL GUIDANCE REQUEST**

Larry Stodden, Wheat Ridge PD, suggested that the PSAP's need some technical guidance to negotiate with U.S. West and the vendors to help the PSAP's with ordering any new equipment. Director Porter agreed that it was very difficult for each entity to have the technical know how to order equipment that has not been used before. Director Kabelis asked if there was any consultant out there with telephone service expertise that all the PSAP's could tap into. Director Ruder suggested that the responsibility be put on the Technical Committee to evaluate all of the entities' equipment, put together a list and have an in-house specialist. The technical committee members felt that they were at a loss to provide this knowledge. The Board as a whole understands the difficulties in purchasing this high-tech equipment and is willing to help the PSAP's with funding if they can find a technical expert to hire.

### **ADJOURNMENT**

Upon motion of Director Porter, duly seconded by Director Peratt and unanimously approved, the Board adjourned.

**Next Regular Meeting will be held on**  
**April 20, 2000 at 1:00 P.M.**  
**In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

APRIL 20, 2000 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES OF FEBRUARY 17, 2000

**OLD BUSINESS**

DIRECT VENDOR SERVICE

AUDIT

**NEW BUSINESS**

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

## **MINUTES OF THE**

### **E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**April 17, 2000**

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  
Dennis Tharp, Attorney  
Director Brad Ruder  
Teri Schmaedecke, Secretary

Absent:

Director Judy Peratt

Also Present:

Ione Montoya, Arvada PD  
Carla Milne, Jeffco Sheriff  
Kathy Cline, Golden PD  
Carol Workman, Westminster PD  
Andrea Joo, Lakewood PD  
Jim Coleman, Lakewood PD  
Dana Hansen, Lakewood PD  
Larry Stodden, Wheat Ridge PD

## **MINUTES**

Upon motion of Director Porter, and duly seconded by Director Miller, the Board unanimously approved the Minutes of February 17, 2000.

## **TREASURER'S REPORT**

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

## **OLD BUSINESS** **VENDOR SERVICE**

Dana Hansen and Larry Stodden informed the Authority Board that not much research had been done on the Vendor Service issue. Director Kabelis stated that this issue will be tabled for discussion until a future date.

**AUDIT**

Director Porter reported to the Board that the Audit will be done on May 1, 2000.

**NEW BUSINESS**  
**TECHNICAL COMMITTEE REPORT**

Dana Hansen informed the Board that all the agencies attended except for Broomfield. Dana continued to say that the agencies are sharing information at these meetings. They discussed hiring practices and ways to utilize resources between agencies. Dana told the Board that a Plant representative came to the meeting and demonstrated mapping for wireless phase I and phase II capabilities.

In the next year the Technical Committee will be looking at different mapping companies and working together as a County using one system or overlay to be shared by all the PSAP's in the County.

Director Porter asked if they could ask all the Technical Committee Members to have all bills paid to the correct address. Porter continued to say that many of the Vendors are sending them to the County which is delaying payment.

**REQUEST FOR EXPENDITURE**  
**FOR CITY OF ARVADA POLICE**

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the request for funding in the amount of \$2, 288.00 for Arvada Police for the following courses for the year 2000.

APCO Conference	(one employee)
NENA Conference	(one employee)
NAFTO Conference	(one employee)
PowerPhone Training Suicide Intervention	(two employees)
Public Safety Training	(four employees)
Communication Supervisor Conference (Wyoming)	(one employee)

Ione Montoya from the Arvada Police Department brought a request to the Board for the purchase of Multi-line Interface Units for the Plant Equipment Phone System. Upon motion of Director Ruder, duly seconded by Director Porter with unanimous approval, the Board agreed to the purchase of the MIU's in the amount of \$5,600.00.

**REQUEST FOR EXPENDITURE  
FOR BROOMFIELD POLICE DEPT.**

Dianna Wilson from the City of Broomfield Police made a request for NIMS 911 Trunking Cards and labor costs. Upon motion of Director Porter, duly seconded by Director Miller with unanimous approval, the Board approved the amount of \$6,056.00 for Broomfield Police.

Upon motion of Director Ruder, duly seconded by Director Porter, the Board approved the expenditure request for \$2,400.00 for 12 "Push to Talk" headsets for Broomfield Police.

**REQUEST FOR EXPENDITURE  
WESTMINSTER POLICE DEPARTMENT**

Upon motion of Director Miller, and seconded by Director Porter, the Board approved the expenditure request for \$990.00 for three employees to attend the APCO Conference.

Upon motion of Director Porter, duly seconded by Director Ruder, the Board approved the expenditure request for a Nice-Log system in the amount of \$50,639.00.

Upon motion of Director Porter, duly seconded by Director Miller, with Director Ruder voting no and Director Kabelis abstaining, the Board denied the expenditure request for Westminster Police Department in the amount of \$25,000.00 for the purchase of an EMD Question and Answer module.

**EXPENDITURE REQUEST FOR  
CITY OF LAKEWOOD POLICE**

Andrea Joo, from the Lakewood Police Department brought a request for expenditure for Police Officer Standard Training in the amount of \$500.00. Upon motion of Director Ruder, duly seconded by Director Miller and by vote, the Board approved the expenditure of \$500.00 for Lakewood Police.

Upon motion of Director Miller and seconded by Director Ruder, the Board approved the reimbursement for \$338.00 for Power Point Training Classes.

Upon motion of Director Ruder and seconded by Director Porter, the Board approved the expenditure of \$40.00 for one employee to attend the Disaster Communication Course offered by the Rocky Mountain Tactical Training Center.

Upon motion of Director Miller and seconded by Director Porter, the Board approved the reimbursement in the amount of \$1,000.00 for three employees to attend the APCO E911 Wireless Symposium.

Upon motion of Director Ruder and seconded by Director Miller the Board approved the expenditure for \$4,712.00 for the MIS PACKAGE, Magic and not approve the cost of the U.S. West trainer.

**EXPENDITURE REQUEST FOR  
GOLDEN POLICE**

The Golden Police Department requested five reimbursements: \$400.00 for the APCO Conference, \$169.00 for PowerPhone's 911 Liability Training Seminar, \$90.00 for Disaster Communication Course attended by 3 dispatchers, \$750.00 for EMD training for 5 Dispatchers at Jefferson County Sheriff's Office and \$219.00 for the APCO Communications Training Officer Course. The Board upon motion of Director Miller and seconded by Director Ruder approved the amount of \$1,628.00 for training fees for Golden Police.

Upon motion of Director Ruder and seconded by Director Porter, the Board approved the expenditure of \$1,699.00 for the NENA 911 Center training course and various PowerPhone courses for Golden Police employees.

Following a general discussion the Board requested that Golden Police present a breakdown of costs for the funding of a desk mount Postitron telephone station, including Zetron instant call recorder and Zetron TTD with printer and modular headset adapters. The Board will consider this request from Golden Police at the next meeting in June.

**EXPENDITURE REQUEST FOR  
ARVADA FIRE PROTECTION DISTRICT**

Bruce Roome, from the Arvada Fire Protection District brought a request for expenditure for a Net Clock in the amount of \$9,005.00. Upon motion of Director Ruder, duly seconded by Director Porter and by unanimous approval, the Board agreed to the expenditure of \$9,005.00 for Arvada Fire.

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the request for funding for \$1,463.00 from Arvada Fire for the following courses for the year 2000.

Powerphone 911 Liability Seminar	(2 Dispatchers)
ADCOM EMD Class	(4 Dispatchers)
APCO Western Regional Conference	(1 Dispatcher)
911 Customer Service Class	(7 Dispatchers)

**EXPENDITURE REQUEST FOR  
JEFFERSON COUNTY SHERIFF'S OFFICE**

The Board upon motion of Director Porter and seconded by Director Miller authorized the expenditure of \$8,192.50 for the following:



Model OM: Orator Monaural w/noise canc. Mic.	20 @ \$79.00	\$1,580.00
Model LX: Contour Headset w/noise canc. Mic.	15 @ \$79.00	\$1,185.00
AT: Plug Prong Amplifier	5 @ \$82.00	\$ 410.00
DT: ACS 4-Wire Push to talk Amplifier	30 @ \$121.00	\$3,630.00
10 Foot Extension Cord	35 @ \$ 32.00	\$1,120.00
Training Y Adapter	5 @ \$ 42.00	\$ 210.00
Orator Cushion LX	25 @ \$2.30	\$ 57.50

### **E911 TRAINING MATERIALS**

Following a general discussion the Board upon motion of Director Kabelis and seconded by Director Ruder, the Board the authorized the expenditure of \$53,632.12 for the purchase of various 911 training aids and the Board also authorized the Treasurer to cut a check for half the amount which is \$26,816.06 to Image FX in order to start processing the order.

### **E911 BOARD EXPENDITURE REQUEST**

The Board upon motion of Director Kabelis, duly seconded by Director Miller approved the funding for Director Kabelis to attend the NENA Conference in Salt Lake City for an amount not to exceed \$3,200.

The Board upon motion of Director Kabelis, duly seconded by Director Ruder approved the funding for Director Kabelis to attend the annual GIS Conference in San Diego in the amount not to exceed \$4,500.

The Board upon motion of Director Kabelis, duly seconded by Director Miller authorized the Treasurer to issue a check for reimbursement for one half of the requested amounts of \$7,700 to be paid to Director Kabelis for his deposit made for the NENA Conference and GIS Conference with the remaining balance to be paid in August.

### **LARIMER COUNTY SURVEY**

Director Porter talked to the Board about the Questionnaire he received from Larimer County 911 Authority. Director Porter answered the questionnaire and sent it back to Larimer. Director Porter continued to say that Larimer County would send the Board a copy of the completed survey and the responses that they receive.

### **EXPENDITURE REQUEST SCHEDULE**

Following a general discussion, the Board decided to hear Agency Expenditure Requests at every E911 Board meeting.

**ADJOURNMENT**

Upon motion of Director Miller, duly seconded by Director Porter and unanimously approved, the Board adjourned.

**Next Regular Meeting will be held on**

**June 22, 2000 at 1:00 P.M.**

**In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JUNE 22, 2000 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES OF APRIL 17, 2000

**OLD BUSINESS**

AUDIT

EXPENDITURE REQUEST SUBMITTAL TO CLERK

**NEW BUSINESS**

GOLDEN EQUIPMENT

TECHNICAL COMMITTEE REPORT

EDGEWATER POLICE PRESENTATION

REQUEST FOR EXPENDITURES

PROPOSED RESIGNATION OF DIRECTOR PORTER AS TREASURER

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

**June 22, 2000**

The E911 Emergency Telephone Service Authority Board met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado. Director Kabelis called the meeting to order.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller  
Dennis Tharp, Attorney  
Director Brad Ruder  
Director Judy Peratt  
Dorothy Gorden, Secretary

Also Present:

Bruce Roome, Arvada FD  
Ione Montoya, Arvada PD  
Dianna Wilson, Broomfield PD  
Tony Coraggio,  
Gary Johnson,  
Vicki Pickett, Westminster PD  
Pandy Flipse, JeffCo Sheriff  
Sandy Snyder  
Carla Milne, JeffCo Sheriff  
Carol Workman, Westminster PD  
Larry Stodden, Wheat Ridge PD  
Jim Thomas, 911 Contract Services  
Lori Malone

**TREASURER'S REPORT**

The Board amended the Payables Statement to include Director Kabelis' travel expenses previously approved by the Board. The addition of \$4,624.84 brought the total payable amount to \$187,256.21. Upon motion of Director Miller, duly seconded by Director Peratt and by unanimous vote, the Board approved the Treasurer's Report and payables. (see attached report)

**MINUTES**

The Board, upon motion of Director Ruder, duly seconded by Director Porter, unanimously approved the Minutes of April 17, 2000 with a minor correction. The item identified as E911 Board Expenditure Request, paragraph 3, line 3, in the amount of \$7,007.00 should be \$7,700.00.

## **OLD BUSINESS**

### **AUDIT**

Director Porter reported that he had just gotten the report today and hadn't had a chance to look at it. Everyone looked through the report. Overall, looking at the Financial Statement & Report equipment purchases went up. The Board agreed to accept the audit as presented.

Director Kabelis, on the behalf of Clerk to the Board, asked that all expenditure requests be submitted two weeks prior to the scheduled Board meeting. This will enable the Clerk to the Board to prepare copies and fax them to the Board Members. The Board will then have time to review the requests prior to the meeting. If for some reason it isn't included the Board may or may not entertain it at that meeting and may defer it to the next meeting.

## **NEW BUSINESS**

### **TECHNICAL COMMITTEE REPORT**

No report from the Technical Committee was given.

### **EDGEWATER POLICE DEPARTMENT**

No one came from the Edgewater Police Department.

### **REQUEST FOR EXPENDITURES**

#### **CITY OF ARVADA FIRE DEPARTMENT**

Bruce Roome, representing Arvada Fire Department, requested one E911 interface license in the amount of \$6,000. A second request for one enrollment in an EMD course in the amount of \$200.00 and a request for one headset for \$60.00 and one base unit for the headset in the amount of \$123.80 was presented.

A motion was made by Director Porter, duly seconded by Director Miller, to approve the expenditures for \$6,383.80. The Board unanimously approved the motion to reimburse the Arvada Fire Department in the amount of \$6,383.80.

#### **GOLDEN POLICE DEPARTMENT**

Upon motion of Director Porter, duly seconded by Director Ruder and by unanimous vote, the Board approved the amount of \$18,921.00 for additional phones for 3 positions for the City of Golden.

### **WESTMINSTER POLICE DEPARTMENT**

The Westminster Police Department presented a request for reimbursement in the amount of \$398.00 for the Powerphone Fire Service Dispatch Class held on June 8 & 9, 2000, hosted by the Blackhawk Police Department. Two employees from the Westminster Police Department attended the training.

Upon motion of Director Ruder, duly seconded by Director Porter and by unanimous approval, the Board approved the expenditure request for \$398.00.

A second request for two dispatchers to attend the Critical Incident Dispatching Class was presented by the Westminster Police Department. The cost is \$185.00 per person for a total of \$370.00. The class is being hosted by the Englewood Department of Safety Services on July 27<sup>th</sup> and 28<sup>th</sup>, 2000.

Director Porter made a motion, duly seconded by Director Miller and by unanimous vote, the Board approved the request for \$370.00.

### **CITY OF ARVADA POLICE DEPARTMENT**

Ione Montoya requested reimbursement of \$370 (\$185 each) for the Critical Incident Dispatching Class that two dispatchers will be attending on July 27 and 28, 2000.

Upon motion of Director Ruder duly seconded by Director Porter and by unanimous vote, the Board approved the reimbursement in the amount of \$370 for the Arvada Police Department.

A second request was made for handsets at a cost of \$192 for five (\$38.50 each) for a total of \$192.00. Before a motion was entered the US West representative, Patty Jo Ryan, stated that the handsets would be replaced at no charge as they are covered in the contract. She recently sent Lakewood 12. Ione Montoya withdrew her expenditure request and will send the request to the US West representative.

### **WEST METRO FIRE DEPARTMENT**

Director Porter questioned whether he had included requests for continuing education classes for EMD's, necessary for maintaining recertification. Director Kabelis said the approval was given and the classes were included.

Director Kabelis closed new business.

### **RESIGNATION OF DIRECTOR PORTER AS TREASURER**

Director Kabelis announced that the Board was unwilling to accept the resignation of Director Porter.

Director Porter is finding it difficult to keep the E911 Treasurer's duties current and manage his daily work schedule. Director Kabelis asked Dennis Tharp to discuss the alternatives.

The first option would be to retain an outside accounting firm to assist with the treasurer's duties. Director Porter met with the West Metro Finance Director who agreed to do the job at a cost of \$30-\$35 and hour. This would include making bank deposits. Director Porter would still have control over writing the checks and approve the bills. It would be a permissible use of funds to retain an accounting firm to perform the accounting services for the Authority Board as long as the Treasurer would retain supervisory capacity and oversee those activities.

The second option would be a board member to volunteer to perform the service. No one volunteered to accept the duties. Director Ruder felt someone should be able to attend to the duties full time. He said he did not have the time. Director Miller agreed.

The third option would be to go to an outside firm.

It was decided that between the August and October meetings discussions would ensue and a decision made. If not resolved by the October meeting, the Board will investigate going to an outside accounting firm.

Director Kabelis asked Director Porter to withdraw his resignation and Director Porter concurred.

Mr. Thomas of 911CS presented a proposal for a very extensive analysis of PSAP's in Jefferson County, a comprehensive evaluation of where they are today. This contract proposal should be formalized at the next meeting.

### **ADJOURNMENT**

Upon motion of Director Ruder, duly seconded by Director Miller and unanimously approved, the Board adjourned.

**The next scheduled meeting will be held  
August 17, 2000 at 1:00 p.m. in  
Hearing Room 2 on the first floor**

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 17, 2000 AT 1:00 P.M.  
1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER  
APPROVAL OF MINUTES OF JUNE 22, 2000  
TREASURER'S REPORT

**OLD BUSINESS**

WEST METRO IGA

**NEW BUSINESS**

EXPENDITURE REQUESTS  
JEFFERSON COUNTY AND EOC PROPOSAL FOR REVERSE  
911  
911 CS CONTRACT PROPOSAL



## **MINUTES OF THE**

### **E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**August 17, 2000**

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  
Dennis Tharp, Attorney  
Director Brad Ruder  
Director Judy Peratt  
Debbie Quinn, Secretary

Also Present:

Barb Farland, Jeffco Sheriff  
Scott Wells, Jeffco Sheriff  
Carol Small, Evergreen FD  
Andrea Joo, Lakewood PD  
Jim Bradley, Lakewood PD  
Kimberly Bell, Golden PD  
Mark Wallace, Golden FD  
Carol Workman, Westminster PD  
Vicki Pickett, Westminster PD  
Dianna Wilson, Broomfield PD  
Larry Stodden, Wheat Ridge PD  
Patty Jo Ryan, Qwest  
Mike Hobbs, Qwest  
Jim Carroll, Qwest  
Greg Langhart, SCC  
Brian Nielsen, Lakewood PD  
Mike Reddy, Westminster PD

## **MINUTES**

Upon motion of Director Ruder, and duly seconded by Director Porter, the Board unanimously approved the Minutes of June 22, 2000.

## **TREASURER'S REPORT**

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

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Director Porter suggested a resolution could be adopted at the October meeting to increase the budget for line items.

**OLD BUSINESS**

**WEST METRO IGA**

West Metro Fire Department Board approved a draft of an IGA to pay for services to assist Gene Porter as Treasurer. Dennis Tharp said the IGA draft was in sufficient final form to be approved subject to a few minor changes. Director Kabelis said he had not seen the contract yet and the other board members said they had not seen it either. He asked that the IGA be continued to the October hearing for approval. Gene Porter announced he would continue to serve as Treasurer. Director Kabelis asked how much it would cost for the treasury services. Director Porter stated the amount spent would be \$450 on a busy month and average out to approximately \$5,000 a year.

Gene Porter made copies and passed out the results of the Larimer County Authority Board Survey.

**NEW BUSINESS**  
**EXPENDITURE REQUESTS**

Barbara Farland with the Jeffco Sheriff's Department presented a request for an Instant Recall Recorder. After a brief discussion, Director Ruder, duly seconded by Director Miller and by unanimous vote approved \$21,150 for 14 recorders.

Carol Workman with the Westminster Police Department presented a request for \$1800 for an emergency replacement of a logging recorder. Director Porter reminded the Board that the entity should pay for maintenance. Director Kabelis asked if Director Porter felt this expenditure should fall under maintenance and he said yes he felt that it was. Director Ruder agreed. Director Peratt thought it should be a municipal responsibility. Director Miller thought it should be covered as an emergency situation and made a motion to approve the \$1800 expense. No one seconded the motion. The request was denied.

Director Ruder with the Evergreen Fire Protection District requested funding to send two dispatchers to a Power Phone Fire Service Dispatch course. Director Porter made a motion, duly seconded by Director Miller and by unanimous vote, approved \$398 for the training classes.

Patty Jo Ryan from Qwest raised the issue of a 10/20 upgrade for the Arvada Fire Department. The Board asked when the upgrade would be needed and Patty Jo said installation would take place in the 4<sup>th</sup> quarter of 2001 when they add a fifth area code to the Denver area. Director Porter suggested that the matter be tabled until Arvada Fire Department makes the request for the upgrade.

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City of Lakewood Police Department submitted a request for Critical Incident Dispatch Training Class for five employees at a cost of \$925.00. Director Peratt asked if the Board had limited the number of training classes and Director Kabelis said no. Director Ruder made a motion, duly seconded by Director Porter, and the Board unanimously approved the training fee request. A second request for Dispatcher Training Class at a cost of \$175.00 for five employees was presented. Director Miller made a motion, duly seconded by Director Peratt and the Board unanimously approved the \$175.00 for the class.

**JEFFCO AND EOC PROPOSAL FOR REVERSE 911**

Barbara Farland from the Jefferson County Sheriff's Department started the discussion of the EOC proposal for Reverse 911. She briefly summarized the County reasons for broaching the proposal. She mentioned incidents occur that require public notification such as fire, flood, etc. She said the Qwest proposal would use the SCC database and would be available for use by each and every agency countywide. The cost was .25 cents per subscriber line per year and .23 cents for each 30 second call made during the emergency notification. Director Porter asked if the GIS system would be the same system used for the Phase II system of the wireless ANI/ALI.

Jim Carroll from Qwest said that he was not sure if the two systems would interface. He said there wasn't an industry standard out there today. Director Kabelis said that reverse 911 was a good concept but that the overriding concerns were what is the best approach countywide, how to integrate reverse 911 into the existing system and are we spending money wisely. Jim Carroll said the software package does not exist yet to overlay the existing systems.

The question of EPN, next phase enhancement was brought up. Phase II should be implemented in October of this year, but realistically will be the first quarter of year 2001. Director Ruder asked about the Loveland incident. Mr. Carroll said it was 23 cents for each call the length of a 30 second message. He produced the figures of the Loveland fire notification incident. Loveland paid for 1,050 calls. It reached 69.3% of the people in the affected area.

Scott Wells, Jeffco Sheriff's Department stressed the importance of the Critical Incident response from the Sheriff's Department perspective. He said it would have been a very valuable service during the Hi Meadow fire. He said the County had no money to fund this project at this time.

Director Porter stated that there was no question this was a valuable tool but wondered how it would enhance 911 service. Scott Wells said it would enhance the public safety capabilities of notifying people when they are in danger. Barbara Farland said that with the EPN they would be getting emergency information and it could be instantaneous instead of waiting for the Emergency Preparedness team to get set up. Director Porter asked if the system was readily available to the dispatchers and was told that yes it was. Director Miller said that they had a similar system in Arvada, Dialogic that they

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had used to help locate a missing child. Director Kabelis asked if Qwest had partnered with multiple vendors and was told that they had developed the product with the SCC.

Director Kabelis polled the Board as to their feelings about the Reverse 911 service. Director Porter questioned the legality of using the 911 money for something that is not a true 911 service. Dennis Tharp said that other Boards have expended the money with no repercussions. The entity would pay the .23 cents and the money would fall within the statutory requirement as an indirect 911 need.

Director Porter stated that he could make a decision today.

Director Ruder said he would like more information and wondered why in this age of technology this was so expensive. He said that they don't even know what it's going to cost to do Phase 2 Wireless.

Patty Jo from Qwest estimated the costs of Phase 2 Wireless to the Board at this time. She said that with 95,000 current wireless records it would be \$144.51 per 1,000 users and then you take 90 times \$144.51. The bill will be approximately \$14,000.00 a month additional cost. She mentioned that these costs will be presented to the Board officially at the October meeting. The charges will commence on September 1<sup>st</sup>. Jefferson County has been receiving wireless calls for the last few months. Patty Jo also stated that the "true up" for the Line Users would go up as they had not been counted for four years and there has been a lot of growth in the County during that time. She said that some of the money will come from a surcharge that the Authority is already collecting for cell phones.

Director Miller stated that she would like to discuss and study the matter further before making a decision.

Director Ruder said again that he believed the matter should be postponed until sometime next year.

Director Peratt stated that she would like to start reverse 911 sooner rather than later. She said that she would recommend waiting until the EPN 2 is in place, but as Director of Emergency Management, would like to be proactive rather than reactive.

Mike Reddy from Westminster Police Department said that the municipalities in the County are looking at using the Reverse 911 anyway and now is the time, before every PSAP has different systems that are not compatible. He felt that being tied into the SCC system pays dividends. Director Ruder wondered why they aren't standardizing this equipment with SCC since they have already had this problem with the different radio systems that don't talk to each other. The municipalities that are using the other systems such as Dialogic do not have access to all phone numbers and can only make fifteen calls a minute.

## Minutes of August 17, 2000

### Page 5

Director Kabelis summarized the situation by saying that 1) look at it harder, 2) ask intelligent questions and determine if they want to do it, 3) make a decision at the February meeting after Qwest demonstrates Phase 2 to the Board. Qwest agreed to do the presentation at the December meeting and the Board will vote on Reverse 911 at the February meeting.

### SURCHARGE RATE

Director Porter brought up the notice of intent to set a surcharge. He asked whether there was any court decisions on whether TABOR requirements are applicable to the surcharge rate. Director Tharp said the majority opinion is that TABOR is not applicable. Director Tharp said that Adams County and other counties have also raised their surcharge rates.

Director Porter mentioned that by June the Board had expended 66% of the money taken in. He said this was a little bit higher than in the years past. He said that the Board should give taxpayers a break and keep the rate the same.

Patty Jo Ryan again said they needed to do a "true up" on the lines in addition to the wireless. She said the bill is for records that are four years old and so the bill will be higher. She mentioned that Grand County is charging \$1.00 a month tariff because they need to set up a whole dispatch center. If a County goes in excess of 70 cents they must have the permission of the PUC.

Director Kabelis suggested that a ten cent rate hike was a fair target. Director Ruder agreed. Director Porter mentioned that the Board has \$3 million in reserve. Attorney Tharp asked how they could pay for Reverse 911. Mr. Carroll said that they could make monthly payments or if they prepay they could get a discount of approximately 15-20% for that option. Patty Jo Ryan said that right now they are paying \$53,000 to \$54,000 per month for the line rates. Patty Jo Ryan said they would need approximately \$93,000 for the line rates after the new count. Director Porter said that the line charge went up the last time 25%. Director Miller stated that raising the rates 10 cents seemed reasonable and Director Peratt agreed. Director Ruder said he hated to see the rate go up ten cents and wondered if it would be possible to take it down the next year. Director Porter suggested that they leave the rate level and see how it's running. He said they are only using 66% of the \$160,000 a month that they are bringing in. Director Kabelis said they had two options to raise the rate ten cents or to leave it the same.

Director Porter made a motion to maintain the rate at 28 cents, seconded by Director Ruder. Director Kabelis asked if they needed to would they be able to raise the tariff in 6 months if they could do so and Attorney Tharp stated that the Board must raise the tariff before September 1<sup>st</sup>. Director Peratt asked if there was a cap as to how much could be held in reserve and was told no. A vote was taken and the motion passed with a majority of three votes for and two opposed. Directors' Peratt and Miller opposed the motion. The 28 cent tariff will be maintained.

**911 CS CONTRACT PROPOSAL**

The Technical Committee came up with some questions on the CS Contract proposal. Director Kabelis polled the Board about their opinions of the contract. No list was provided to the PSAP's about the evaluation process. The committee wanted a checklist of the parameters and wanted to know how they were going to evaluate the SOP's. What kind of liability would the PSAP incur if they were not up to legal requirements?

Director Ruder suggested that the Authority Board did not want to get into the daily operations but look at the whole center and project what was needed to make each agency more efficient. Director Tharp said there seemed to be a miscommunication between the PSAP's and the Board. Larry Stodden tried to clarify what the PSAP's were looking for because they did not get the contract or the checklist of parameters that CS would be looking for. Kimberly Bell from Golden wanted to know how this would effect her budgetary requirements and what the liability to their agency would be if they could not get the Board to purchase new equipment or pay for new hires that could be needed.

Director Kabelis said he would provide the checklist in terms of what CS would look for and get a copy of the contract out to all of the PSAP's so that the Technical Committee could summarize their concerns and a decision can be made at the October meeting. He apologized to the PSAP's about the miscommunication.

The Technical Committee got a call from Jane, with Voice Stream, asking about implementation of Phase I. Director Tharp directed the question to Director Peratt, Secretary, to send a reply that if it is a technical question she needs to be referred to the Technical Committee or if it is legal refer her to Director Tharp.

**ADJOURNMENT**

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

**Next Regular Meeting will be held on**

**October 19, 2000 at 1:00 P.M.**

**In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY  
OCTOBER 19, 2000 AT 1:00 P.M.  
1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES OF AUGUST 17, 2000

TREASURER'S REPORT

**OLD BUSINESS**

BUDGET RESOLUTION

WEST METRO IGA

PHASE II WIRELESS COSTS

CS CONTRACT PROPOSAL

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

TECHNICAL COMMITTEE REPORT

**MINUTES OF THE**

**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**October 19, 2000**

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  
Dennis Tharp, Attorney  
Director Brad Ruder  
Director Judy Peratt  
Teri Schmaedecke, Secretary

Also Present:

Barb Farland, Jeffco Sheriff  
Randy Smith, Jeffco Sheriff  
Carol Small, Evergreen FD  
Jim Bradley, Lakewood PD  
Dana Hansen, Lakewood PD  
Kimberly Bell, Golden PD  
Mark Wallace, Golden FD  
Carol Workman, Westminster PD  
Vicki Pickett, Westminster PD  
Dianna Wilson, Broomfield PD  
Larry Stodden, Wheat Ridge PD  
Greg Langhart, SCC  
Brian Nielsen, Lakewood PD  
Mike Reddy, Westminster PD

**MINUTES**

Upon motion of Director Ruder, and duly seconded by Director Porter, the Board unanimously approved the Minutes of August 17, 2000 as amended with minor corrections.

**TREASURER'S REPORT**

The Board upon motion of Director Ruder, duly seconded by Director Miller and by unanimous vote approved the Treasurer's Report of Payables for \$260,429.85 as amended and the Statement of Financial Condition. (see attached report)



## **OLD BUSINESS**

### **BUDGET RESOLUTION**

Director Porter told the Board that he originally thought that a Resolution needed to be prepared to cover some of the Line Items. But after Director Porter read the State Budget Law, he told the Board a resolution would not be needed.

### **PROPOSED BUDGET FOR 2001**

Director Porter presented the proposed budget to the Board and noted that the only significant increase was in Line Charges. The Final Budget will be adopted at the December, 2000 meeting.

### **QWEST ENHANCED 911 SERVICE AGREEMENT**

Patty Jo Ryan from Qwest Corporation formerly known as U S West told the Board that the Agreement is already in effect. Patty Jo said that Qwest is now putting a late charge on all the bills. She told the Board if Dennis Tharp would prepare a letter as the E911 Attorney of Adams, Arapahoe and Jefferson County she will present it to Qwest to see if they will remove the late charges.

### **WEST METRO IGA**

The Board reviewed the West Metro Fire Protection District Intergovernmental Agreement. After a general discussion, the Board upon motion of Director Porter, duly seconded by Director Miller and by unanimous vote, adopted a resolution directing Director Kabelis to sign the Intergovernmental Agreement for Accounting and Secretarial Services with West Metro Fire Rescue contingent upon receiving a copy of "Exhibit A" which details the hourly rates and clarification of Section 5.2 regarding the percentage rate.

### **PHASE II WIRELESS COSTS**

Director Kabelis stated that there are two issues the Board needs to be aware of. First, that Qwest will soon get approval to bill the individual E911 Boards for a one time charge of \$2.60 per wireless line to recover cost for the implementation of Phase I. The bill will probably arrive in November. Second, in May the PUC Task Force will revisit Wireless Phase II to determine what the costs will be. Director Kabelis explained to the Board that they need to be aware that it could potentially impact their budget.

Patty Jo Ryan from Qwest told the Board that they will have the option of paying the wireless line bill in installments over 12 months or 24 months or the bill can be paid all at once. Patty Jo suggested that the E911 Board question the wireless carrier bills because they have never been questioned in the past.

Dennis Tharp suggested asking Qwest for back up documentation to support the \$2.60 a line charge.

### **911 CS CONTRACT**

Barb Farland with Jefferson County Dispatch and Larry Stodden expressed to the Board that there is considerable objection by most Technical Committee Members that represent the various Agencies. Part of the concern of the Technical Committee was regarding the qualifications of the company that was chosen to do the study.

Director Ruder stated that the E911 Authority Board has the responsibility to know what goes on in the Communications Centers because they approve the funding for equipment. The Board needs to know how the equipment is being used and if it's being used effectively. The Board would like to meet with the Technical Committee and is willing to sit down and talk to the Technical Committee and discuss all concerns. Director Kabelis said that the contract will be tabled.

### **NEW BUSINESS**

#### **EXPENDITURE REQUESTS**

Following a general discussion, the Board upon motion of Director Porter, duly seconded by Director Miller, approved a request from Golden Police Dept. for the reimbursement of \$530.00 for one person to attend the NENA Forum and the in service training POSIT and American Tape, Dictaphone Tapes.

Sue Stewart from Arvada Fire Department presented a request for funding for a 10/20 digit upgrade. Director Porter made a motion, duly seconded by Director Peratt and by unanimous vote approved \$16,734 for the 10/20 upgrade.

Dana Hansen from the Lakewood Police Department requested funding for new headsets tops, 22 headset bottoms, and five accessory ear tip kits, three wireless adapters with spare batteries, and five training adapters. Upon motion of Director Ruder, duly seconded by Director Miller and by majority vote with Director Kabelis abstaining, the Board approved \$7,488.24 for the City of Lakewood.

City of Lakewood Police Department submitted a request for reimbursement for twenty Denver Regional map books for a total of \$439.80. No motion was made. The request for reimbursement was denied.

Upon motion of Director Ruder, duly seconded by Director Porter and by majority vote, with Director Kabelis abstaining, the Board approved the reimbursement for twelve employees to attend the Colorado APCO/NENA forum for a total \$325.00 for the City of Lakewood Police Department.

Director Porter requested on behalf of Lakewood Police Department reimbursement of \$295.00 for one person to attend Emergency Member Program Exam for Professional Certification from NENA. Director Porter stated it was never presented as an expenditure. It was a projected expenditure. They mistakenly thought it was approved at a previous E911 meeting. Director Kabelis asked that this request be presented at the December 21, 2000 meeting.

### **TECHNICAL COMMITTEE REPORT**

Dana Hansen from the City of Lakewood invited all of the Directors to attend the Technical Committee's next meeting on November 16<sup>th</sup> at 10:00 a.m. at the Jefferson County Training Center in the Coroner's Office. Hansen informed the Board that this is the second attempt that the Technical Committee has made for the Board of Directors and the Technical Committee to come together for possible reconciliation on the process that is currently used regarding of expenditure requests.

### **ADJOURNMENT**

Upon motion by Director Ruder, duly seconded by Director Peratt and by unanimous vote, the meeting was adjourned.

**Next Regular Meeting will be held on  
December 21, 2000 at 1:00 P.M.  
In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY  
DECEMBER 21, 2000 AT 1:00 P.M.  
1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES OF OCTOBER 19, 2000

TREASURER'S REPORT

**OLD BUSINESS**

FINAL BUDGET ADOPTION

QWEST 911 SERVICE AGREEMENT

**NEW BUSINESS**

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

REQUEST FOR EPN TECHNOLOGY

**MINUTES OF THE**

**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**December 21, 2000**

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 Richard Sheehan  
Dennis Tharp, Attorney  
Debbie Quinn, Secretary

Absent:

Director Judy Peratt

Also Present:

Barb Farland, Jeffco Sheriff  
Randy Smith, Jeffco Sheriff  
Carol Small, Jeffco Emergency Management  
Dana Hansen, Lakewood PD  
Kimberly Bell, Golden PD  
Carol Workman, Westminster PD  
Vicki Pickett, Westminster PD  
Larry Stodden, Wheat Ridge PD  
Greg Langhart, SCC Communications  
Brian Nielsen, Lakewood PD  
Mike Reddy, Westminster PD  
Shana Lee, Evergreen  
Mark Wildey, West Metro  
Tony Coraggio, Broomfield PD  
Leah Kiekbusch, Arvada PD  
Colleen Eyman, Lakewood PD  
Scott Wells, Jeffco Sheriff  
Julia Winge, Qwest  
Jim Carroll, Qwest  
Patty Jo Ryan, Qwest

**MINUTES**

Upon motion of Director Porter, and duly seconded by Director Miller, the Board unanimously approved the Minutes of October 19, 2000.

### **TREASURER'S REPORT**

Director Porter submitted the treasurer's report and said a credit for the amount of \$231.70 for attorney services would be on the next report. The Board, upon motion of Director Ruder, duly seconded by Director Miller and by unanimous vote approved the Treasurer's Report of Payables as amended with the Statement of Financial Condition. (see attached report)

Director Sheehan, present.

### **OLD BUSINESS** **FINAL BUDGET ADOPTION**

Director Porter presented the budget to the Board and noted that the only significant changes from the preliminary budget were the bank service charges, the line charges and the inclusion of the one time wireless charge. Director Miller made a motion, duly seconded by Director Ruder to accept the budget and it was unanimously approved by the Board.

### **QWEST ENHANCED 911 SERVICE AGREEMENT**

Dennis Tharp summarized the Qwest 911 service agreement for the Board. Director Porter said that Qwest will refund all the late charge fees of approximately \$500 per month for the past year. After a brief discussion the Board, upon motion of Director Ruder, duly seconded by Director Miller and by unanimous vote, approved a resolution to enter into an agreement with Qwest for enhanced 911 service with the understanding that Attachment 2 will reflect the actual charges of \$116,500 which includes the tariff increase.

### **NEW BUSINESS** **TECHNICAL COMMITTEE REPORT**

Dana Hansen from the City of Lakewood announced that Barbara Farland would be the new chairman for the Technical Committee. Jerry Merlick and Arthur Krause, from the 911 Group talked to the Technical Committee about the evaluation of PSAP services for GIS and mapping. Director Kabelis asked for copies of their resumes and congratulated Barbara on her new appointment.

### **EXPENDITURE REQUESTS**

Mark Wildey, West Metro Fire presented a request for headsets. Following a general discussion, the Board upon motion of Director Porter, duly seconded by Director Miller, and by unanimous vote, approved a request from West Metro Fire for \$2,810 for the purchase of Plantronics headset equipment.

Larry Stodden, Wheat Ridge Police, also presented a reimbursement request for headsets. Upon motion of Director Miller, duly seconded by Director Ruder and by unanimous vote, the Board approved \$2116.60 for twelve headsets purchased from Phone Supplements, Inc.

Kimberly Bell, Golden Police, presented 3 expenditure requests. The first request was for AHA CPR training for \$75. Director Kabelis said that the Board does not pay for CPR training. A discussion ensued regarding whether this was training the Board would pay for. After polling the Board and determining that this training was needed before EMD training and that it would actually be cost effective to train one person who would then bring the training back to the whole group, Director Miller made a motion, duly seconded by Director Porter and the Board unanimously approved the \$75 training fee. The second request was for a new position to the Dictaphone recorder. It was determined that this request had been approved earlier in the year. The third request was for 4 headsets. Upon motion of Director Ruder, duly seconded by Director Porter and by unanimous vote, the Board approved in an amount not to exceed more than \$330 for three headsets. Director Ruder mentioned to the Technical Committee that it might be cost efficient to bulk purchase headsets one time a year as headsets seem to last for only two years.

Dana Hansen from the Lakewood Police Department requested funding for additional components for the Meridian Max application. The Department lost some of the capability of the old system when the Meridian Max was installed. Qwest did not inform Lakewood that additional software would be required to handle all the existing functions. Director Ruder expressed his displeasure with Qwest and the continuing mistakes, service problems and requests for more money to address new problems that come with the upgrades. He asked if a consultant might not help with these kinds of problems. The other Board members concurred. Upon motion of Director Miller, duly seconded by Director Porter and by unanimous vote, the Board approved \$4,166.71 for the CPE, MQD at \$31,612, 8 tandem trunks for \$4,602.33 and 4 minutes digital memory for \$1,615 for total of \$41,996.04 for the City of Lakewood to purchase the Meridian Max upgrade equipment.

City of Lakewood Police Department submitted a request for reimbursement for 40 digital data storage cartridges for \$487.40. Director Porter made a motion, duly seconded by Director Ruder and the Board by unanimous vote, approved the request.

City of Lakewood Police Department submitted a request for reimbursement of \$210 for training for 6 employees for the class "Workplace and School Violence Events". Director Porter made a motion, duly seconded by Director Miller and by majority vote with Director Kabelis abstaining, the Board approved the reimbursement request.

City of Lakewood Police Department submitted a request for reimbursement of \$231.25 for catering provided at the last meeting in November with the Board. Director Miller made a motion, duly seconded by Director Porter and by majority vote with Director Kabelis abstaining, approved the reimbursement request.

Shaina Lee, Evergreen Fire Protection District, submitted a request for reimbursement of \$315.00 for 12 recording tapes and 6 tape cleaning cartridges. Upon motion of Director Miller, duly seconded by Director Porter and by unanimous vote, the Board approved the reimbursement request.

Director Kabelis deferred the Arvada request for the 911 Vision Retreat training to the February 15, 2001 meeting.

### **REQUEST FOR EPN TECHNOLOGY**

Barbara Farland, Jeffco Sheriff, presented a brief synopsis of the EPN technology. The cost would be \$526,185 for five years and that's with a true-up as of September 5<sup>th</sup> of 452,520 access lines. It is available for every PSAP in the County. The cost of using it would be the responsibility of the PSAP. A plan would need to be set up for who will use it and for what events. Every agency surrounding Jefferson County, including Denver, has the reverse 911 technology. The EPN is the only system that has the capability to access unlisted and unpublished numbers. It can make 2,000 calls per minute and has successfully notified an average of 60% of the residents in the areas where it has been used. All but one member of the Technical Committee was supportive of the new system and even he agreed that the system was a valuable tool. The fire and police personnel contacted were very much in support. Director Porter asked if all 25 parties of the IGA were in agreement with the plan and Director Ruder asked who was responsible for the tab for a specific request. Barbara Farland replied that the party who was requesting the specific service should be responsible for payment. She said that was a parameter that needed to be set in place as to who would be responsible for what charges. Director Porter asked if there was a reassurance from Qwest that every address within the city limits of Westminster and Broomfield would be included and Ms. Farland answered yes.

Director Sheehan asked to address the Board on behalf of the County Commissioners. He said the Commissioners were very much in support of the proposal and felt that details did need to be worked out but felt that E911 was the proper place to fund the reverse 911. Director Kabelis asked why E911 should fund this proposal. Barbara Farland replied that according to Dennis Tharp, the E-911 Board can fund anything related to public safety or health. Dennis Tharp said according to the statute they could fund anything that directly relates to the operation of the emergency 911 system. He went on to ask Patty Jo Ryan from Qwest whether they would use the E911 database and was told that it was a mirror of the E911 database and had every telephone number on it. She said the statute does not address emergency funding but Qwest has a clause in their contract that they can collect a higher surcharge if and when it is necessary and that both the city of Pueblo and Grand County have utilized this clause.

Director Ruder asked Mark Wildey to expand on why he thought the Board had a higher priority than EPN. He said EPN is a good product but not at the expense of having money available for the GIS system for Phase II. Director Ruder then asked if the Technical Committee was ready to move forward with Phase II and Barbara Farland said no they were not and had no idea how long it would be before they had the information.



Director Porter said that he personally did not feel that this Board should contract for the service. He said if they want to be the funding mechanism that is where it should end. He thought it was an emergency preparedness service, not a 911 service. He also thought the County should agree to pursue funding from other avenues because it's not directly related to 911 and doesn't enhance the 911 system.

Director Sheehan asked if the Board was a funding mechanism then how it would work? Barbara Farland said they would need an IGA with the PSAP's to contract for the services. He questioned the attorney as to what he thought of that.

Dennis Tharp said the Board does not operate any PSAP. They have no involvement in the running of the PSAP's. They provide funding and the entities provide the operations. He said an intergovernmental agreement could be worked out with the PSAP's and funding from the Board if it is deemed appropriate. The usage fees or charges would be paid by the PSAP or secondary PSAP and they would have the responsibility to go back to the individual district that would have requested the use of the EPN system. He said the Board could also do it and enter into their own agreements with all of the individual PSAP's clarifying what their responsibility is with this, the parameters of use and their obligation to reimburse the Board for the cost of each use but it would still be the PSAP's responsibility to go back and collect from the secondary PSAP's.

Director Kabelis said the best way would be to fund it as a major equipment purchase and then Jefferson County would enter into an agreement with the other nine PSAP's and handle any issues dealing with the corresponding secondary PSAP's. Any review would be done by the Board attorney. Director Ruder concurred.

Larry Stodden, Wheat Ridge Police voiced his support for the EPN system. Director Ruder suggested that the PSAP's should talk to the County and see if they could provide the ongoing cost of maintenance. Barbara Farland agreed with Director Ruder and said the Board should not be responsible for the usage but only the basic setup and the rest would be up to the PSAP's.

Director Kabelis summarized the five issues and then said he would ask for a motion. Approval must be contingent upon the following:

- 1- All ten PSAP's are contacted in writing. Documentation is provided to the Board that they understand they pay usage surcharges. The Board will pay the annual fees.
- 2- Any agreement is entered into with 7 or more of those agencies. If you have less than that you really don't have the support of the PSAP's. He hoped for the support of all 10 agencies.
- 3- Those agreements are to be reviewed by our attorney, Dennis Tharp.
- 4- That if we enter into this it would be for five years, \$526,185.
- 5- That policies and procedures are in place in writing to deal with overlap uses and any other issues that may be identified in the process of putting this together prior to the Board approval. If these items are not adhered to and if there is a vote to approve the measure, the vote be nullified.

Director Tharp suggested that the Board did not need to vote right now on the funding but let the PSAP's know that the Board will fund it if they get an intergovernmental agreement in place that meets these conditions. Then they could have one entity (preferably Jefferson County) contract with Qwest.

Director Kabelis said that upon these five items being approved he would vote yes. Attorney Tharp said that the initial charge would be paid by the Board as a funding mechanism and then all subsequent charges for the usage fees would be billed to Jefferson County under the intergovernmental agreement and then go out to the PSAP's to be reimbursed or Qwest could bill the PSAP's directly.

Barbara asked timewise if they had to wait until the February meeting for approval. Attorney Tharp said as a practical matter the Jeffco's Attorney Office could start working on the contract with Qwest now and at the same time be preparing an IGA that then would have to be approved by the entities for the PSAP's. He felt this would be hard to accomplish by February.

Director Miller asked if the IGA was going to include the parts of Westminster and Adams County? Did they need to contact those agencies also for the IGA? Director Porter said the contract should be with all parties of the IGA.

Mike Reddy from the City of Westminster said that he spoke with the SCC and said that Westminster is tied to the Jeffco Board because the surcharge is tied to the Jeffco Board. It's not an issue of jurisdictional boundaries, Jefferson County versus Adams County. It's an issue of where the money flows. All of Westminster is covered as part of the agreement with the surcharge going to Jefferson County. There were three issues related to funding. The initialization fee, the monthly or annual fee and the third was the user fee. He asked if the Board would be paying the initialization and monthly fee. Barbara Farland said that was correct. He stated that Westminster is very supportive of EPN system and would like to get it started as soon as possible.

Director Kabelis polled the Board and they all agreed to this proposal. He wished Barbara Farland good luck in getting the IGA approved.

### **NEW BUSINESS**

Director Porter said he needed the Board's consensus on whether they want to spread the one-time wireless charge over a two year period or pay a one time fee. Per the direction of this Board at the last meeting, Attorney Tharp sent a letter to Qwest. He said he would suggest withholding any fee pending further clarification as to how they arrived at the amount for the charge.

Director Porter also reminded everyone of the address change for billing. He asked about 2001 meeting dates. Director Kabelis responded that the meeting dates are the third Thursday of February, April, June, August, October and December.

December 21, 2000  
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Director Porter said they needed to look at the policy for reimbursement and also who is authorized to contact the Board attorney at the Board's expense. Director Kabelis said that Board members only are authorized to do that. Director Porter agreed to address the reimbursement policy at the next meeting. He asked for reassurance that the PSAP's were also paying for part of the training. Director Kabelis responded that training was a benefit to the County as a whole and that the entities were indeed paying for part of their training; exemplified by travel cost per diem, lodging and related expenses.

With no further business, Director Sheehan made a motion, duly seconded by Director Miller, and by unanimous vote the Board adjourned.

### **ADJOURNMENT**

**Next Regular Meeting will be held on  
February 15, 2001 at 1:00 P.M.  
In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY  
FEBRUARY 15, 2001 AT 1:00 P.M.  
1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES OF DECEMBER 21, 2000

TREASURER'S REPORT

ELECTION OF OFFICERS

**OLD BUSINESS**

EPN TECHNOLOGY STATUS

**NEW BUSINESS**

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES