

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

February 15, 2001

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 Julie Miller
Director Judy Peratt
Dennis Tharp, Attorney
Dorothy Gorden, Secretary

Absent: Director Gene Porter
Director Brad Ruder

Also Present: Barb Farland, Jeffco Sheriff
Dana Hansen, Lakewood PD
Kimberly Bell, Golden PD
Vicki Pickett, Westminster PD
Carla Milne
Sue Steward
Shaina Lee, Evergreen
G. C. Creager, Arvada
Leah Kiekbusch, Arvada PD
Commissioner Sheehan
Gay Ummel, Assistant County Attorney
Maria Ferrin, US West
Patty Jo Ryan, Qwest
Greg Langhart, SCC Communications
Tony Coraggio, Broomfield PD
Dianna Wilson, Broomfield

MINUTES

Director Kabelis called the meeting to order. The first order of business was the approval of the minutes of December 21, 2000. Director Miller asked for clarification of Arvada's request for the logger recorder under Expenditure Requests, page 4, paragraph 2. Director Kabelis had deferred the request to the next meeting. He mentioned that the approval and financial support was still valid from 1999 to the present. What he deferred was the request for funding for the 911 Vision Retreat Training, which will be addressed today.

Director Peratt made a motion to approve the minutes as amended, duly seconded by Director Miller and the Board unanimously approved the Minutes of December 21, 2000.

TREASURER'S REPORT

Due to Director Porter's absence, Director Kabelis gave the Treasurer's Report. He directed attention to the one time charge for 911 wireless service discussed at the last meeting. This is to be paid in 24 monthly increments, \$20,581 per month for this service.

Attorney Tharp requested information regarding invoices and charges that can be used to verify expenses and/or at some point in time, to audit these charges.

Director Peratt moved to approve the Treasurer's Report as submitted and Director Miller seconded the motion. The motion passed unanimously.

The year-end Financial Report has been mailed out to the appropriate entities. This was for information only--no action was taken.

Grant Thornton did the audit for the 911 Emergency Telephone Service Authority Board last year. Director Porter had suggested that they be used again at the December board meeting. They submitted a \$3500 cost estimate to audit the 911 books. Director Miller made a motion to approve Grant Thornton as the firm to perform the audit for the 911 books in an amount not to exceed \$3500. Director Peratt seconded the motion and the Board unanimously approved the resolution.

ELECTION OF OFFICERS

After a brief discussion Director Kabelis decided to defer the election of new officers until the April meeting when all board members would be in attendance.

OLD BUSINESS

The EPN Technology status was addressed by Barb Farland, Chairman of the Technical Committee. She handed out copies of the Certificate of Commitment to Emergency Preparedness Network Operation and Funding. The certificate contained signatures from each PSAP and city manager in support of the operation of the EPN system and funding of the per call fee (PCF). Barb personally contacted each PSAP and city manager in order to move forward on the approval of the system.

Director Kabelis stated that the agreements were to be reviewed by Dennis Tharp, the Board's attorney. That was on the stipulation. Then once the attorney reviewed the agreements and if they were entered into, it would be for a five year period in the amount of \$526,185.

Director Peratt said Barb did a great job and deserved a pat on the back and a round of applause followed.

Director Kabelis asked Director Peratt if she felt the Board should enter into a contract with US West for this service. Director Peratt said it should be a direct contract between the Authority Board and Qwest because the 911 Board represents all of the

PSAP's. The County is considered one of the PSAP's. Director Miller stated she was in agreement with Director Peratt.

Greg Langhart, SCC, said a draft contract was drawn up between Qwest and the E911 Authority Board. The initial cost, if paid up front when the contract is signed, is \$477,173.

Dennis Tharp said he would like time to review the document and then meet with Patty Jo sometime next week. Director Peratt said she felt a decision could not be delayed another week. Director Kabelis asked why there was such urgency in the need to move forward?

Commissioner Sheehan asked that the Board move forward with the contract between the Authority Board and Qwest Comm to fund the ESN. He said there were a lot of things necessary to get the program going and time was of the essence. Warm weather and the threat of fires and floods in the mountain areas precipitated getting EPN in place as soon as possible. He felt it would take a couple of months to get the EPN system up and running, thus the reason for the urgency.

Commissioner Sheehan asked Gay Ummel, Assistant County Attorney, to clarify the contract resolution. She stated the Board could enter into an agreement with Qwest and upon completion of the contract and after the Board's attorney approved the document, the Chairman could sign the agreement.

Director Peratt moved to approve the acceptance of the EPN Agreement and authorize the Chairman to sign the contract between the 911 Authority Board and Qwest upon the review and approval of Dennis Tharp, Attorney for the Board. Director Miller seconded the motion. The Board unanimously passed the resolution.

TECHNICAL COMMITTEE

A report from the Technical Committee was given by Barbara Farland. They want to streamline requests for funding training classes. Instead of each agency asking for funding throughout the year she suggested preparing a one-time attendance class list for the year. This would be done on a spread-sheet and submitted to the Board quarterly or in six month intervals. The Board would in turn pay for the training when billed. It would save the Board time each meeting.

Director Kabelis said that anything that could be done to streamline the training request process was welcomed. This was a goal the Board had hoped to achieve.

The second item to be handled in the same manner would be purchases less than \$10,000. Barb asked what amount the Board considered major purchases? Director Kabelis said that \$10,000 would be an accurate figure. At a later date they could always readjust the amount. This would be strictly for hardware. Software has been handled separately in the past.

Director Kabelis asked how software items would be handled? Barb wanted a list of items purchased that fall into this category so that a streamlined request can also be developed. Director Kabelis directed Ms. Farland to contact Gene Porter regarding expenditure requests for the last three years. He said that would give a good overall view of the requests for training, hardware and software in the past.

The by-laws for the Technical Committee were handed out. Director Kabelis said they were for informational purposes only.

EXPENDITURE REQUESTS

Leah Kickbusch, City of Arvada, requested that one officer be sent to the 911 Vision Retreat training session being held April 24-26 in Loveland, Colorado. The cost of the entire session is \$590.00 with lodging included as part of the total package. A short discussion ensued regarding the cost of the lodging. Director Peratt made a motion to approve the amount of \$590 for the 911 Vision Retreat. Director Kabelis seconded the motion and the motion carried. Director Kabelis asked that it be noted for the record this was an exception to the rule, as lodging is normally not paid for by the Board.

Evergreen Fire Protection District would like to send two supervisors to attend the "Field Training and Evaluation" course for a total of \$550.00. The Kaminsky training program runs for 5 days from April 2 – 6, 2001. Director Miller moved with Director Peratt seconding and the request was approved unanimously.

Westminster would like reimbursement of \$199 for sending one dispatcher to the Powerphone Law Enforcement Dispatch Seminar in January, 2001. Director Peratt moved to approve the payment, Director Miller seconded the motion and the request was unanimously approved.

Director Miller moved approval of the City of Golden's request in the amount of \$330 to send one person to the August, 2001 APCO Conference. The motion was seconded by Director Peratt and unanimously approved.

City of Golden requested new recording equipment in the amount of \$40,000. The Board had some questions about the request. Kim Bell said that Golden was currently using the Pro-Log Dictaphone. They were having difficulty in doing a maintenance contract and keeping up with the reliability of the system. They wanted to update and expand their system to at least five additional channels but the cost was prohibitive. They were looking into the Voice Print System, which the City of Arvada just purchased. Golden wanted to make sure the money would be available if they decided to purchase a similar system. Director Kabelis suggested they check into various systems, find what they want and then bring it to the Board. The Board would pay the cost not in excess of \$50,000.

Lakewood requested approval for reimbursement of \$398.00, the cost of sending two dispatchers to the Power Phone class that was held in January in Commerce City. Director Peratt made a motion to approve the reimbursement and Director Miller seconded the motion. The motion passed unanimously.

The Lakewood Police Communications Section requested funding for training and conference fees. The training course is "Train the Trainer" to be held February 12th and 13th. They are sending 3 employees at \$199.00 per person for a total of \$597.00. They also requested funding for 3 employees to attend "Stress Management for Dispatchers," "Supervisory Skills," and "Crisis Communications for Dispatchers." The cost per person is \$95.00 for a total of \$285.00. The total request for training is \$1452.00.

Lakewood also requested funding for conference fees for two employees to attend the annual NENA international conference at a cost of \$850.00. The conference fees for two employees to attend the APCO international conference is \$760.00. The total amount requested for Lakewood in funding both training and conference fees is \$3,062. Director Miller made a motion to approve \$3,062.00 in training and conference fees and Director Peratt seconded the motion. The motion passed with Director Kabelis abstaining.

Tony Corragio, Communications Specialist for the City of Broomfield, requested a new Positron Phone System in the amount of \$392,846.00. This request will meet the needs of the City of Broomfield and the future needs of the City and County of Broomfield. A packet of information was given to the Board Members illustrating the equipment and a description of the immediate needs for the future City and County of Broomfield.

Director Kabelis questioned the upgrading of the system and why Broomfield was not requesting a new system now rather than coming back later. Mr. Corragio responded that the city is going from one communication center to another and upgrading from 3 to 9 positions. Dianna Wilson explained that the current Positron System is "shelved" and can only go to eight positions per shelf. They are going to add an "extra shelf" to enable the 9 positions. Director Kabelis asked if they were going to keep their existing hardware and just add to it?

Patty Jo Ryan from Qwest explained further about the "extra shelf." They are keeping the same "backroom equipment." Positron Power or the "backroom equipment" is the same as Lifeline 100 and instead of replacing their entire "backroom" they are just going to increase it with another shelf. The existing "backroom" will hold up to 8 trunks. Another "shelf" must be added in order to add the 9th trunk. The system will be very much like Jefferson County except there won't be as many telephones or PC's tied into it.

Dianna Wilson said the city was very satisfied with the Positron System and had very little maintenance done on it. It had been in use since January of 1995 and was extremely reliable. Broomfield felt all financial concerns had been addressed and they would not be coming back at a later date for additional funds.

Director Kabelis asked about training and maintenance programs. Patty Jo addressed his concern.

Director Miller moved to approve the request subject to the approval of the contract by the attorney and the Chairman being authorized to enter into the contract with the City of Broomfield and Qwest in the amount of \$392,846 for the purchase of a Positron Power 911 Telephone System. Director Peratt seconded the motion and it passed unanimously. The City of Broomfield will officially become a city and county on November 15, 2001.

NEW BUSINESS

The Equipment Maintenance Pricing list shows the Board was presently paying for time and materials. Director Kabelis asked if the Board wanted to continue this matter to the next meeting but the Board unanimously agreed to continue paying the maintenance bill "status quo."

Director Kabelis stated that Jefferson County had a GIS mapping system and provided information to the various PSAPs. He said he wanted to look at all aspects, hardware, interfaces and software to run the system, layers of the map, etc. The Technical Committee was working on a survey list for which PSAPs have mapping and which ones do not. Barb Farland suggested finding out what information the County could offer before going to an outside consultant.

Director Kabelis asked Director Peratt to invite Dave Gallaher, Director of Jefferson County Information Technology, to the April Board meeting to explore the subject.

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

**Next Regular Meeting will be held on
April 19, 2001 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY
APRIL 19, 2001 AT 1:00 P.M.
1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER
APPROVAL OF MINUTES OF FEBRUARY 15, 2001
TREASURER'S REPORT

OLD BUSINESS

ELECTION OF OFFICERS
EPN CONTRACT

NEW BUSINESS

TECHNICAL COMMITTEE REPORT
REQUEST FOR EXPENDITURES
DAVE GALLAHER, INFORMATION TECHNOLOGY

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

April 19, 2001

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 Brad Ruder
 Director Gary Creager
 Director Don Angell
 Director Bill Kilpatrick
 Director Judy Peratt
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Also Present: Barb Farland, Jeffco Sheriff
 Dana Hansen, Lakewood PD
 Carla Milne, Jeffco Sheriff
 Sue Steward, Arvada Fire
 Patty Jo Ryan, Qwest
 Greg Langhart, SCC Communications
 Tony Coraggio, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Gene Porter, West Metro Fire
 Mark Wildey, West Metro Fire
 Julie Miller, Arvada PD
 Mike Reddy, Westminster Fire
 Rollie Inskeep, Red Rocks Community College

MINUTES

Director Ruder called the meeting to order. The first order of business was the approval of the minutes of February 15, 2001 as read. A brief discussion ensued regarding the amount of the EPN contract but Director Peratt mentioned that the transcript of the minutes was done to show that the contract amount was not part of her motion.

TREASURER'S REPORT

Gene Porter, West Metro Fire, gave the Treasurer's Report. He mentioned that he would need to get transfer signatures with the change in Board members. Attorney Tharp asked the treasurer to take off the one time wireless charge from the report since he is questioning Qwest as to whether it is a viable charge.

After a brief discussion, Director Kilpatrick moved to approve the Treasurer's Report as submitted and Director Peratt seconded the motion. The motion passed unanimously.

ELECTION OF OFFICERS

Director Ruder thanked the outgoing Board members for their service and welcomed the new Board members, Don Angell, Fairmount Fire Protection District, Gary Creager, Arvada Police, and Bill Kilpatrick, Golden Police.

Director Peratt made a motion nominating Brad Ruder as Chairman, duly seconded by Director Angell and the Board unanimously approved the appointment of Brad Ruder as Chairman of the Board.

Director Angell nominated Director Creager as Treasurer by motion, duly seconded by Director Peratt and the Board unanimously approved the appointment of Director Creager as Treasurer.

Director Peratt nominated Director Angell as Secretary by motion, duly seconded by Director Creager and the Board unanimously approved the appointment of Director Angell as Secretary.

Director Peratt nominated Director Kilpatrick as Vice-Chairman by motion, duly seconded by Director Creager and the Board unanimously approved the appointment of Director Kilpatrick as Vice-Chairman.

OLD BUSINESS

EPN CONTRACT

The cost of the EPN Contract was addressed by Attorney Tharp. The true cost of the contract will be \$532,000.00. This covers a one time payment for a five year term of the contract. The increase in the fee was due to the cost of money discount going higher. Greg Langhart, SCC said that the kickoff meeting will be coordinated by a designated liaison. Director Ruder asked Barb Farland if she would be the group liaison and she said that she would. Greg Langhart, SCC stated that the PSAP would be billed directly with a copy of the bill going to the Board and a copy to the liaison with a net of 60 days. Director Kilpatrick asked why the PSAP's were responsible for the bill. Barb Farland explained the terms of the letter of commitment, with the PSAP deciding how or when EPN should be used with the knowledge that if they launch an event they have to pay for it. Director Kilpatrick asked if the Board would reimburse a PSAP for an event after the fact and was told no. Attorney Tharp had Greg Langhart explain how and why an event was launched. It was mentioned that the Board was the funding mechanism for each PSAP to have the availability and recourse to use the EPN system. Director Angell asked whether Rocky Flats was included in one of the PSAP groups and Barb Farland assured him that it was. Director Creager brought up the billing and wondered if there was a billing conflict just how it would be handled. Attorney Tharp said the user (PSAP) was responsible but technically the Board would guarantee payment and could use the signed certificate of participation to enforce payment by the PSAP. Director Peratt thanked Barb Farland and Attorney Tharp for their hard work in getting the contract approved. After further discussion, Director Creager made a motion, duly seconded by Director Angell, with the Board unanimously approving the EPN contract at the price of \$532,000 and giving the Chairman authorization to sign the contract. Gene Porter mentioned that the Board would need to go into reserve funds for the extra amount of the contract. Attorney Tharp suggested that the Board do a supplemental resolution at the end of the year to handle any extra expenditures that come up through the year and go over the approved budget.

NEW BUSINESS

TECHNICAL COMMITTEE

A report from the Technical Committee was given by Barbara Farland. She went over the procedure to streamline requests for funding training classes and purchases for less than \$10,000. Director Ruder asked how they came up with the \$10,000 figure. Barb explained that after Board discussion at the last meeting that figure was arrived at as a reasonable amount. Barb Farland said the technical committee would go ahead with the database to track expenditures if the Board would agree. Director Ruder informally polled the Board and they agreed to use this policy for the time being.

Barb Farland inquired whether the PSAP's could have crash kits on site for the Qwest repairman and would the Board consider funding this expenditure? Director Ruder suggested that Qwest should be responsible for providing any items needed to repair their equipment with the burden resting on them. Dana Hansen, Lakewood said that the Qwest techs often raided existing machines for parts. They wanted the Board's help to solve this problem so they can stay operational. Director Ruder stated that he thought it would help to put pressure on Qwest to solve this problem. Director Angell said he would be in charge of checking out this problem and the Board would discuss a proposal for recommendations at the June meeting. Director Ruder suggested that the new Board be given a chance to settle in before they give the tech committee any new directives.

EXPENDITURE REQUESTS

Tony Coraggio, Broomfield PD and Sue Steward, Arvada Fire presented a spread sheet for minor equipment purchases. There were three items on the sheet. Sue Steward requested a third phone console for a cost of \$7,269.00 for a back up position. Director Peratt made a motion, duly seconded by Director Creager and the Board unanimously approved the expenditure request of \$7,269.00 for a third phone console for Arvada Fire.

They also had a request for \$61.80 for phone buttons but Patty Jo Ryan announced that the buttons were covered in the initial phone system price and the item was dismissed. Westminster had a request for \$6,200 for a MIU/CRU to interface with caller ID and MAGIC information. Director Ruder stated that he felt uncomfortable approving an expenditure without the PSAP representative being present. The item was deferred to the next hearing. Golden Police wanted to double check that they were approved for \$50,000 for the Voice Print Recording Equipment and a check of the minutes confirmed that they had been approved for that amount.

Arvada Fire asked for \$1,815.00 for several training seminars. After a brief discussion and explanation of the training policies by Director Ruder, Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved the expenditure request for \$1,815.00 for training for the Arvada Fire Protection District.

Sue Steward, Arvada Fire presented a request for a channel recorder at the price of \$17,765.50. The TF system that Arvada Fire was using was not a good system. Barb Farland explained that having the database and the technical committee to get recommendations from would really cut down on the chance of having to replace bad equipment. Following a brief discussion, Director Creager made a motion, duly seconded by Director Peratt and the Board unanimously approved the reimbursement request for Arvada Fire in the amount of \$17,765.50 for a NICE system.

Carla Milne, Jeffco and Sandy Steiner, Golden Police talked about the training policy and spreadsheet data base they had set up. They asked if the PSAPS could receive the money for the bills directly so that the reimbursement request does not go into the general fund but to the agency that requires the training. Director Creager and Director Kilpatrick questioned why the training issues needed to go before the Board. Barb Farland said that streamlining the process would take care of this problem. Director Ruder suggested that an addition to the training policy be tabled until the June meeting. Barb Farland asked if the Board would approve the training requests submitted on the spreadsheet for the April meeting and submit the bill to the Board. Director Ruder agreed to that request.

Rollie Inskeep, Red Rocks Community College, made a presentation to the Board requesting funding help for equipment for their communication center. He did not have a written proposal in place but wanted to get approval as soon as possible. Director Ruder inquired as to whether the Board would be willing to have a special Board meeting in May to consider the Red Rocks request. Rollie Inskeep said they wanted the capability to have the telephone ring into the Lakewood E911 system when nobody was on site. Patty Jo Ryan said that he was not a secondary PSAP and Attorney Tharp said he was not a signatory to the IGA. Dana Hansen explained that Red Rocks did not have the equipment in place for switching calls to the Lakewood system and some way to read the ANI and ALI. Attorney Tharp addressed the legal issue of PSAP status briefly. Patty Jo Ryan suggested the Peabody system that would tie into the system that they already have and also mentioned that Red Rocks was not a secondary PSAP. After further discussion Director Ruder asked the Board to have a special session on May 10th to address Red Rock's request because it was a bigger issue than he thought it would be.

GIS INFORMATION TECHNOLOGY PRESENTATION

Dave Gallaher, Jeffco Information Technology Department, gave a short presentation to the Board on the GIS capability in the County. He demonstrated the different features that the Jefferson County system can produce, addresses, roads, zoning etc. He mentioned that the other GIS companies in the private sector get their information directly from the County system and suggested that the Board members keep that in mind when searching for a company.

Gene Porter inquired about the disposition of assets he had from his time as treasurer of the Board. He explained that he had a computer, printer, fax system and file cabinet that were a few years old. After a brief discussion, Director Kilpatrick made a motion, duly seconded by Director Angell and by unanimous vote of the Board, decided to charge Gene Porter \$1.00 for the old equipment. Gene Porter also mentioned that the audit had been started on Monday and should be completed by the time of the Board meeting. He welcomed the new Board members and recommended that they track their time so that the Board does not overturn it's entire membership in one year but has the staggered terms that are required in the bylaws.

Barb Farland checked the statute and said that Red Rocks Community College was not a PSAP and therefore did not qualify for E911 funds. Director Ruder asked how the Board wanted to address the issue. Director Creager inquired whether Lakewood could ask for the equipment on behalf of Red Rocks. The Board decided to have Attorney Tharp draft a letter addressing the Board's concerns and agreed to cancel the Special Session for the Red Rocks meeting proposal.

Director Kilpatrick wanted to know if they could get some education on E911 issues. The other Board members concurred and Director Ruder suggested using the May 10th date as a special study session. With no further business, Director Kilpatrick made a motion, duly seconded by Director Peratt and the Board unanimously voted to adjourn.

Special Session will be held on

May 10, 2001 at 1:00 P.M.

In Hearing Room #2 on the 1st floor

Next Regular Meeting will be held on

June 14, 2001 at 1:00 P.M.

In Hearing Room #2 on the 1st floor

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JUNE 14, 2001 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES OF APRIL 19, 2001

TREASURER'S REPORT

OLD BUSINESS

TRAINING POLICIES

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

AUDIT FINDINGS 200

BUDGET 2002

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD
May 10, 2001

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 Brad Ruder
 Director Gary Creager
 Director Don Angell - arrived late
 Director Bill Kilpatrick
 Director Judy Peratt
 Dennis Tharp, Attorney
 Teri Schmaedecke, Secretary

Also Present: Barb Farland, Jeffco Sheriff
 Sue Steward, Arvada Fire

Director Ruder called the special meeting to order.

The purpose of the meeting was to educate the new E911 Authority Board Members. Dennis Tharp discussed Article 11, Title 29 for Emergency Telephone Service. He also discussed their responsibilities while serving on the Board. Barb Farland, Jeffco Sheriff, explained the role of the Technical Committee to the Board members.

No Policy was made and no action was taken at this meeting. The Board adjourned.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

June 14, 2001

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 Brad Ruder
 Director Gary Creager
 Director Don Angell
 Director Judy Peratt
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Bill Kilpatrick

Also Present: Barb Farland, Jeffco Sheriff
 Dana Hansen, Lakewood PD
 Carla Milne, Jeffco Sheriff
 Sue Steward, Arvada Fire
 Larry Stodden, Wheat Ridge PD
 Mark Wildey, West Metro Fire
 Tom Pfanz, Lakewood PD
 David DeZutter, Grant Thornton LLP
 Kasey Feagin, Positron
 Maria Ferrin, Qwest
 Vicki Pickett, Westminster PD

MINUTES

Director Ruder called the meeting to order. Director Peratt made a motion, duly seconded by Director Angell and the Board unanimously approved the minutes of April 19, 2001.

TREASURER'S REPORT

Gary Creager, Arvada Police, gave the Treasurer's Report in two parts for April and May. Director Creager said he and the auditors were very comfortable with the West Metro Fire preparation of the reports. Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved the April report as submitted. Director Peratt made a motion, duly seconded by Director Angell and the Board unanimously approved the May report as submitted. (see attachment)

OLD BUSINESS

TRAINING POLICIES AND EXPENDITURES

Director Creager passed out a policy and expenditure form that he put together as a way of tracking expenditures. He stated that with the current policy he was unclear about who to pay the bills to. His new form is a four part NCR form with a copy going to the PSAP, a copy going to Technical Committee, a copy going to West Metro and a copy to the Treasurer. Barb Farland, Jeffco Sheriff said that the Committee will make the expenditure requests with Tony Corraggio doing the equipment expenditures and Kimberly Bell doing the training expenditures for amounts under \$10,000. It will allow the Technical Committee to track expenditures and create a database for all equipment purchases. Director Angell asked if PSAPs could still come to the Board if the Technical Committee refused a request and was told yes they could. After a brief discussion, Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved the new form.

Director Angell will report at the next meeting on policy recommendations with Qwest on equipment repairs.

NEW BUSINESS

EXPENDITURE REQUESTS

Attorney Tharp stated that he reviewed the contract with Positron and Wheat Ridge and said it was acceptable with a few minor changes. Larry Stodden, Wheat Ridge Police had requested a 3rd position with an upgrade to two trunk lines. Director Angell made a motion to approve approximately \$143,000 for the City of Wheat Ridge to purchase an upgrade to the Positron phone system, duly seconded by Director Creager. The Board unanimously approved the expenditure request in the amount of \$142,499.

TECHNICAL COMMITTEE REPORT

Barb Farland, Jeffco Sheriff said the Tech Committee approved the bylaws and they were the same as the draft she submitted to the Board at the last meeting. She mentioned that they had training and equipment committees set up.

Director Kilpatrick was present.

Sue Steward, Arvada Fire presented the training spread sheet to the Board. Director Creager made a motion, duly seconded by Director Peratt, and the Board unanimously approved the expenditure of \$1,437 for training.

Director Peratt made a motion, duly seconded by Director Creager, and the Board unanimously approved the expenditure of \$865 for headsets for Arvada Fire.

Barb Farland stated that the Technical Committee was working on a list of resources, including a pool of volunteers to draw from County-wide who were available for a Critical Incident Dispatcher. Director Ruder asked how this would work at the County level and if there was a commitment from all of the PSAPs and Barb said not yet. In conjunction with this issue Mark Wildey, West Metro Fire requested \$5,000 for a trainer

to teach a Critical Incident Management Type Three class to 20 people with the Board paying for travel and lodging for the trainer. The Board discussed the importance of this type of training. Mark Wildey said that any PSAP would be responsible for staffing the first 36 hours of any Critical Incident Event in their area before control would go to FEMA. He said there was a larger pool of volunteers to draw from than they have ever had before so it wouldn't be a drain on any one agency. Director Angell stated that he supported this expenditure 100%. Director Peratt mentioned that this would go hand in glove with Incident Command Training. Director Kilpatrick said that it was public safety training and therefore he approved. Barb Farland stated that these were great instructors who were acting supervisors in communication centers. After a brief discussion, Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved \$5,000 for the Incident Management Training Class. Barb Farland thanked Director Creager for making the funding simpler for the Technical Committee.

2000 AUDIT

Director Creager introduced Dave DeZutter from Grant Thornton who prepared the 2000 audit. Mr. DeZutter gave a brief overview of the audit and asked for questions from the Board. Director Creager questioned if the Board should have a larger fund balance or if an analysis should be performed. Mr. DeZutter said that budgeting was key to the process. After a brief discussion Director Creager made a motion, duly seconded by Director Angell and the Board unanimously approved the acceptance of the audit.

Attorney Tharp stated that he had contacted Rollie Inskeep from Red Rocks Community College and referred him to work with Patty Jo Ryan from Qwest and through the City of Lakewood to see what proposal they could come up with.

2002 BUDGET PROCESS

Director Creager stated that the budget process in place now does not allow for future planning. He passed out a 2002 budget process letter and form and said this was just a starting point for a comprehensive budget. He asked that all foreseen budget requests be submitted by August. He stated that the requests do not take into account the replacements, just the major expenditures. Discussion ensued regarding budget expenditures. Director Tharp stated that a Budget resolution for extra expenditures could be done in October and they would have enough money to carry through until the 2002 budget was adopted in December. Attorney Tharp also mentioned that surcharge for telephone lines would need to be set at the August meeting. Director Kilpatrick asked if there would come a time when the budget would be set before the surcharge was set? Attorney Tharp stated that that was a goal to work for. Director Ruder asked if there was enough money budgeted in case of a catastrophic event? Director Creager responded that the Board must plan ahead and keep two years of expenditures because the Board is not able to pass bond issue to take care of any shortfall. Director Kilpatrick stated that he needs help with the budget process and Director Ruder suggested that the Board have a budget meeting after the August meeting.

Dana Harvey, Lakewood Police requested reimbursement of \$3,730 for training at the 911 Vision Retreat and Rocky Mountain Program. She asked if reimbursements could be done on a spreadsheet and was told that they could. Director Angell made a motion, duly seconded by Director Kilpatrick and the Board unanimously approved the expenditure reimbursement request for \$3,730 for Lakewood training costs. Dana then asked if the Board would consider travel costs to a National Conference, in particular the APCO convention in August. A brief discussion ensued. The consensus of the Board was that they would support sending a member of the technical committee who would gather information and bring it back for the benefit of the whole group. Sue Steward, Arvada Fire recommended that two members of the technical committee would be even better. Barb Farland suggested that this item be taken back to Technical Committee and they would come up with some options for the Board to consider at the next meeting.

Sue Steward, Arvada Fire presented an expenditure request for \$1,398.33 for videos and workbooks available for all dispatch centers. Director Angell inquired whether there was a list of available training materials for the PSAPs to pool? It was decided that this was a project for the PSAPs. Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved the request for \$1,398.33 for Arvada Fire training materials. Director Ruder stated that in August the Board would need to buy fire safety materials.

With no further business to come before the Board, Director Angell made a motion, duly seconded by Director Creager and the Board unanimously voted to adjourn.

**Next Regular Meeting will be held on
August 16, 2001 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

AUGUST 16, 2001 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES OF JUNE 14, 2001

TREASURER'S REPORT

OLD BUSINESS

QWEST EQUIPMENT REPAIR POLICY

BUDGET 2002

TELEPHONE SURCHARGE

NATIONAL CONFERENCE TRAINING COSTS

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

PHASE II PRESENTATION BY DANA HANSEN

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

August 16, 2001

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 Brad Ruder, arrived late
 Director Gary Creager
 Director Don Angell
 Director Judy Peratt
 Director Bill Kilpatrick
 Dennis Tharp, Attorney
 Teri Schmaedecke, Secretary

Also Present: Barb Farland, Jeffco Sheriff
 Dana Hansen, Lakewood PD
 Carla Milne, Jeffco Sheriff
 Sue Steward, Arvada Fire
 Larry Stodden, Wheat Ridge PD
 Shaina Lee, Evergreen Fire Department
 Tony Coraggio, Broomfield
 Kimberly Culp, Golden Police Department
 Vicki Pickett, Westminster PD
 Julie Miller, Arvada PD
 Rich Welz, Westminster Fire

MINUTES

Director Peratt called the meeting to order. Director Peratt made a motion, duly seconded by Director Angell, the Board unanimously approved the Minutes of June 14, 2001 with a minor change.

TREASURER'S REPORT

Gary Creager, Arvada Police, gave the Treasurer's Report in two parts for June and July. Director Creager said he and the auditors were very comfortable with the West Metro Fire preparation of the reports. Director Angell made a motion, duly seconded by Director Kilpatrick and the Board unanimously approved the June and July report as submitted. (see attachment)

OLD BUSINESS

QWEST EQUIPMENT REPAIR POLICY

Director Angell told the Board that he did not have an opportunity to look into the Repair Policy and asked the Board to continue the agenda item to the next E911 meeting.

BUDGET 2002

Director Creager stated that he was starting to build the spread sheet for the 2002 Budget and has received several Budget requests for 2002 from several PSAPs and will need all requests prior to the October 18th meeting. Director Creager reported that they were trying to get some idea of potential expenditures for 2002 from all PSAPs. Director Creager stated that he would build a spread sheet of all budget requests from the PSAPs and from there would show the E911 Board all the line items for 2001 and what all the line items and potential revenues for 2002 would be.

TELEPHONE SURCHARGE

Director Creager informed the Board that the fund balance continues to grow and is at four million dollars. The operating Budget set for 2001 was not quite 2 million dollars and that they have a healthy fund balance. Based on history of expenditures they are in fairly good shape, however moving toward wireless implementation of Phase II there are a number of large ticket items that the PSAPs would be requesting.

Attorney Tharp stated that surcharges need to be established by September 1, 2001 and go into effect January 1, 2002.

Following a general discussion, Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved the increase of the surcharge to 43 cents.

NATIONAL CONFERENCE TRAINING COSTS

Barb Farland asked whether the Board would be willing to pay any percentage of the travel and lodging for conferences not for specific training but for the conferences alone? The Technical Committee could then work on what percentage the Board would pay and bring a proposal to the Board to see if that would be agreeable.

The Board asked the Technical Committee to look at the percentage that each individual agency should pay for training their staff and bring those recommendations to the Board at the next E911 meeting in October.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

Barb Farland, Jeffco Sheriff said that the Technical Committee needed the Board's help with Master Street Access Guide (MSAG) database and Intrado. The PSAP Coordinators have been correcting every address that is incorrect and taking care of all annex information that has to be changed. The Coordinators are not getting a lot of cooperation from Intrado with the changes that need to be made and as a result some of the 911 calls are going to the wrong PSAPs. The Technical Committee recommends and would like the Board to consider contracting a MSAG Coordinator. This MSAG Coordinator would handle all of the PSAPs address changes, rather than ten agencies doing it individually. This person would deal directly with Intrado making sure the numbers are correct, updated and accurate. Barb asked that the Board just think about the Committee's recommendations for now and perhaps a decision could be made about the contracting Coordinator at a future meeting.

Kimberly Culp with Golden Police, presented to the Board the following training requests:

Arvada Fire	EMD Training	\$750.00
Arvada PD	NENA	\$2,700.00
Lakewood	Project Mgmt. Institute	\$4,200.00 (includes hotel & air)
Lakewood	NENA	\$2,700.00
Lakewood	NENA/APCO	\$360.00

Following a general discussion, Director Angell made a motion, duly seconded by Director Kilpatrick and by unanimous vote, the Board approved the training and registration **only** for a total amount of \$4,990.00. The Board denied the request for airfare and lodging for all the agencies.

Tony Coraggio from the City of Broomfield made the following Equipment requests:

Arvada Police	911 printer	\$269.00
Arvada Police	8 headsets	\$1,000.00
Arvada Police	Labor for Plant upgrade	\$180.00
Arvada Police	Call Record Unit	\$4,480.00 with power supply
Golden PD	20 headsets	\$4,000.00
Lakewood PD	Nortel Option 11C switch	\$3,415.50
Westminster PD	Memory Upgrade/Plant	\$6,504.00
Westminster PD	Call Record Unit	\$3,184.00 without power supply
Westminster PD	2 Multi-line Interface Unit	\$4,366.00

August 16, 2001
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Following a general discussion, the Board upon motion of Director Kilpatrick, duly seconded by Director Angell and by unanimous vote, approved the equipment expenditure requests for the total amount of \$27,397.50.

Tony Corragio, Communications Specialist for the City of Broomfield said Broomfield had the need for a audio recorder to record telephone and radio traffic. He said the City of Broomfield had purchased a new radio and phone system. The recorder that they have now will not fit their needs with the new equipment. Tony Corragio said they are still in the evaluation and selection process for a new recorder and the final cost had not yet been determined. Upon motion of Director Ruder, duly seconded by Director Kilpatrick and by unanimous vote, the Board approved Broomfield's request for a new audio recorder for an amount not to exceed \$60,000.00.

Vicky Picket, City of Westminster Police and Fire requested EMD Software to interface with the CAD system. The Board tabled Westminster's request for EMD Software for future consideration for the 2002 budget.

PHASE II PRESENTATION

The Phase II presentation by Dana Hansen was continued to the October 18, 2001 meeting.

The Board scheduled a special meeting to discuss their Mission Statement and Budget for 2002 to be held September 27, 2001 at 9:00 a.m.

With no further business to come before the Board, Director Kilpatrick made a motion, duly seconded by Director Peratt and the Board unanimously voted to adjourn.

**Next Regular Meeting will be held on
October 18, 2001 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY
OCTOBER 18, 2001 AT 1:00 P.M.
1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER
APPROVAL OF MINUTES OF AUGUST 16, 2001
TREASURER'S REPORT

OLD BUSINESS

BUDGET 2002
QWEST EQUIPMENT REPAIR POLICY
NATIONAL CONFERENCE TRAINING COSTS

NEW BUSINESS

ELECTION OF CHAIRMAN
TECHNICAL COMMITTEE REPORT
REQUEST FOR EXPENDITURES
PHASE II PRESENTATION BY DANA HANSEN
2002 HEARING SCHEDULE

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

September 27, 2001

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 Bill Kilpatrick
 Director Gary Creager
 Director Don Angell
 Director Judy Peratt
 Dennis Tharp, Attorney
 Joyce Woodley, Secretary

Absent: Director Brad Ruder

Also Present: Barb Farland, Jeffco Sheriff
 Tony Coraggio, Broomfield
 Tom Pfanz, Lakewood Police Department
 Jim Bradley, Lakewood Police Department

Director Kilpatrick called the special meeting to order.

Director Kilpatrick announced the resignation of Brad Ruder as Chairman. There was discussion as to the replacement of this position. After a brief discussion, it was agreed that the replacement of a new Chairman be put on the agenda for the next meeting.

Director Creager presented itemized expenditures and proposals for the 2002 budget.

Director Angell made a motion to amend the expenditure item for the Arvada Police Department from \$1,000 to \$1,090, duly seconded by Director Peratt and unanimously approved by the Board.

With no further business to discuss, Director Kilpatrick made a motion, duly seconded by Director Angell and by unanimous vote, the Board adjourned.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

October 18, 2001

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 Bill Kilpatrick
 Director Gary Creager
 Director Judy Peratt
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Don Angell

Also Present: Barb Farland, Jeffco Sheriff
 Kimberly Culp, Golden PD
 Julie Miller, Arvada PD
 Tony Coraggio, Broomfield PD
 Sue Steward, Arvada Fire
 Megan Reyes, West Metro Fire
 Jennifer Ratzloff, West Metro Fire
 Shaina Lee, Evergreen Fire
 Colleen Iman, Lakewood PD
 Patty Jo Ryan, Qwest
 Linda McKelvey, Qwest
 Cindy Hartkopp, Intrado

MINUTES

Director Kilpatrick called the meeting to order. Director Peratt made a motion, duly seconded by Director Creager and the Board unanimously approved the minutes of August 16 with a few minor changes.

TREASURER'S REPORT

Gary Creager, Arvada Police, gave the Treasurer's Report for August and September. Director Peratt made a motion, duly seconded by Director Creager and the Board unanimously approved the report as submitted. (see attachment)

OLD BUSINESS

QWEST EQUIPMENT REPAIRS

This item was tabled until the next meeting.

2002 BUDGET

Director Creager passed out the draft of the 2002 budget. Director Kilpatrick questioned the difference between the wireless fees and line charges. Attorney Tharp explained that the line charges were money owed to Qwest that the Board is waiting to receive billing statements for. After a brief discussion, Director Peratt made a motion, duly seconded by Director Creager and the Board unanimously approved the 2002 proposed budget.

Director Creager stated that Jefferson County will no longer provide banking services for the E911 funds. He did some research and discovered that Colotrust would provide the services that the E911 Board needed. He also mentioned that he needed a second signature for the account for emergency purposes. Director Peratt made a motion, duly seconded by Director Creager and the Board unanimously approved the change of E911 account to Colotrust with Director Kilpatrick as the second signatory.

NATIONAL CONFERENCE TRAINING COSTS

Director Creager suggested that this item had been discussed at the special session on September 27th. Barbara Farland, Jeffco Sheriff concurred with that statement and stated that the Board agreed that \$300 was available per person for airfare/lodging or registration fees providing that the training falls within the guidelines.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

Barbara Farland gave the Technical Committee report. She contacted Larimer County and received a copy of the contract they use for their MSAG Coordinator. She recommended that the Board take under advisement the idea of creating a position for a coordinator for the County PSAPs. She also mentioned that Colleen Iman from the City of Lakewood would like to present a video to the Board at the next meeting titled "Public Education on 911". Barbara suggested that the use of common vendors for items that all PSAPs use would be more cost effective for the Board. Tony Coraggio from Broomfield stated that Broomfield used Legacy as the vendor for their headsets. Barbara asked the Board a question regarding Pride Mark Ambulance Service in Wheat Ridge regarding a secondary PSAP utilizing a private company to do their dispatching. Attorney Tharp stated that he would have to look into the situation but thought it was up to the discretion of the Board as to what they would fund. Patty Jo Ryan from Qwest stated that Qwest would not run trunks to a private company. Attorney Tharp said it would be problematic to use public funds for a private company and the discussion ended there.

EXPENDITURE REQUESTS

Kimberly Culp, Golden Police presented the training figures to the Board. Director Peratt made a motion, duly seconded by Director Creager and the Board unanimously approved the amount of \$2,840.00 for training costs. (see attached)

Minutes of October 18, 2001
Page 3

Tony Coraggio, Broomfield Police presented the equipment purchases to the Board. Director Creager made a motion, duly seconded by Director Peratt and the Board unanimously approved \$4,000.00 for small equipment purchases.

Linda McKelvey from Qwest asked to be placed on the December agenda to report the data relative to MSAG requests at the next meeting. Her request was granted.

Barbara Farland suggested that the Board send one Technical Committee member and one Board member to the APCO/NENA convention on November 27th and 28th. Director Creager stated that it was very important to educate all Board members and he would not be opposed to sending more than one member. Director Peratt concurred. Director Creager made a motion, duly seconded by Director Peratt and the Board unanimously approved the request to send one Board member and one Technical Committee member to the APCO/NENA conference for an amount not to exceed \$3,500. Director Creager stated that he would try to attend the conference if the other Board members either did not wish to/or were not able to attend the conference.

Director Kilpatrick said that he would like to hear why Qwest and others (Intrado) are not fulfilling their responsibilities as far as the MSAG figures and the integrity of the database at the next meeting.

Sue Steward, Arvada Fire resubmitted a request for an upgrade that had been approved for the 2000 budget. Director Creager made a motion, duly seconded by Director Peratt and the Board unanimously approved \$16,917.20 for an equipment upgrade for Arvada Fire.

Director Creager mentioned that he was still trying to resolve expenditure requests approved by the previous Board with the figures for the 2001 budget. He said he has an amount of \$500,000 that will need to come out of the fund balance, \$332,000 for Broomfield and \$142,000 for Wheat Ridge.

Sue Steward, Arvada Fire presented two requests for Call Reporter Plus and Language Line Services. Director Creager made a motion, duly seconded by Director Peratt and the Board unanimously approved \$17,779.00 for Call Reporter Plus and an amount not to exceed \$345.00 for Language Line Services for Arvada Fire.

ELECTION OF CHAIRMAN

Director Peratt stated that a letter has been sent out to all the fire departments asking for nominations to fill the unexpired term of Director Ruder. The Board of County Commissioners will make a selection once the nominations are in. The Election of a Chairman was tabled until the December meeting.

2002 HEARING DATES

Director Kilpatrick brought up the 2002 meeting dates. The Board decided to continue meeting on the 3rd Thursday every other month. Those dates are **February 21, April 18, June 20, August 15, October 17 and December 19, 2002.**

PHASE 11 PRESENTATION

The presentation was tabled until the next meeting.

ADJOURNMENT

With no further business to come before the Board, Director Peratt made a motion, duly seconded by Director Creager and the Board unanimously voted to adjourn.

Next Regular Meeting will be held on
December 20, 2001 at 1:00 P.M.
In Hearing Room #2 on the 1st floor

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

DECEMBER 20, 2001 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES OF OCTOBER 18, 2001

TREASURER'S REPORT

OLD BUSINESS

QWEST EQUIPMENT REPAIR POLICY

QWEST MSAG DATA REPORT

MSAG DATA RESPONSIBILITIES

ELECTION OF CHAIRMAN

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

PHASE II PRESENTATION BY DANA HANSEN

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

December 20, 2001

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 Bill Kilpatrick
 Director Gary Creager
 Director Judy Peratt
 Dennis Tharp, Attorney
 Director Don Angell
 Director Bill Lucatuorto
 Joyce Woodley, Secretary

Also Present: Barb Farland, Jeffco Sheriff
 Julie Miller, Arvada PD
 Sue Steward, Arvada Fire
 Shaina Lee, Evergreen Fire
 Tom Pfanz, Lakewood PD
 Jim Bradley, Lakewood PD
 Colleen Iman, Lakewood PD
 Sandy Snyder, Golden PD
 Larry Stodden, Wheat Ridge PD
 Kasey Feagin, Positron
 Shannon Morris, Positron
 Patty Jo Ryan, Qwest
 Robert Wiley, West Metro Fire

MINUTES

Director Kilpatrick called the meeting to order and introduced the new Board member, Bill Lucatuorto. Director Creager made a motion, duly seconded by Director Angell and the Board unanimously approved the Minutes of October 18, 2001.

TREASURER'S REPORT

Gary Creager, Arvada Police, informed the Board that since Jefferson County will no longer act as the banking facility for the investment of E911 funds, the transfer of 4 million dollars has been made to Colotrust and the account has been set up for direct wire of funds. Director Creager informed the Board that due to an accounting error in the interest distribution, the Board needs to repay Jefferson County a little over \$3,000.00.

Director Creager informed the Board that ending November 30, 2001 the budget is right on track with actual expenditures of \$1,869,984.00 and is budgeted for expenditures for \$2,319,713.00 for a net gain of \$449,729.00, most of it due to wireless charges yet due to be paid.

Director Lucatuorto made a motion, duly seconded by Director Peratt and the Board unanimously approved the treasurer's report.

OLD BUSINESS

ELECTION OF CHAIRMAN

Director Angell made a motion to nominate Director Kilpatrick as Chairman, duly seconded by Director Lucatuorto and the Board unanimously approved the nomination.

Director Angell made a motion to nominate Director Lucatuorto as Vice-Chairman, duly seconded by Director Peratt and the Board unanimously approved the nomination.

TECHNICAL COMMITTEE REPORT

Sandy Snyder representing Kimberly Culp from Golden Police presented to the Board the following training requests:

Golden Police	Power Phone Training	\$756.00
E-911 Board	Learning Software/ 10 Licenses	\$4,000.00

Barb Farland presented to the Board the following requests:

Golden Police	Sequential DVD Drive	\$1,855.25
Jefferson County	Travel Expenses for Phase II Implementation Program/Jan. 23-25, 2001	\$1,000.00

Director Angell made a motion, duly seconded by Director Creager and the Board unanimously approved the requests.

Barb Farland stated that the Technical Committee had conducted a survey on the number of hours and time it takes for each agency to keep their MSAG current. She suggested that the Board consider sub-contracting with a party that will keep the MSAG current and up to date. She submitted a copy of the Las Animas County contract to the Board to review.

After further discussion regarding the hiring of a MSAG Coordinator, Director Kilpatrick stated that he would like to schedule a special meeting on February 7, 2002 at 12:30 p.m. to discuss various responsibilities of the Board and to have Barb Farland and someone from the Technical Committee make a presentation on the problems and solutions of hiring of a MSAG Coordinator. Director Kilpatrick also asked Patty Jo Ryan from Qwest Communications to ensure that Linda McElvey from Qwest Communications is also present.

Barb Farland presented two projected requests for 2002.

Positron Software and Additional Power 911 Station	\$75,000.00
Logging Recorder	\$60,000.00

Director Creager made a motion, duly seconded by Director Angell and by unanimous vote approved the above expenditures.

Shaina Lee, representing Evergreen Fire asked for the following expenditure:

Positron Power 911 and Moducom Interface Console Equipment with Maintenance and Installation	\$302,694.00
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Director Creager stated that it had been budgeted for 2002 in the amount of \$201,792.00 and Director Kilpatrick asked for an explanation of why it is over budget.

Shaina Lee explained that since The Evergreen Fire Protection Board of Directors has approved a major expansion of The Comm. Center, this expansion would allow for a third position. The upgrade would allow compatibility with other Jefferson County PSAP'S. Since she had just recently been advised that if she did not submit this request at the December E-911 Authority Board Meeting that she may not receive the Positron equipment until late summer. Construction is expected to be done in the spring and it is essential to have the equipment available for installation at the time the Comm Center building is completed.

Patty Jo Ryan from Qwest explained to the Board that one of the reasons Shaina's quote is different is that her original budget was only for two positions and now that the dispatch center is going to be larger, she will be adding a third position. Since it takes nine to ten weeks to receive the equipment once it's ordered, the request would need to be approved at this meeting.

After further discussion, Director Angell made a motion, duly seconded by Director Lucatuorto and the Board unanimously approved the expenditure for \$302,694.00.

QWEST EQUIPMENT REPAIRS

Director Angell stated that he had been communicating with Qwest by E-Mail trying to get approval and authorization to talk to them and said he would keep the Board updated as to the outcome.

ADJOURNMENT

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

**Next Regular Meeting will be held on
February 21, 2002 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

FEBRUARY 21, 2001 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

QWEST EQUIPMENT REPAIR POLICY

QWEST MSAG DATA REPORT

MSAG DATA RESPONSIBILITIES

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES