

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

February 07, 2002

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 Judy Peratt
 Dennis Tharp, Attorney (Arrived late)
 Director Don Angell
 Director Bill Lucatuorto
 Joyce Woodley, Secretary

Also Present: Barb Farland, Jeffco Sheriff
 Julie Miller, Arvada PD
 Sue Steward, Arvada Fire
 Jim Bradley, Lakewood PD
 Jodi Malpass, Lakewood PD
 Larry Stodden, Wheat Ridge PD
 Denise Mehnert, Golden PD
 Kimberly Culp, Golden PD
 Patty Jo Ryan, Qwest
 Linda McKelvey, Qwest
 Nina Stringham, AFD
 Carla Milne, Jefferson County
 Heidi Stroh, Intrado
 Michelle Aldecocea, Intrado

Director Kilpatrick called the special meeting to order.

OLD BUSINESS

Director Kilpatrick asked for a discussion to explain the meaning of MSAG and it's problems. Linda McKelvey, from Qwest explained to the Board what MSAG stands for. She explained that her main responsibility is to provide support to the MSAG Coordinators, the PSAPS' and the Authority Boards related to any 911 database issues. Linda explained the connection between Qwest and Intrado regarding the MSAG and that Qwest contracts with Intrado to provide support in maintaining the 911 database. Heidi Stroh and Michele Aldecocea from Intrado explained their role and responsibilities to the PSAPS.

After some discussion, Mr. Tharp informed the Board that they have the authority to get an RFP. He went on to state that if the request for an RFP to hire an MSAG Coordinator were submitted, the Board could ask the Technical Committee to prepare something for the April meeting for review by the Board at that time.

Director Angell made a motion to get an RFP to take a look at hiring an MSAG Coordinator, duly seconded by Director Lucatuoro and the Board approved the motion by majority vote, with Director Kilpatrick voting no.

NEW BUSINESS

Director Kilpatrick asked for input from the Board members regarding their role responsibilities and stated his concerns regarding the Board's priorities in paying expenditures. He suggested getting a general idea of the cost of equipment from the Technical Committee among all of the agencies and an estimate of when that equipment will need to be replaced and the cost of replacement. He said that this would enable the Board to help them look ahead perhaps a year in advance to determine the cost of equipment.

Director Creager agreed that the Board would ask the Technical Committee to have a projection ready by August. He suggested doing a budget process early so that they can look at cost projection before they actually set the tariff. He suggested they take an inventory of the equipment supported by E911 of each agency, then have the Technical Committee tell the Board the life expectancy of the equipment. In addition to that they can go back and look at average yearly maintenance costs so that the Board can make some decisions on that. He stated that presenting this to the Board would make him more comfortable in approving large items that come before the Board. He also suggested that the Technical Committee stick to big ticket items (over \$50,000.00) so that they can look at a replacement schedule.

Mr. Tharp stated that the Emergency Telephone Service Act was written intentionally to allow the local Boards to make decisions. It reads that any costs other than personnel costs directly related to the Emergency Telephone Service is an authorized expenditure, so that gives the Board broad discretion to select what items they do or do not want to pay.

Mr. Tharp also informed the Board that the 911 Task Force would be a good source of information to find out how other Boards operate to meet the needs of their PSAP'S. He explained that it is an organization that is approved by the PUC to assist the PUC in policy and decision making. It meets every other month in Colorado Springs and he will provide the Board with the date and time of their next meeting.

ADJOURNMENT

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

**Next Regular Meeting will be held on
April 18, 2002 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

APRIL 18, 2001 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

MSAG DATA RESPONSIBILITIES

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

STAFF DRAFT
MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

February 21, 2002

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 Gary Creager
 Director Judy Peratt
 Dennis Tharp, Attorney
 Director Don Angell
 Director Bill Lucatuorto
 Debbie Quinn, Secretary

Absent: Director Bill Kilpatrick

Also Present: Barb Farland, Jeffco Sheriff
 Carla Milne, Jeffco Sheriff
 Sue Steward, Arvada Fire
 Nina Stringham, Arvada Fire
 Shaina Lee, Evergreen Fire
 Jodi Malpass, Lakewood PD
 Jim Bradley, Lakewood PD
 Mark Wildey, West Metro Fire
 Patty Jo Ryan, Qwest
 Lee Gerrard, Qwest
 Tim Wilhite, Qwest

MINUTES

Director Lucatuorto called the meeting to order. Director Angell made a motion, duly seconded by Director Creager and the Board unanimously approved the Minutes of December 20, 2001.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved the Treasurer's Report. (see attached)

OLD BUSINESS

QWEST REPAIR POLICY

Director Angell reported that he has been working with the Technical Committee to develop a list of outstanding problems associated with the Qwest repair policy. Patty Jo Ryan introduced Lee Gerrard from Qwest. He said that when a service call is placed to

Qwest, a technician is dispatched. The agency is billed for the technician's time from portal to portal. The Technical Committee said they were not receiving a time in/time out ticket for billing verification. Lee said he could set up either a paper or electronic ticket. Patty Jo Ryan suggested that each PSAP have a site logbook so that the techs could sign in and out as a means of verifying billable time. Director Angell asked the PSAP's if that was acceptable and they agreed that it was.

The next complaint addressed the fact that the repair techs show up on scene without the components necessary to complete repairs. Director Angell suggested the PSAP's log these events in the site logbooks. Lee Gerrard responded that 80% of the components were stocked on the truck but some were not kept due to theft or damage by auto accident. Sue Steward asked what was a reasonable charge when components are not on the truck. Patty Jo Ryan said that any PSAPs that had a question about their bill should call her and she would look into the situation and make an adjustment if necessary.

It was further explained, the repair techs will not come out to the PSAPs' after hours unless the system is more than 25% down. This is because the Board does not have a maintenance contract with Qwest however, each individual PSAP does have the opportunity to get their own maintenance contract with Qwest. Barbara Farland suggested that the Board might want to take a look at purchasing maintenance contract in the future. Patty Jo Ryan will get a price for the maintenance contract for the next meeting. Director Creager asked the opinion of the Technical Committee reference maintenance contracts. Barbara Farland said they would compare repair bills and see if there is an advantage to getting a maintenance contract for the June Budget meeting.

QWEST MSAG DATA

Barbara Farland stated all problems associated with MSAG are forwarded to Jefferson County to be rectified. Director Creager said that an RFP for 6 months may be appropriate. Attorney Tharp asked if they knew how many mistakes there were and Barbara said no, however 2-4% of the numbers are not right and new errors keep cropping up. Barbara Farland indicated the problem with writing a contract is defining time parameters for completion of the tasks. She suggested, per Director Angell's request, that the contract could require bi-monthly progress reports to the Board with a six month review process. Director Creager requested a time/completion requirement be included in the contract to insure accountability and provide for contract termination for poor performance. He was comfortable with an initial six month time requirement to make existing corrections and then a 30 day requirement to correct any future errors. Director Creager also strongly suggested that the Technical Committee review RFP proposals first, forwarding the qualifying bids with recommendations to the Board. Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved an RFP be drafted with the requested amendments. The board will evaluate vendor proposals after review by the Technical Committee. Barbara Farland asked if the RFP was required to be published in the newspapers? Attorney

Tharp said they should follow County procedures for issuing an RFP. Director Creager asked for a copy of the County RFP procedures and asked that a review of the Minutes of February 21, 2002

Page 3

proposal be added as an agenda item for the next Board meeting. Director Peratt complimented Barbara Farland on the great job she did on the contract proposal.

NEW BUSINESS

AUDIT FIRM APPROVAL

Director Creager evaluated the 2002 audit prices for Grant Thornton, the current audit company. They would charge \$3800 to complete the 2001 audit, but could not guarantee that price for next year. He checked with Bondi and Company, a governmental audit company who quoted the same price as Grant Thornton. He also checked with Swanhorst, Dragon and Cutler, who agreed to complete the 2001 audit for \$3000 and guarantee that price for the next three years. He had both proposal reviewed by West Metro Fire Department and they were comfortable with both firms. Director Angell made a motion, duly seconded by Director Lucatuorto and the Board unanimously approved Swanhorst, Dragon & Cutler as the new auditing firm.

Director Kilpatrick arrived at the meeting.

TECHNICAL COMMITTEE REPORT

Sue Steward, Arvada Fire, asked to make a formal presentation at the April meeting reference the Board approving the purchase of EMD Software. This software would replace the current "card" system utilized by the dispatch centers when receiving emergency medical calls.

The Technical Committee is eager to educate the public in their own back yards regarding the PSALI. They will be going to each government agencies to educate their CEO's that their own buildings are not safe. When 911 is dialed within a PBX system, the only ANI/ALI information displayed is that of the Government Building. No other information as to room location is displayed.

Barbara Farland asked about checking to see what bills have been paid. Director Creager stated he matches checks with the pink expenditure request slips. Kimberly Culp had received a past due bill and Director Creager looked it up to make sure it was paid.

Attorney Tharp mentioned that the Evergreen Fire Contract was finalized and ready to be signed. He also brought up the Qwest bill for the wireless one time charge of \$495,000. The Board asked for backup documentation from Jackie Mines and she provided billing amounts for \$300,000. The difference is the statewide billing subsidy where the populous Counties help the smaller Counties with their share. He asked the Board to authorize payment once the exact amount is determined, with no late charge

included. Director Creager made a motion, duly seconded by Director Angell and the board unanimously approved the wireless one time charge of \$495,000 minus the payments already made to Qwest.

February 21, 2002

Page 4

REQUEST FOR EXPENDITURES

Arvada Police made a request for \$1400.00 for 12 headsets, six amplifiers and \$2300.00 for an MIU. Director Angell made a motion, duly seconded by Director Peratt and the Board unanimously approved the request for Arvada Police for an amount of \$3700.00.

Vicky Pickett, Westminster PD, brought forward a request for a duplicate backroom equipment system to facilitate their move to the new building. Director Kilpatrick asked why it would take 5 days or more to make the changeover and Tim Wilhite, the 911 tech in charge of the move said that an entire PSAP must be disassembled and re-installed at the new location. Vicky Pickett said that all 911 calls, the seven digit direct line numbers and all administrative lines are tied through these lines and so all those calls would be lost. Director Angell made a motion, duly seconded by Director Creager and the Board unanimously approved \$162,600 for a backroom system to take the place of the working system while Westminster changes office buildings.

ADJOURNMENT

With no further business to come before the Board, Director Peratt made a motion, duly seconded by Director Creager and the unanimously agreed that the meeting was adjourned.

Next Regular Meeting will be held on

April 18, 2002 at 1:00 P.M.

In Hearing Room #2 on the 1st floor

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

APRIL 18, 2002 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

PSAP MAINTENANCE CONTRACT

QWEST MSAG RFP PROPOSAL

EMD SOFTWARE ISSUE

NEW BUSINESS

PHASE ONE VOICESTREAM WIRELESS CONTRACT

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

April 18, 2002

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 Don Angell
 Director Bill Lucatuorto, arrived late
 Dennis Tharp, Attorney
 Joyce Woodley, Secretary

Absent: Director Judy Peratt

Also Present:
Sue Steward, Arvada Fire
Nina Stringham, Arvada Fire
Shaina Lee, Evergreen Fire
Jim Bradley, Lakewood PD
Vicki Pickett, Westminster PD
Kimberly Culp, Golden PD
Larry Stodden, Wheatridge PD
Tom Pfanz, Lakewood PD
Gary Harper
Johnny B. Gibbons

MINUTES

Director Kilpatrick called the meeting to order. Director Creager made a motion, duly seconded by Director Angell and by majority vote, with Director Peratt absent, the Board approved the Minutes of February 21, 2002.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. Director Angell made a motion, duly seconded by Director Kilpatrick and by majority vote, with Director Peratt absent, the Board approved the Treasurer's Report as submitted. (see attached)

OLD BUSINESS

PSAP MAINTENANCE REPORT

Director Creager brought up the previous discussion that the Board has had regarding maintenance agreements for primary PSAP'S for their dispatch center phone system. He told the Board that he had asked Patty Jo Ryan from Qwest to forward some preliminary numbers to him that she had put together for the year 2000 for the cost of these contracts. He presented the Board with the figures on a three year sliding scale. The total cost of the agreement would be between \$300,000.00 and \$400,000.00. He stated that due to the economic outlook right now, the Board does not have the funds to purchase maintenance contracts for this year. He feels that it would probably be better for the Board to budget for that in 2003. The Board members agreed.

MSAG RFP PROPOSAL

Since Barb Farland was not in attendance, the proposal was tabled until the next meeting in June.

EMD SOFTWARE ISSUE

Sue Steward, Arvada PD stated that there are not many EMD software packages out on the market right now. She did not have a recommendation to present to the Board. However, she still believes that this is the next logical level of service directly related to 911 issues and would like to see the Board pay for those services. Director Kilpatrick asked that she let the Board know when the Technical Committee does have a recommendation.

NEW BUSINESS

PHASE ONE VOICESTREAM WIRELESS CONTRACT

Attorney Tharp stated that the Board has a contract with Voicestream, which is very similar to the contracts they have with other wireless carriers in Phase One Service. He informed the Board that he has provided Voicestream with Barb Farland's telephone number as the primary contact person. He explained the billing procedure for wireless carriers as follows: The carrier bills Qwest. Qwest in turn bills the Board. The Board pays Qwest and then Qwest pays the carriers.

Director Creager made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Peratt absent, the Board approved the Phase One Voicestream Wireless Contract.

TECHNICAL COMMITTEE REPORT

Kimberly Culp, Golden PD asked for a clarification of the handling of training requests. She told the Board that the Technical Committee's understanding is that they would be allocated \$300.00 for training for each dispatcher and have been sending training spreadsheets to the Board for approval. Director Creager stated that it is up to the Technical Committee to make those approvals. He said that the Board has a basic formula of approximately \$300.00 per dispatcher, in order to give the Technical Committee an idea of how much money the Board has available. He stated that what he does need, strictly for accounting and audit protection is the actual expenditures that are approved by the Board. With the spreadsheet, the Board is approving the total dollar amount instead of taking each individual line item for each training class and approving it. The Board would be approving the expenditures and subsequently would be in compliance with Jefferson County Standards.

Director Creager made a motion, duly seconded by Director Lucatuorto, and by majority vote, with Director Peratt absent, the Board approved expenditures for training for an amount not to exceed \$1,500.00.

Sue Steward, Arvada PD suggested that the Board schedule a work study session sometime between this hearing and the next one in June. She suggested that the Board develop a mission statement outline a philosophy and include a visionary statement of what they would like to see from the dispatch centers and their PSAP'S. She said they would like to have more funding guidelines on what the Board will or will not fund. She also suggested that the Board research how Authority Boards do their funding. She stated that the Technical Committee is having their study session in May and are willing to have a meeting with the Board prior to the June hearing to discuss and compare ideas.

Director Kilpatrick agreed that there should be a study session with the Technical Committee. Of particular concern to him is the role of the Board members. Director Creager stressed that the Board was appointed for the sole purpose of setting policy and what the money is to be spent for in compliance with the statute. He said that he is willing to meet with the Technical Committee to set some basic parameters. However, he will not specifically say what the Board will or will not pay for. He said he would set monies aside in the budget so that the Technical Committee will have the opportunity to fund their requests, but that does not necessarily mean that the Board will approve those requests given the changing dynamics of their jobs.

Director Lucatuorto recommended bringing in an outside facilitator. Director Creager disagreed by saying that you utilize a facilitator when you have opposing or antagonistic parties and that is not the case with the Board. He suggested that the Board make up an agenda to discuss specific issues that need to be addressed. Director Angell said that he would draft an agenda and send it out to the Board members. Director Creager asked the Technical Committee and/or all the PSAP'S to E-Mail any issues that they may have to Director Angell.

The Board agreed to meet for a study session on May 21, 2002 from 8:30 A.M. to 11:30 A.M. at the Golden Police Department.

Kimberly Culp, Golden PD spoke next regarding the research done by Westminster on headset ordering. She stated that if the Technical Committee does their ordering in bulk, it would keep costs down as much as fifty percent. She asked for an amount not to exceed \$12,000.00.

Director Creager made a motion, duly seconded by Director Kilpatrick and by majority vote, with Director Peratt absent, the Board approved the bulk ordering of headsets for the PSAP'S for an amount not to exceed \$12,000.00

EXPENDITURE REQUESTS

Tom Pfanz, Lakewood PD asked the Board to approve the following expenditures:

AVL:	\$270,000
Mapping (Phase II)	\$127,000
TDD Interface	37,000
E911 Interface	6,000

Director Kilpatrick informed Mr. Pfanz that there was a misstatement on the letter submitted to the Board by Ronald Burns, Chief of Police of the City of Lakewood regarding the tariff of \$45.00. Mr. Pfanz explained to the Board that this was a mistake and the correct figure is \$.43.

There was concern among the Board members regarding the AVL. Attorney Tharp asked Mr. Pfanz to describe in detail what AVL is, how it works and what it would accomplish. Director Creager also asked how the AVL fits within the emergency telephone system. In response to these questions, Mr. Pfanz explained to the Board how AVL is integrated into the CAD System. A question and answer period ensued and the Board recommended against approving the AVL.

Following a general discussion, the Board upon motion of Director Angell, duly seconded by Director Lucatuorto and by majority vote, with Director Peratt absent, approved the Mapping, TDD and E911 Interface. Director Creager amended the motion to \$127,000.00 for Mapping and \$43,000.00 for the two Interfaces.

Ira Cohen, Systems Manager, Arvada PD asked for \$100,000.00 for the recovery of some of their expenses for replacement of it's CAD, RMS and Mobile Computing Systems. He stated that the approval of this would be a significant step towards making the Arvada PD Emergency Communications Center Phase II compliant.

Following a general discussion, Director Lucatuorto made a motion, duly seconded by Director Kilpatrick and by majority vote, with Director Peratt absent, the Board approved the expenditure request for a total amount of \$100,000.00. Director Creager abstained from voting.

Kimberly Culp, Golden PD requested \$200,000.00 for a phone system. She explained that the phone system in their dispatch center is the only equipment/software at this time that is not Phase II compliant.

Following a general discussion, Director Lucatuorto made a motion, duly seconded by Director Creager and by majority vote, with Director Peratt absent, the Board approved the expenditure request for a total amount of \$200,000.00. Director Kilpatrick abstained from voting.

Tom Pfanz, Lakewood PD requested \$567.00 for 911 Liability Training and \$600.00 for a Critical Incident Dispatch Class.

Following a general discussion, Director Creager made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Peratt absent, the Board approved the reimbursement expenditure in the amount of \$567.00 for 911 Liability Training and \$600.00 for a Critical Incident Dispatch Class.

The expenditure for \$1,200.00 for training for the E911 Awards Banquet was tabled.

Attorney Tharp raised the issue of the Board members abstaining from voting on issues for their respective entities. He informed the Board that this is not required. He went on to explain that if there is no personal benefit to the Board member, the fact that their entity is going to receive some funds for equipment does not create a conflict of interest for them. He also informed the Board that the next PUC Task Force Meeting is May 9, 2002 at 10:00 A.M. at the Republic Safety Center at Cinderella City in Englewood. Director Creager said that he would be attending this meeting.

ADJOURNMENT

With no further business to come before the Board, Director Angell made a motion, duly seconded by Director Creager and by majority vote, with Director Peratt absent, the meeting was adjourned.

**Next Regular Meeting will be held on
June 20, 2002 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JUNE 20, 2002 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

June 20, 2002

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 Don Angell
 Director Bill Lucatuorto
 Director Judy Peratt
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Also Present:

Barb Farland, Jeffco Sheriff's Office
Carla Milne, Jeffco Sheriff's Office
Sue Steward, Arvada Fire
Shaina Lee, Evergreen Fire
Jim Bradley, Lakewood PD
Colleen Euman, Lakewood PD
Vicki Pickett, Westminster PD
Kimberly Culp, Golden PD
Patty Jo Ryan, Qwest 911
Johnny B. Gibbons, SME LLC
Donald S. Lamb, Park County Undersheriff

MINUTES

Director Kilpatrick called the meeting to order. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Minutes of April 18, 2002.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. He stated that even though the Board is operating in the black right now a supplemental budget appropriation may have to be made by the end of the year. The interest income on the new account is not as high as it was when the account was held in conjunction with Jefferson County. The economy and the entities not paying the increased tariff price also make a difference. Attorney Tharp said that a supplemental budget appropriation may also be needed to pay off the one time line charge. He also mentioned that he would contact any entities that are not paying the new 43 cent tariff and report back to the Board at the next meeting. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Treasurer's Report as submitted for April and May. (see attached)

OLD BUSINESS

MSAG RFP PROPOSAL

Barb Farland, Jeffco Sheriff's Office reported that she only received one response from Jaci Marie Louise on the MSAG RFP proposal. She is asking for \$62,200 which Barb felt was a little steep. After a brief discussion concerning the money, price negotiation, contract performance, accountability and why the PSAP's cannot keep up with the changes themselves the Board decided to move forward with the proposal. Director Angell made a motion, duly amended the price and seconded by Director Creager and the Board by majority vote with Director Kilpatrick voting no, approved a 6 month contract not to exceed \$31,000, with an option to extend for one year for a price not to exceed \$62,000 giving the Board the discretion to terminate the contract due to performance and asking for accountability reports every 2 to 3 months. Attorney Tharp stated that he would work with Barb Farland and 911 solutions to set up the contract and when it is ready bring it to Director Kilpatrick for his signature. The Board gave Barb Farland the authority to negotiate the contract price.

Director Peratt left the meeting.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

Barb Farland thanked Vicki Pickett, Westminster Police for shopping and setting up the purchase of head sets from Call One for all the agencies at less than 50% of the regular price. The drawback to this deal is that the bill is payable upon receipt. She got the price of 90 head sets for \$11,978.91. The technical committee decided to make a headset purchase for all agencies once a year.

Barb Farland asked about the training funds allotment. Director Creager said it would work out to approximately \$350 for each dispatcher in the County. Barb asked if that formula could be used for the budget process and Director Creager replied that there is a lump sum of \$60,000 to expend for training and to bring forward any requests to the Board for approval. Director Angell stated that if the training amount was kept to \$330 per person it would work out to be pennies of what was actually budgeted.

Barb also inquired about payment on invoices. Director Creager responded that West Metro does a check run every 60 days. All invoices should be sent to Director Creager who will then forward them to West Metro c/o of Erica. He suggested informing the vendors that invoice payment takes at least 60 days.

EXPENDITURE REQUESTS

Director Lucatuorto made a motion, duly seconded by Director Creager, and by majority vote, with Director Peratt absent, the Board approved expenditures for training during the 911 awards banquet provided by Bob Wells Humor Organization for an amount not to exceed \$1,200.00.

Director Angell made a motion, duly seconded by Director Lucatuorto, and by majority vote with Director Peratt absent, the Board approved the Training Request Expenditures Spreadsheet for a total amount not to exceed \$1744.

Director Kilpatrick complimented Vicki Pickett on her work with the headsets and Director Lucatuorto complimented Barb Farland on her work with the RFP.

Director Creager brought up the renewal of the Insurance Bond for Board liability. It is \$4,129 for the year. Director Lucatuorto made a motion, duly seconded by Director Creager and the Board, by majority approval with Director Peratt absent, approved the continuation of the Insurance Bond for the next year with the correct name on the policy. Director Creager stated that he would look into increasing the Bond amount for next year to cover the amount of money that the Board oversees. Attorney Tharp said he would check out the policy and make sure that the Board members have appropriate coverage.

Undersheriff Don Lamb from Park County made a presentation to the Board regarding sharing the Reverse 911 services with Jefferson County. He stated that he had signature authority authorized by the County Commissioners and that Park County would pay their own way. Their County is too small to get these services on their own and Summit County pulled out of an agreement with them earlier in the year. Director Creager asked if Qwest was agreeable to this solution and Barb Farland stated that they were. Patty Jo Ryan, from Qwest said that the Jeffco bill would include the amount for Park County. The breakdown for Park County's fees and upfront costs were \$8,250 with 127 x 12 months for a lump sum of \$9012. Director Creager made a motion, duly seconded by Director Angell and the Board, by majority vote with Director Peratt absent, approved the proposal to share the Qwest Reverse 911 Services with Park County for the amount of \$9,012 for this year and billed to Park County as appropriate for future years.

A power surge went through the Lakewood backup server and created the need for an emergency purchase order per Mr. Wilhite from Qwest. Patty Jo Ryan said that a purchase order could be created and that the costs would be approximately \$48,000. Director Creager stated that the Board would pay this bill when it was presented because it was essential operating equipment that broke down.

Kimberly Culp, Golden Police, presented a reimbursement request for mapping equipment for the Phase II compliance in the amount of \$50,000. After a brief discussion, Director Creager made a motion, duly seconded by Director Lucatuorto and the Board, by majority vote with Director Peratt absent, adopted a resolution to reimburse Golden for the cost of \$50,000 for Phase II Compliance mapping equipment.

Director Angell presented a E911 draft mission statement to the Board. (see attached)

Director Creager sent every PSAP a letter outlining 2003 budget process. He said he should start receiving budget requests prior to the August meeting. He suggested that the Board have a special session to discuss the budget, the tariff rate and the Board responsibilities versus the PSAPs'. The Board decided to meet August 5th at 9:00 a.m. in Hearing Room 2.

Attorney Tharp brought up the issue of the universal service charge that makes rural phone lines affordable outside the metro area. It is being levied against 911 at a fee of 2.8%. The Board pays approximately \$2400 per month for this charge. Qwest and the PUC feel it is a proper charge which the citizens will pay either directly or indirectly. Adams County would like to challenge paying the service charge. The Board agreed with Adams County and directed Attorney Tharp to pursue this matter and get back to the Board with the results.

Director Angell left the meeting.

ADJOURNMENT

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

**Next Regular Meeting will be held on
August 15, 2002 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

AUGUST 15, 2002 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

INTRODUCTION OF JACI MARIE LOUISE - MSAG COORDINATOR

TARIFF RATE INCREASE

PROPOSED 2003 BUDGET

UNIVERSAL SERVICE CHARGE

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

August 5, 2002

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 Don Angell - arrived shortly after the meeting started
 Director Bill Lucatuorto
 Director Judy Peratt
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Also Present:
 Barb Farland, Jeffco Sheriff's Office
 Johnny B. Gibbons, SME LLC

MINUTES

Director Kilpatrick called the meeting to order. The special study session was to consider the 2003 budget, imposing a new tariff rate and Board responsibilities. Director Creager went over the budget items that had been submitted. The Board briefly discussed the Phase II implementation costs and the budget shortfalls due to hiring the MSAG coordinator, the loss of interest income and the onetime wireless surcharge payment that will be due next year. The Board came to a consensus that the tariff rate should be increased to 45 cents to cover the shortfalls. The Board agreed to vote on the tariff rate increase at the August 15th meeting. The Board also discussed the possibility of allowing the PSAPs' discretionary use of the \$100,000 designated for Phase II Compliance.

ADJOURNMENT

With no further business to come before the Board, Director Creager made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the meeting was adjourned.

Next Regular Meeting will be held on
August 15, 2002 at 1:00 P.M.
In Hearing Room #2 on the 1st floor

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

AUGUST 15, 2002 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

INTRODUCTION OF JACI MARIE LOUISE - MSAG COORDINATOR

TARIFF RATE INCREASE TO 45 CENTS

PROPOSED 2003 BUDGET

UNIVERSAL SERVICE CHARGE

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

August 15, 2002

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 Don Angell - arrived shortly after the meeting started
 Director Bill Lucatuorto
 Director Judy Peratt
 Dennis Tharp, Attorney
 Joyce Woodley, Secretary

Also Present: Barb Farland, Jeffco Sheriff's Office
 Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Police Department
 Carla Milne, Jeffco Sheriff's Office
 Jim Bradley, Lakewood Police Department
 Larry Stodden, Wheat Ridge Police Department
 Tony Coraggio, Broomfield Police Department
 Patty Jo Ryan, Qwest
 Shaina Lee, Evergreen Fire
 Christy Reeves, Auditor for Swanhorst, Dragon & Cutler
 Johnny B. Gibbons, SME LLC

MINUTES

Director Kilpatrick called the meeting to order. Director Creager made a motion, duly seconded by Director Lucatuorto and the Board unanimously approved the minutes of June 20, 2002 and August 5, 2002.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. He stated that the Board has seen a net loss of 14%, a slight reduction in the tariffs from what was budgeted, but most of the loss comes from the interest income which is not earning as much right now. He stated that so far the Board has only spent about 15% of their training budget. Legal fees are at 81% and insurance rates are at 79%. Equipment repairs are running a little high, but are only about 63% expended for year to date as of June. He stated that the Board is solvent and is on track for what was budgeted.

Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the Treasurer's Report for June and July. (see attached)

AUDITORS REPORT

Director Creager introduced the Boards' auditor, Christy Cutler Reeves from the accounting firm of Swanhorst, Dragon and Cutler LLC. She presented the Board with an independent auditor's report for the year ending December 31, 2001. She stated that the Board has been given a "qualified" opinion which is the best opinion that can be given to an Authority Board. This means that the financial statements were reported on a fair basis and were materially correct. She stated that the Board has a retained earnings balance of 3.3 million dollars. She commended the Board for their healthy fund balance, the majority of which is in cash and investments and added that while it is healthy to have a least six months worth of expenditures in a fund balance, the Board has a year and a half's worth in theirs.

The Board had no questions.

OLD BUSINESS

INTRODUCTION OF MSAG COORDINATOR

Barb Farland introduced the new MSAG Coordinator, Jaci Marie Louise of 911 Solutions, Inc. and presented Jaci's employment contract to be signed by the Board. Jaci presented the Board with a letter outlining her "Plan of Action" and stated that she would like to schedule a meeting with each jurisdiction in order to gather all the information needed to make a smooth transition. Barb offered to draft a letter for Jaci to introduce her to Intrado and the GIS Department in order to obtain information that she may need. Barb also stated that the Technical Committee has appointed Sherry Heitman, Carla Milne and Julie Miller to be liaisons for Jaci.

TARIFF RATE INCREASE

Director Lucatuorto made a motion, duly seconded by Director Angell and the Board unanimously approved the tariff increase from the current \$.43 to \$.45. Director Lucatuorto stated that this decision was based on a special study session and a motion that was made by the Board on August 5, 2002.

PROPOSED 2003 BUDGET

Director Creager stated that he had sent out letters to each of the jurisdictions requesting budget items, but has only had a few responses. He again requested that these be turned in as soon as possible. He stated that the Board would again build \$100,000 plus into the budget for Phase II compliance for each jurisdiction. Since it is the direction of the Board for each of the jurisdictions to move toward Phase II

compliance, they are willing to be a little more lenient on what the expenditures are for and will leave it up to the agencies on how they will become Phase II compliant. He stated that the training budget will either be the same or perhaps somewhat increased from last year.

Barb Farland asked if the \$100,000 would be rolled over to the following year if the agency does not use it. Director Creager responded that because the budget is built on a yearly basis, the money would not be rolled over, but would go into a fund balance and if there were some major expenditures which the Board wanted to approve, the Board could make a supplemental budget appropriation.

Barb informed the Board that there would be a True-Up from Qwest next month which means that the telephone line count will change which may affect the Board's budget . She explained to the Board that True-Up counts the number of telephone lines that Qwest bills them for. Patty Jo Ryan explained that Qwest has the right to do a True-Up annually which means that they look at what the Board is currently being billed for and then do an audit of all the central offices that are in the county and an audit of all the wireless carriers in the county. Patty Jo stated that she wants the Board to be aware of the fact that the their bill could go up by \$10,000.

Director Creager informed the Technical Committee that he had given Barb more expenditure request forms and asked that if they are approved, he also needs a signed hard copy of the expenditure for audit purposes. He also asked that if a reimbursement is approved, he prefers an invoice rather than a memo or letter outlining what the reimbursement is for. This can be attached to the expenditure request.

Attorney Tharp asked Patty Jo Ryan when Qwest would be doing the True-Up and when they would get an amount from Qwest. She replied that they would be finished by the 31st of August and she would E-Mail the figures to the Board members. Attorney Tharp also asked if she had any indication what the Phase II cost would be per PSAP. She replied that she has not seen the paperwork for it and informed the Board that as soon as she does, she will let them know.

UNIVERSAL SERVICE CHARGE

Attorney Tharp stated that there was nothing new on the USC. He said that he did speak with the Attorney General's office and the attorney general that works with the PUC informed him that he would look into the issue, hopefully agree with the Board and make the appropriate correction.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

Sue Steward presented the training report for Kimberly Culp who could not be there. The training requests were as follows:

Arvada Fire-EMD Training	\$ 750.00
Jefferson County-Basic Field Training	365.00
Lakewood-NENA Training	550.00
Lakewood-Dispatcher Liability	110.00
Lakewood-Customer Service	110.00
Total	\$1,885.00

Director Creager made a motion, duly seconded by Director Lucatuorto and by unanimous vote, approved the expenditure of \$1,885.00 for training in August.

Tony Coraggio, Broomfield Police asked for a purchase of 30 DAT tapes for the Lakewood Police at a total price of \$159.00. Director Creager asked Barb if this was an item that everyone is using. She replied that some are using DAT tapes and some are using DVD depending on the type of equipment that they have. She stated that the Voice Print uses DVD and that they are more expensive. Tony Coraggio stated that DVD's are about \$30.00 for a double sided tape. Barb said that she would look into purchasing in bulk and would let the Board know the cost. Tony also informed the Board that Broomfield and Golden are using the double-sided DVD'S . In addition he mentioned that the Technical Committee would be looking at ordering about 50 head-sets in October. He wants the Board to know that the cost would be different for the Positron versus the Plant System which are both in place in different agencies in the County.

Barb informed the Board that the Technical Committee is looking at the fall of 2003 to be Phase II compliant. She mentioned that Arvada, Westminster and West Metro representatives were not at the meeting to confirm this, but feels that their systems will also be Phase II compliant at that time.

Director Creager made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request for \$159.00 for Lakewood Police for 30 DAT tapes for recording 911 calls.

Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request for an estimated cost of \$1,200.00 for Arvada Police for repair and maintenance of a printer.

Minutes of August 15, 2002

Page 5

Barb asked the Board if Jaci's invoice for the next three months would be approved at this meeting. Director Creager suggested that she send a bill to the Board every two months prior to the 911 Authority Board Meeting and she agreed to do this.

Director Kilpatrick left early.

ADJOURNMENT

With no further business to come before the Board, Director Angell made a motion, duly seconded by Director Peratt and by unanimous vote, the meeting was adjourned.

Next Regular Meeting will be held on

October 17, 2002 at 1:00 P.M.

In Hearing Room #2 on the 1st floor

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

OCTOBER 17, 2002 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

UNIVERSAL SERVICE CHARGE

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

October 17, 2002

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

Absent:

Director Bill Kilpatrick
Director Bill Lucatuorto

Also Present:

Barb Farland, Jeffco Sheriff's Office
Jaci Marie Louise, 911 Solutions
Sue Steward, Arvada Fire Department
Carla Milne, Jeffco Sheriff's Office
Julie Miller, Arvada Police Department
Jim Bradley, Lakewood Police Department
Larry Stodden, Wheat Ridge Police Department
Tony Coraggio, Broomfield Police Department
Shaina Lee, Evergreen Fire
Nina Stringham, Arvada Fire
Carol Workman, Westminster Police Department
Vicki Pickett, Westminster Police Department
Kimberly Culp, Golden Police Department
Karyn Kretzel West Metro Fire
R. Mark Wildey, West Metro Fire

MINUTES

Director Creager called the meeting to order. Director Peratt made a motion, duly seconded by Director Angell and the Board by majority vote with Director Lucatuorto and Director Kilpatrick absent, approved the Minutes of August 15, 2002.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. He said that the Board may have to make a small supplemental budget appropriation in December.

Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick and Lucatuorto absent, the Board approved the Treasurer's Report for August and September. (see attached)

OLD BUSINESS

UNIVERSAL SERVICE CHARGE

Attorney Tharp explained the universal service charge to the Board. He stated that Adams County and Arapahoe County were going to file briefs and let the Court decide the issue. The Board directed Attorney Tharp to go ahead and file a complaint for declaratory judgement.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

Kimberly Culp presented the training requests for the technical committee in the amount of \$4,530.10. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick and Lucatuorto absent, the Board approved the training expenditure requests of \$4,530.10.

Tony Coraggio presented the Minor Equipment expenditure requests. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick and Lucatuorto absent, the Board approved the headsets, DVDs', and Safeword Token for a total expenditure request of \$2,261.60.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. presented her report to the Board. She has cleared up all the longstanding problems and is working on the errors from the last six to nine months. (report enclosed)

PROPOSED 2003 BUDGET

Director Creager stated that last year he built a true budget. The Board spent more than anticipated. His goal is to make the expenditure requests match what is budgeted. He went over the budget amounts item by item. He stated that if the budget would go into effect with the figures he had received he would need to go into the reserve balance by 1 million dollars. Barb Farland went over the budget items and suggested some items be taken off due to bulk ordering or incorrect expenditure request amounts. Director Angell strongly suggested that the Technical Committee go back and do some homework on expenditure request amounts to make the budget truly reflect what they need. Director Creager explained that a balanced budget is a process and he felt that the Technical Committee members were at the right stage. He mentioned that each PSAP has Phase II money sitting in the budget that can be used to cover expenditures so that they do not have to go into the reserve balance. He suggested that the PSAP's try and rotate their needs so that everybody does not need their equipment at the same time. Director Creager said he would go back and balance the budget with the

anticipation that some of the costs will be quite a bit lower. He will refine the process for a 3-5 year model for major expenses. In 2004 he suggested that the Board look at not only raising the tariff to meet operating expenses but also to create sinking funds so we can outplan for future phone system replacements. The Budget will be approved at the December meeting and Attorney Tharp said he would do the publishing requirements for the Budget.

REQUEST FOR EXPENDITURES

Barbara Farland, Jefferson County Sheriff's Department advised the Board that she would be asking for \$100,000 of Phase II money for an upgrade to her cad system after the first of the year.

Kimberly Culp, Golden Police Department, presented a proposal for the First Responder Module through the E Commerce System . It is a non-budgeted expense of \$39,200 for 2 ports to help the hearing impaired who do not get notified by the Reverse 911 system. A countywide database would need to be built and the City of Golden has volunteered to set up the database for the entire County. It is a brand new system so it has not been tested. Each PSAP would need to do a mailing to get a list of hearing impaired citizens. If each PSAP installed this system it would be a \$40,000 expense per PSAP but Golden is willing to install the equipment and take the calls for the other PSAPs. After a brief discussion, Director Angell made a motion, duly seconded by Director Peratt to approve the First Responder Module. Director Creager voted no and with Director Lucatuorto and Director Kilpatrick absent there was not a quorum to approve the decision. He was not against the proposal but he wanted more information about the technology and also wondered if the database could be managed by Golden. Director Peratt asked if the PSAPs supported the request and was told yes that they did.

Carol Workman, Westminster Police Department, asked for \$72,000 of Phase II money for mapping. Westminster had used \$28,000 earlier in the year for their communications center move. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick and Lucatuorto absent, the Board approved the balance of Phase II money for Westminster to use for their mapping.

She also asked for EMD Software in the amount of \$24,000 to interface with their CAD system. It is a question and answer module needed to build the rest of the EMD system. Director Angell asked to push this item to December to check out the EMD issue for all PSAPs and decide what the Board's priorities are. Director Creager agreed with Director Angell that the Board needs to make a decision that will work countywide. Attorney Tharp suggested that the Technical Committee decide what budget priorities they want to establish for EMD and Phase II.

With regard to Phase II compliance Barb Farland reported that each individual PSAP has to get with their CAD vendor to see what is compatible with the ALI screens. Attorney Tharp stated that Qwest had made a tariff recommendation of \$115.00 per

PSAP for the Phase II charge.

Sue Steward, Arvada Fire, requested a \$9,186.00 reimbursement for Phase II mapping, compiling data with GIS and interfacing with their system which is the first step of any mapping program. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick and Lucatuorto absent, the Board approved \$9,186.00 for the reimbursement request.

Larry Stodden, Wheat Ridge Police Department, requested \$60,000 for a logging recorder. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick and Lucatuorto absent, the Board approved an amount not to exceed \$60,000 for a logging recorder for Wheat Ridge Police Department.

ADJOURNMENT

With no further business to come before the Board, Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick and Lucatuorto absent, the meeting was adjourned.

**Next Regular Meeting will be held on
December 19, 2002 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY
DECEMBER 19, 2002 AT 1:00 P.M.
1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

2003 BUDGET APPROVAL

UNIVERSAL SERVICE CHARGE

FIRST RESPONDER MODULE

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

EMD REQUESTS

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

December 19, 2002

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

Also Present:

 Barb Farland, Jeffco Sheriff's Office
 Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire Department
 Jim Bradley, Lakewood Police Department
 Tony Coraggio, Broomfield Police Department
 Shaina Lee, Evergreen Fire
 Nina Stringham, Arvada Fire
 Vicki Pickett, Westminster Police Department
 Kimberly Culp, Golden Police Department
 Patrick Purdy, West Metro Fire
 Kim Coleman, Broomfield Police Department

MINUTES

Director Kilpatrick called the meeting to order. Director Creager made a motion, duly seconded by Director Peratt and the Board unanimously approved the Minutes of October 17, 2002.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. Based on the results of the Treasurer's Report, Director Creager informed the Board that there is no need to make any supplemental appropriations at this time.

Director Angell made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the Treasurer's Report for October and November. (see attached)

OLD BUSINESS

Director Kilpatrick asked where the off-site training and conference expenses were shown. Director Creager stated that they are included in the training budget of \$64,500.00. This is only \$2,400.00 more than last year. There is \$100,000.00 for each PSAP built into the budget for Phase II Compliance. That would be the second installment for each PSAP for a total of \$200,000.00 for a two year period for Phase II Compliance. Director Creager also stated that in his estimate the Board would only be expending \$700,000.00 out of the 2002 Phase II Compliance money. The savings kept the Board from making a supplemental budget appropriation for 2002. (Detailed report attached)

Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the 2003 Proposed Budget.

UNIVERSAL SERVICE CHARGE

Attorney Tharp stated that the Universal Service Charge complaint was filed against the PUC and Qwest Service. He explained that procedurally what happens is that in a period of twenty days they file an answer. In turn he has a Motion for Summary Judgment ready and files that. The PUC is represented by the Attorney General's office and Qwest files a response. A reply follows that and then the court will make a decision based on the paperwork presented to them. He stated that there is a ninety day time frame on the decision.

FIRST RESPONDER MODULE

After some discussion it was determined that it was no longer needed.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

Kimberly Culp, Golden Police Department asked for approval of \$5,020.00 for training costs and stated that this is for a combination of all the approved agencies and had

been approved by the Technical Committee.

Tony Coraggio presented the following minor equipment purchases under \$10,000.00.

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

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions presented her report to the Board. She stated that she has corrected and completed 651 errors since she took over the MSAG Coordinator position. She reported that of the 709 reports from Qwest, there were 180 errors when she first started. More than 127 of them were more than forty-five days old and some of them quite a bit older. There are now ten errors that need to be corrected. There are 32 MSAG errors in Intrado, three of which have been referred to another county or telephone company to change information on them. Three of the errors are brand new that came in the prior day and 26 that she initiated the prior day just to get them out of her report. There are 19 EPN errors. She explained that the EPN System has numerous errors and most of those are on the GIS or Mapping side so she makes sure the MSAG is correct and lets Intrado know where she thinks the other addresses are. She has informed Adams, Broomfield, Jefferson and Park counties that they need to give her new information, but has been told that Park County does not have the information.

She stated that she has worked on KeyMobile which is VoiceStream and it is the only wireless company that is not Phase I Compliant. They have all the information that they need from Jefferson County to go ahead with the project and are waiting for trunks from Qwest. She stated that she has tried to obtain the name of a contact person at Qwest and has also called the PUC. She also stated that Cricket is now Phase I Compliant. She has also worked on a 911 hang-up call that kept occurring and tried to follow up with the telephone company, but after extensive work, was unable to resolve it completely.

Minutes of December 19, 2002

Page 4

Director Kilpatrick asked how much time had been spent on the 911 MSAG errors. She stated that she had spent approximately thirty hours a week. Barb Farland stated to the Board that the Technical Committee is very pleased with the job that she has done and her ability to solve problems.

REQUEST FOR REIMBURSEMENTS

Director Lucatuorto made a motion, duly seconded by Director Angell and the Board unanimously approved the reimbursement to West Metro Fire for Phase II Equipment in the amount of \$93,408.00 pending receipt of the expenditure by Director Creager.

Director Creager made a motion, duly seconded by Director Lucatuorto and the Board unanimously approved the \$70.00 reimbursement to West Metro Fire for the

attendance of one of their dispatchers to the 2002 APCO/NENA Conference.

CONTRACT RENEWAL FOR MSAG COORDINATOR

Barb Farland asked the Board if they would be continuing the MSAG Coordinator Contract for another year. She stated that the contract reads the same as last year's with only the dates changed. Barb stated that the Technical Committee is very pleased with the progress that Jaci Marie Louise has made in the last six months.

Director Angell made a motion, duly seconded by Director Lucatuorto and the Board unanimously approved the 911 Solutions Contract in the amount of \$62,000.00 for 2003.

At this point, Director Peratt asked the Board about monies approved at the last meeting for the hearing impaired and an e-mail from Kimberly Culp saying that the EPN would be able to do that by the end of the year. Barb Farland stated that Intrado had advised her that they would have TDD capabilities by December 31, 2002 and will follow up with them to see where that stands. Barb also stated that by the first quarter of next year, they will have fax, e-mail and pager capabilities. She also said that the EPN is coordinating with the Center for Missing and Exploited Children. Any city or agency that needs to use that system can do so and the Center for Missing and Exploited Children will pay for it.

She informed the Board that America's Most Wanted has learned about this and will be airing a family safety program in January or February. She told the Board that due to their foresight, they will be a major part of the program. She thanked the Board on behalf of the Technical Committee for a great year.

Minutes of December 19, 2002

Page 5

RESPONSE TIME BY PSAPS

Director Angell brought up his concern for response times by the agencies and the fact that sometimes the response time may be misleading. Attorney Tharp stated that Director Angell's concern is whether the Board has jurisdiction over these types of issues and whether it can utilize its funding authority to help resolve the issue. He stated that since the Board is not responsible for operations, it would be within their discretion if they wanted to impose a method of reporting on these types of issues on the PSAP'S and then it would be up to the Board on how they would want to enforce that. Barb stated that not all fire departments dispatch alike and if the Board wants to set a precedent, it needs to go through the Fire Council. Director Lucatuorto offered to present this to the Fire Council at their January 8th meeting and report to the Board at

the February meeting

Attorney Tharp informed the Board that he had received an e-mail from the E-911 Task Force advising him that the Joint Budget Committee has recommended that the definition of Emergency Telephone Charge be amended to include funding for the Poison Control Hotline. The Poison Control Hotline had previously been within the Department of Public Health and Environment. It is now looking for a way to fund their hotline and is considering moving it into the 911 surcharge for funding. Patti Jo Ryan from Qwest informed the Board that the Poison Control Hotline had approached the Board about six years ago with the same proposal and had been turned down because 911 does not fund anything other than 911 PSAP'S and 911 functionalities. Poison Control is not always used by 911 and is accessed by Doctors, hospitals and ordinary people and is not directly connected to 911. Director Creager asked if the Board needed to take a position on this. Attorney Tharp stated that there is a PUC meeting on January 9th and is sure that it will be a topic of conversation that they will want to take back to the legislature to give them input they received at the PUC meeting. Attorney Tharp told the Board that there would not be testimony at the Task Force meeting. It would just be a topic of discussion to tell the PUC what the Authority Board's position is so that they can take this back through the political process.

OTHER BUSINESS

Director Kilpatrick informed the Board that the election of new officers would take place at the February meeting.

ADJOURNMENT

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

**Next Regular Meeting will be held on
February 20, 2003 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

FEBRUARY 20, 2003 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

OLD BUSINESS

TECHNICAL COMMITTEE REPORT

MSAG COORDINATOR REPORT

NEW BUSINESS

REQUEST FOR EXPENDITURES

FIRE COUNCIL MEETING REPORT

ELECTION OF OFFICERS