

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

**February 20, 2003**

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 Judy Peratt  
                             Dennis Tharp, Attorney  
                             Debbie Quinn, Secretary

Absent:                 Director Bill Lucatuorto

Also Present:        Jaci Marie Louise, 911 Solutions  
                             Sue Steward, Arvada Fire Department  
                             Carla Milne, Jeffco Sheriff's Office  
                             Julie Miller, Arvada Police Department  
                             Larry Stodden, Wheat Ridge Police Department  
                             Tony Coraggio, Broomfield Police Department  
                             Shaina Lee, Evergreen Fire  
                             Nina Stringham, Arvada Fire  
                             Mike Hobbs, Qwest  
                             John Camper, Lakewood Police Department  
                             Kathy Cline, Golden Police Department

**MINUTES**

Director Kilpatrick called the meeting to order. Director Lucatuorto was absent. Director Angell made a motion, duly seconded by Director Creager and the Board by majority vote with Director Lucatuorto absent, approved the Minutes of December 19, 2002 with a minor change to the top of page 4.

**TREASURER'S REPORT**

Director Creager presented the Treasurer's Report.

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

### **TECHNICAL COMMITTEE REPORT**

Julie Miller, Arvada Police Department, gave the technical committee report because Barb Farland was absent. Sue Steward, Arvada Fire presented the training requests for the technical committee in the amount of \$6,097.00. She did not have paperwork for West Metro Fire District and so did not include their requests in the total amount requested. Director Creager made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the training expenditure requests of \$6,097.00 excluding \$910 for West Metro Fire.

Tony Coraggio, Broomfield Police Department presented the Minor Equipment expenditure requests. He also made a request for a 911 Simulator for \$2,000 for Jefferson County with the money coming out of the 911 Education Budget. This is a hands on simulator that makes explaining E911 functions easier for schools and senior centers. Director Angell asked if the simulator would only be used at Jeffco? Director Kilpatrick asked if every agency would need a simulator or would it be possible to share two simulators for the County? Carla Milne, Jeffco Sheriff's Department said that scheduling conflicts could be a problem because there are so many Jeffco schools to get to. Tony Coraggio said they would discuss sharing a simulator with several agencies perhaps by area at the next meeting. Director Creager stated that the educational materials budget was \$25,000 for the entire County. Director Creager suggested that the agencies coordinate with Jeannette Stack in Arvada to figure out how many traditional educational materials are needed for each agency. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the Minor Equipment Expenditure Requests for a total of \$10,806.50 and excluded the expense for the 911 Simulator.

### **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 61 outstanding errors. She corrected 108 errors in February. She filed an informal complaint to the FCC concerning Team Mobile and Phase I compliance. The Colorado Mills street problem between Colfax Avenue and Colfax Drive was cleared up. Entrado is asking for verification of boundaries and the PSAP's are exploring ways to fix the mapping discrepancies. Jaci is starting with Broomfield and looking at their MSAG and CAD errors to see if she can match all the street names and then will go on to each agency to do the same. (report enclosed)

Julie Miller stated that the Technical Committee as a group asked Jaci to change the ALI Display to show the area that an address was actually in instead of the mailing address. She also announced that Vicki Pickett was collecting orders from the agencies for headsets. Barb Farland sent an e-mail to all agencies stating that when you launch an EPN there is now a TDD capability. You can type in a message and e-mail it to Entrado or put it on the web and it will trigger a response to all TDD customers.

### **REQUEST FOR EXPENDITURES**

Carla Milne, Jefferson County Sheriff's Department requested \$89,000 for Printak Cads Upgrade for Phase II Compliance to be taken out of the \$100,000 Phase II funds set aside for Jeffco. Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the expenditure request not to exceed \$100,000 of their Phase II funds for Printak Cads and the associated hardware. Director Kilpatrick asked if every attorney in each PSAP looks over and approves contracts and was told that each attorney should be approving the contracts for their agency. Director Angell suggested they consider contracts subject to Attorney Tharp's approval.

Sue Steward, Arvada Fire, requested a \$154,235 expenditure for 3 Positron Power Phone positions. Director Peratt made a motion, duly seconded by Director Creager and by majority vote with Director Lucatuorto absent, the Board approved \$154,235 for the Phone Consoles.

### **NEW BUSINESS**

Director Lucatuorto attended the Fire Council Meeting and will report at the next meeting.

### **ELECTION OF OFFICERS**

Director Creager made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent the Board approved the appointment of the current configuration of officers for 2003.

Sometime in the near future Director Kilpatrick would like to have the Technical Committee and the Board discuss the feasibility of the same Countywide 911 systems, equipment, CAD and records management.

Julie Miller, Arvada Police Department mentioned that Patty Jo Ryan was going to nominate Barb Farland as PSAP representative to the Colorado 911 Task Force but since both parties were absent it will wait until the next 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 Lucatuorto absent, the meeting was adjourned.

**Next Regular Meeting will be held on**

**April 17, 2003 at 1:00 P.M.**

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

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

APRIL 17, 2003 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

911 SIMULATOR

FIRE COUNCIL MEETING

COUNTYWIDE EQUIPMENT FEASIBILITY STUDY

NOMINATION TO COLORADO 911 TASK FORCE

**NEW BUSINESS**

TECHNICAL COMMITTEE REPORT

REQUEST FOR EXPENDITURES

CRITICAL INCIDENT DISPATCH TEAM

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

**April 17, 2003**

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 Judy Peratt  
                             Dennis Tharp, Attorney  
                             Joyce Woodley, Secretary

Absent:                 Director Bill Lucatuorto

Also Present:         Jaci Marie Louise, 911 Solutions  
                             Judy Wolff, Jeffco Sheriff's Office  
                             Bruce Roome, Arvada Fire  
                             Sue Steward, Arvada Fire  
                             Patrick Purdy, West Metro Fire  
                             Mark Krapf, West Metro Fire  
                             Jim Bradley, Lakewood PD  
                             Julie Miller, Arvada PD  
                             Diana Dolan, West Metro Fire  
                             Carla Milne, Jeffco Sheriff's Office  
                             Colleen Eyman, Lakewood PD  
                             Rebecca Glascock, West Metro Fire  
                             Cindy Matthews, West Metro Fire  
                             Larry Stodden, Wheat Ridge PD  
                             Tony Coraggio, Broomfield PD  
                             Patty Jo Ryan, Qwest  
                             Brian Kelley, Qwest  
                             Nina Stringham, Arvada Fire  
                             Vicky Pickett, Westminster PD

**MINUTES**

Director Kilpatrick called the meeting to order. Director Lucatuorto was absent. Director Creager made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the Minutes of February 20, 2003.

**TREASURER'S REPORT**

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

## **OLD BUSINESS**

### **911 SIMULATOR**

Since the meeting was cancelled the previous month, the Technical Committee will discuss this during the June meeting.

### **FIRE COUNCIL MEETING**

There was no discussion due to the absence of Bill Lucatuorto who is the President of the Fire Council.

### **COUNTYWIDE EQUIPMENT FEASIBILITY STUDY**

Director Angell stated that he had received the Phase II Compatibility Status Report. Barb Farland informed the Board that some of the information on the report had changed due to information received from Patty Jo Ryan from Qwest. Patty Jo gave the Technical Committee a figure of approximately \$8,000 to become Phase II compliant. She estimated that the PSAP'S should be Phase II Compliant by the end of 2003 or the first quarter of 2004. Director Creager asked Barb if the Board needs to send a Phase II letter to the carriers when we are ready. Patty Jo said that she had a copy of a Phase II request letter and would make it available to the Board. She explained to the Board that they will need to send the letter to the carriers when their equipment is ready and the carriers will have six months to get the Phase II information to the Board. The Board in turn will let Qwest know if they are ready. At that time, Patty Jo will contact someone on the Board or Barb Farland, whomever the Board chooses to receive the information and Qwest will issue the paperwork. She stated that there is an activation fee in the amount of \$374.58 per PSAP. She went on to explain that Qwest reconditions the two data circuits so that they will take the 30W format instead of the 30D format and Qwest will reissue the paperwork. She stated that the Board will receive a separate bill and only Wireless Phase II will have a one time charge for each PSAP at a monthly rate of 16 cents per 100 subscriber lines.

### **NOMINATION TO THE COLORADO 911 TASK FORCE**

Director Kilpatrick read a letter from Qwest, dated March 11, 2003 to the Colorado PUC 911 Task Force Division. The letter submitted the name of Barb Farland to be the Authority Board's representative as a voting member of the 911 PUC Task Force.

The letter asked that Qwest be notified of the Task Force's acceptance. Director Angell made a motion, duly seconded by Director Peratt and by majority vote, with Director Lucatuorto absent, the Board approved the motion to have Barb Farland represent the 911 Task Force for the County.

## **NEW BUSINESS**

### **TECHNICAL COMMITTEE REPORT**

Sue Steward, Arvada Fire presented the March and April training requests for the Technical Committee. She stated that there had been some changes made to what the Board had previously received. The total of the requests was \$11,172.72. However, there was one training request for Lakewood for Intergraph Users Group which the Technical Committee did not approve because they thought it was directly related to CAD more than 911. Without that amount, the total came to \$7,272.72.

Director Angell made a motion, duly seconded by Director Peratt and by majority vote, with Director Lucatuorto absent, the Board approved the training requests in the amount of \$7,272.72.

Tony Coraggio, Broomfield Police Department presented the Minor Equipment expenditure requests. He requested a reimbursement for the Arvada Police Department for five flat screen monitors for their plant phone system in the amount of \$8,040. He stated that \$4,500 had already been budgeted and that \$3,540 is going to be from their Phase II monies. Also from Arvada PD, made a request for reimbursement for mapping upgrade from their Phase II monies of \$5,450. Arvada Fire Protection District, requested three consoles in the amount of \$2,030.

Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the equipment requests in the amount of \$15,520.00.

Vicki Pickett, Westminster Police Department presented an expenditure request for replacement headsets for nine of the ten agencies in the amount of \$14,265.63 plus shipping costs. She stated that there are a few items that have been backordered and should be another \$20 to \$30 in shipping costs. Director Creager asked which PSAP was not included and was told that it was Arvada Fire since they had just placed an order.

Director Creager made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the bulk order of headsets for nine of the ten PSAP'S for an amount not to exceed \$15,000.00.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions, Inc. presented her report to the Board. She stated that she had completed 124 errors in April and 127 errors between February and March and that there are no new outstanding errors. There are 3 errors in MSAG that have been referred to another county or telephone company. There are 19 Ali errors in the system, 17 of which also need to be corrected by another county. Most of them are telephone company errors and may take a while to be corrected.

She reported one new error and one that she is working on to fix the MSAG. There are about 300 plus addresses for her to go through to correct this error. There are 24 EPN errors on the March report to be verified. She has completed all but two of 109 street changes from the county and is still waiting to get some information regarding the Westminster street requests. There are 10 errors that need to be done for a total of 44 outstanding errors. She has made sixteen phone calls, checked 579 addresses individually, sent an e-mail to Jefferson County with thirty separate addresses and all but two of them have been corrected.

T-Mobile sent her some new sites to be routed and twelve older sites to be verified and she's hoping they will be Phase I compliant within a month.

She checked on the e-mails that Wheat Ridge is receiving from a cellular company. The company is TCS and they handle the Phase I and Phase II systems for Verizon Wireless and several others. Every time there is a problem with their system regardless of where the problem is occurring, they sent e-mails to a set list. The problem reporting system will report a problem anywhere. To be removed from the list, you send a reply and ask that you be removed from the list.

The Lakewood error for an AT&T wireless call that did not give a proper call back number came from a non-initialized wireless phone. She sent an e-mail to all PSAPs to let them know that these phones will show up with the area code of 911 and the last seven digits of the phone's serial number. A non-initialized wireless phone is a phone that does not have a phone number or a service provider. These phones are being given to victims of domestic violence. She would like to work with the organizations that distribute these phones to help educate them. She can put together literature explaining proper 911 procedures and that 911 will not get a location or a call back number with these phones. She is hoping to be able to give the literature with the phones.

She has been working with Broomfield to verify routing for North Metro Fire Department to assist in the change of dispatch centers. She has been working with Boulder and they stated that they would make changes to their CAD system and did not need any MSAG changes. She verified 340 addresses in Jefferson County to make sure they were routing properly and found only 4 MSAG changes. She is still working with Evergreen on their street discrepancies.

Barb Farland had a couple of other things from the Technical Committee. She wants the Board to be aware that AT&T wants to create one default site for the entire state. She explained that currently when a PSAP defaults, it will go to the County and they carry trunk lines to the County. They want to eliminate those trunk sites and make one PSAP for the entire state. She also suggested that the Board consider the PS Ali issue sometime in the coming year in regard to the 100 Jefferson County Parkway address .



She also asked the Board if they would consider meeting more often. She told them that one of the things that has been brought up in the Technical Committee meetings is the funding issues that can be a problem on a two month basis. She told the Board that according to its by-laws, it is up to their discretion how often they meet. She suggested that they meet every month or find a way of submitting requests and having a response from the Board in between meetings. Director Creager mentioned that even if the Board met on a monthly basis, West Metro supplies the accounting service and the Board contracts with them to pay that service every two months. Consequently, the Board would have to renegotiate their contract. Attorney Tharp stated that a special meeting can be called if critical issues come up in between meetings.

### **REQUEST FOR EXPENDITURES**

Julie Miller, Arvada PD presented a request for a Plant Phone Upgrade System not to exceed \$15,000.00. Director Angell made a motion, duly seconded by Director Creager and by majority vote, with Director Lucatuorto absent, the Board approved the expenditure request not to exceed an amount of \$15,000.00.

Sue Steward, Arvada Fire presented a request for funding in an amount not to exceed \$56,500.00 for Phase II Mapping/Cad Upgrade. Director Peratt made a motion, duly seconded by Director Creager and by majority vote, with Director Lucatuorto absent, the Board approved the expenditure for \$56,500.00.

Marc Krapf, West Metro Fire presented a request for a Workstation Server Upgrade for \$109,000.00 with \$9,000.00 coming out of line item equipment budget. Director Angell made a motion, duly seconded by Director Creager and by majority vote, with Director Lucatuorto absent, the Board approved the expenditure request for \$109,000.00.

### **CRITICAL INCIDENT DISPATCH TEAM**

Bruce Roome, Arvada Fire spoke to the Board regarding the Critical Incident Dispatch Team that was formed in Jefferson County in 2001 because of the Columbine incident. Since Jefferson County became the main contact during that incident, the dispatch centers agreed to contribute dispatchers to help out and the Authority Board funded the first training. The team was formed with eight to ten agencies contributing a total of 27 dispatchers. He explained that since the team uses their personal vehicles and supplies their own T-Shirts and Sweatshirts that are used to identify them, he was requesting funding for additional clothing and personal items. Director Angell suggested that he contact the Jefferson County Incident Management Team for funding. Bruce informed the Board that he had already contacted them and they recommended that he approach the Authority Board for help. Director Angell said that he would push it through the IMT because he does not believe that it is something that falls under the Authority Board's obligation to pay.

Cindy Matthews, West Metro Fire invited the Authority Board to their Children's Fire Muster on June 14<sup>th</sup> as one of their participating agencies. This would give the Board the opportunity to educate citizens about the Board's duties, the fees that are assessed, and how those funds are used to benefit the citizens of Jefferson County. She also mentioned that Health One is sponsoring the event and will have a mock 911 station at the event and will be in need of 911 dispatchers to help out. She also asked about how to submit a request for some of the public education funds that the Authority Board has available. Director Creager stated that he had already been contacted by someone from West Metro who had asked for a \$500 donation for public education. He said that West Metro is budgeted for \$2500 in public education funds for 2003. He told her to submit her request to the representative of the Technical Committee and they would present it to the Board.

### **ADJOURNMENT**

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

**Next Regular Meeting will be held on**

**June 19, 2003 at 1:00 P.M.**

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

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

June 19, 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

911 SIMULATORS

FIRE COUNCIL MEETING

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

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

**June 19, 2003**

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:         Jaci Marie Louise, 911 Solutions  
                             Barbara Farland, Jeffco Sheriff's Office  
                             Sue Steward, Arvada Fire  
                             Mark Krapf, West Metro Fire  
                             Julie Miller, Arvada PD  
                             Carla Milne, Jeffco Sheriff's Office  
                             Colleen Eyman, Lakewood PD  
                             Nina Stringham, Arvada Fire  
                             Vicky Pickett, Westminster PD  
                             Shaina Lee, Evergreen Fire  
                             Kimberly Culp, Golden PD

**MINUTES**

Director Creager called the meeting to order. Directors Kilpatrick and Lucatuorto were absent. Attorney Tharp provided some minor corrections to the minutes to the secretary before the meeting. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Directors Kilpatrick and Lucatuorto absent, the Board approved the Minutes of April 17, 2003.

**TREASURER'S REPORT**

Director Creager presented the Treasurer's Report. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Directors Kilpatrick and Lucatuorto absent, the Board approved the Treasurer's Report for April and May, 2003. (see attached) Director Creager stated that he is in the planning stages for the 2004 budget. He will send letters to all the PSAP's and unless he hears of any changes he will follow the suggested budget plan.

## **OLD BUSINESS**

### **TECHNICAL COMMITTEE REPORT**

Kimberly Culp, Golden Police presented the May and June training requests for \$7,933.00. Barbara Farland expanded on the group training request for the Board and stated that every group would be using the same materials and getting the same training. Director Angell made a motion, duly seconded by Director Creager and by majority vote, with Directors Kilpatrick and Lucatuorto absent, the Board approved the training requests in the amount of \$7,933.00.

Sue Steward, Arvada Fire presented the Minor Equipment expenditure requests for \$2,542.12. Director Angell made a motion, duly seconded by Director Creager and by majority vote, with Directors Kilpatrick and Lucatuorto absent, the Board approved the training requests in the amount of \$2,542.12.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions, Inc. presented her report to the Board. She stated that 204 errors were corrected and completed. She found 53 EPN errors. That left a total of 30 outstanding errors. Channel 4 news did a piece on Denver 911 MSAG errors and used Jaci Marie Louise to present the solution to the problems. Jaci is looking into how to get some public education out to owners of non-initialized wireless phones. There are 65,000 tons of old cellular phones and a very big need to reuse them. There is also a need to educate the public to scrub the old information out so when you call 911 it will not bring up the old number.

Director Lucatuorto was present.

The PUC Taskforce is rewriting 911 Legislation. Barb Farland stated that FEMA will reimburse for EPN services used in Evergreen. EPN and Intellecast are two separate things. EPN is owned by Qwest and sold by Qwest. Intellecast is sold by Intrado who creates and handles EPN. It is approximately 50% higher because they have to get the database from Qwest. Gilpin County is now up on EPN and Park County is computer eligible. So most of the agencies around now have EPN and about 87% of the state is now covered.

Barb Farland mentioned that being PSALI compliant is one of the main goals of the County. They are meeting on Tuesday with the Commissioners to make final arrangements for the County buildings. The cost to update the County is initially \$1000 to \$3000 per building to make the changes and \$1100 to \$1500 a month to continue the coverage.

Colleen Eyman, Lakewood Police stated that they are taking an active step by preparing a pamphlet and video for education of the business community. For a \$5,000 fee they will be able to get Ed Sardella as a speaker and Lakewood will do the

scriptwriting, editing and production for the video presentation. Director Lucatuorto suggested that they make some tapes for the fire and police community so that anyone can use the tape for distribution. He suggested using the training money budgeted for countywide use. Westminster does not have PSALI. Director Lucatuorto also requested that the Board view the tape when it is finished.

### **911 SIMULATOR**

No report.

### **FIRE COUNCIL MEETING**

Director Lucatuorto attended the fire council meeting. Rule 1710, 1720 talks about response time and has one rule for career and one for volunteers. He told Barb that he would get her a copy of the rules. Fire Chiefs are not bound by the rules.

### **NEW BUSINESS**

Sue Steward, Arvada Fire presented a reimbursement request for EMD retraining for \$4,130. Arvada Fire has \$870 left from their training budget. Director Angell made a motion, duly seconded by Director Lucatuorto and the Board approved \$870 for the reimbursement request. Director Angell suggested that Arvada Fire check their Phase II money and if they have any left then come back with a request for the rest of the bill.

Colleen Eyman, Lakewood Police Department presented an expenditure request for Dictaphone logging recorder for an amount not to exceed \$75,000. It was a budgeted request. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick absent, the Board approved the expenditure request for an amount not to exceed \$75,000 for a log in recorder for Lakewood Police.

Colleen Eyman asked for reapproval of an April 2002 Board meeting request for mapping, TDD interphase, ANI/ ALI interphase for the CAD system for Phase II compliance of \$170,000. They received the bill this week.

Director Creager said that he closes the budget at the end of the year and notifies the state at that time and provides them with a final budget document. The money does not carry over but needs to be reappropriated each year.

Director Angell made a motion, duly seconded by Director Lucatuorto and the Board approved \$170,000 for the Phase II equipment. Director Creager reminded the Board that they may have to do a supplemental budget appropriation request at the end of the year to cover expenses.

Colleen Eyman, Lakewood received a quote from Plant for the preliminary phone upgrade of approximately \$230,000. They have 12 positions and need to upgrade every 3-5 years. They would like to upgrade now before they move. Lakewood will try

to break it down and see what they can take out of there. Arvada, Westminster, Lakewood and West Metro will all need to upgrade.

Director Creager stated that 4 systems would need to be replaced in the next year. The Board needs to prioritize these expenses and find the money to meet the expenses. He again suggested that all budget requests be sent in so that the Board can decide about the tariff rate by the August meeting. Director Creager also suggested that if every one is Phase II compliant by the end of the year that would free up a million dollars and could help pay for the phone upgrades.

Mark Krapf, West Metro Fire asked for an expenditure request of \$70,000 for a logging recorder with direct payment to be made to the vendor. Director Lucatuorto made a motion, duly seconded by Director Peratt, and the board by majority vote with Director Kilpatrick absent, approved the expenditure request in an amount not to exceed to \$70,000 for a logging record. Mark Krapf stated that West Metro Fire is willing to work with Lakewood to make the co-location work.

Director Angell suggested that all PSAP's plan ahead and anticipate major expenditures so they do not take place at the same time.

### **ADJOURNMENT**

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

**Next Regular Meeting will be held on  
August 26, 2003 at 1:00 P.M.  
In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 26, 2003 AT 3:30 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**

AUDIT

PRELIMINARY BUDGET

EMERGENCY TELEPHONE CHARGE/TARIFF RATE CHARGE

REQUEST FOR EXPENDITURES

RENEWAL OF MSAG COORDINATOR'S CONTRACT



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

**August 21, 2003**

The E911 Emergency Telephone Service Authority Board did not hold a meeting on August 21, 2003 due to lack of a quorum.

Present:                Director Bill Kilpatrick  
                             Director Gary Creager  
                             Dennis Tharp, Attorney  
                             Joyce Woodley, Secretary

Absent:                 Director Don Angell  
                             Director Bill Lucatuorto  
                             Director Judy Peratt

Also Present:         Jaci Marie Louise, 911 Solutions  
                             Carol Workman, Westminster PD & Fire  
                             Karin Hermosillo, Westminster Police & Fire  
                             Barbara Farland, Jeffco Sheriff's Office  
                             Diana Dolan, West Metro Fire Rescue  
                             Sue Steward, Arvada Fire  
                             Carla Milne, Jeffco Sheriff's Office  
                             Colleen Eyman, Lakewood PD  
                             Shaina Lee, Evergreen Fire  
                             Kimberly Culp, Golden PD  
                             Patty Jo Ryan, Qwest 911  
                             Jim Bradley, Lakewood PD  
                             Kim Coleman, Broomfield PD  
                             Tony Corragio, Broomfield PD

With only two Board Members present, the Board was unable to obtain a quorum and was only able to informally receive the Audit Report.

**AUDITORS REPORT**

Director Creager introduced the Boards' auditor, Kyle Cutler from the accounting firm of Swanhorst and Cutler LLC. He presented the Board with an independent auditor's report for the year ending December 31, 2002. He thanked Scott Meyers for his help in preparing the report. He stated that in 2002, the Board received a "qualified" opinion which is the best opinion that can be given to an Authority Board. That means that all the accounting procedures and policies of the Authority Board are in order and in accordance with generally accepted accounting principles. He stated that the Boards' ending equity balance is 3.9 million, which is approximately 125% of 2002's expenditures and stated that the Board has a healthy ending equity balance to cover expenditures for at least the current year. He stated that the Board had a net income Minutes of August 21, 2003 for the year of \$580,000 which is a significant increase over last year. Most of the increase is due to a raise in the tariff rates and the fact that we did not have as much in equipment charges.

## **Minutes of August 21, 2003**

### **Page 2**

Attorney Tharp asked about a statement in the report regarding accounting principals which states that the Authority has elected not to apply Governmental Accounting Standards Board (GASB 34) statements and interpretations issued after November 30, 1989. He asked if this statement was significant and whether it is something that should occur. Mr. Logan stated that it is a required statement for governmental accounting policies and procedures required of a government entity which owns real property. Normally when you have an enterprise or business type activity, they will follow financial accounting standards boards, while a government follows government accounting standard board policies and procedures. That means that the Authority Board is following governmental standards unless there's a GASB that supersedes it.

The Board had no further questions.

### **ADJOURNMENT**

The meeting was adjourned and a special session called for Tuesday, August 26, 2003 at 3:30 P.M.

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 26, 2003 AT 3:30 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

TREASURER'S REPORT

**OLD BUSINESS**

TECHNICAL COMMITTEE REPORT

MSAG COORDINATOR REPORT

**NEW BUSINESS**

PRELIMINARY BUDGET

EMERGENCY TELEPHONE CHARGE

TARIFF RATE CHARGE

REQUEST FOR EXPENDITURES

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

**August 26, 2003**

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  
                             Joyce Woodley, Secretary

Absent:                 Director Don Angell  
                             Director Bill Lucatuorto

Also Present:         Jaci Marie Louise, 911 Solutions  
                             Carol Workman, Westminster PD & Fire  
                             Barbara Farland, Jeffco Sheriff's Office  
                             Sue Steward, Arvada Fire  
                             Carla Milne, Jeffco Sheriff's Office  
                             Colleen Eyman, Lakewood PD  
                             Shaina Lee, Evergreen Fire  
                             Kimberly Culp, Golden PD  
                             Patty Jo Ryan, Qwest 911  
                             Jim Bradley, Lakewood PD  
                             Tony Corragio, Broomfield PD  
                             John Camper, Lakewood PD

**MINUTES**

Director Kilpatrick called the meeting to order. Directors Lucatuorto and Angell were absent. Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Directors Lucatuorto and Angell absent, the Board approved the Minutes of June 19, 2003.

**TREASURER'S REPORT**

Director Creager presented the Treasurer's Report. Director Peratt made a motion, duly seconded by Director Kilpatrick and by majority vote with Directors Lucatuorto and Angell absent, the Board approved the Treasurer's Report for June and July 2003. (see attached) Director Creager stated that so far the Board does not need a supplemental budget appropriation. However, because some recent non-budgeted expenditures were approved by the Board at the last meeting, he anticipates that the Board will have to do a supplemental budget appropriation prior to the end of the year.

## **OLD BUSINESS**

### **TECHNICAL COMMITTEE REPORT**

Kimberly Culp, Golden PD presented the training request for the period ending in August in the amount of \$15,554.00. She stated that the reason for the large sum was EMD Training for all of the Golden PD and Arvada Fire dispatchers. She also stated that the other PSAP's in Jefferson County have agreed to pool their funds from their allotted training budgets to help cover the cost for Golden PD and Arvada Fire. Director Creager asked if Golden's EMD Training in the amount of \$5,500.00 is the \$3,300.00 budgeted for their training and then the balance taken from the other PSAP'S or if all of it was taken from the other PSAP'S. Kimberly stated that she had used approximately \$500.00 from her training budget and the remaining amount would be budgeted from the other PSAP's and the same for Arvada Fire. They have expended all of their training budget and their amount for EMD Training for the \$3,260.00 is from the other PSAP'S.

Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Directors Lucatuorto and Angell absent, the Board approved the August training requests in the amount of \$15,554.00.

Tony Coraggio, Broomfield PD presented the Minor Equipment expenditure requests under \$10,000.00. The first was for \$7,000.00 for Qwest upgrade for Positron Phone System for Phase II equipment upgrade. The second request was for wireless headsets for Golden for \$3,000.00. Director Creager made a motion, duly seconded by Director Peratt and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved the minor equipment purchase in the amount of \$7,000.00 for Broomfield PD out of Phase II monies and \$3,000.00 for headsets for Golden PD.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions Inc. presented her report to the Board. She stated that the PUC has been working on rule making and informed the Board that there is an all day workshop for rule making on September 4<sup>th</sup> and if anyone is interested in attending, it will be on how the PUC regulates the telephone companies and 911 related issues.

She stated that in August she corrected 163 new and outstanding errors. 32 of them were initiated by Intrado, 58 were ALI , 71 were MSAG and 2 were wireless errors. There was one MSAG error waiting to be updated in Intrado, 13 ALI errors of which 7 have been referred. One has been there for another county to update. She has been trying to follow up with that county to move it along and get it out of the file. 5 were misrouted and have been referred for routing verification. There were 1195 total EPN errors. She said that what is happening is that there are map updates that they needed and she has contacted Broomfield and Westminster GIS and has not heard from Intrado yet, but will follow up with them. The Specific Address Unknown (SAU) report has 17 errors. She has been trying to get these corrected since only four of these errors are in Jefferson County. There are no 701/709 errors which are the street and

house number error reports. There are 24 various MSAG changes that need map verification. There are 206 streets in Evergreen that still need to be fixed. Three highway names need to be verified with Jefferson County for consistency in Evergreen and elsewhere. In total there are 27 outstanding errors but that does not include all the errors that are inherent in MSAG. She made 76 phone calls to telephone customers and checked 332 individual addresses. There are seven ALI errors that have been referred to a telephone company. She has contacted the Intrado representative twice for each of these and sent emails to the two companies she was able to get contact information for. She is still working on getting contact information on the other company that has an old error. After speaking with Qwest about Intrado's misroute wording to "have customer test call in 48 hours," Intrado changed the wording and policy when correcting misroute errors. These will now be referred to the telephone company to verify routing and requesting test calls from the customer will not be necessary. This puts the liability back on the phone company instead of the PSAP's.

She stated that she is still working with T-Mobile on their errors. She assigned one new AT&T Wireless site. She is working with Corporate Express to try to get them to stop faxing 911 into Westminster. She has asked Intrado for help in finding someone in MCI to help alleviate these errors. Lakewood had 27 missing errors and they have all been corrected.

Director Kilpatrick asked Jaci if she had a report for December showing the errors at the time she was hired and what they are today. Jaci stated that she would provide this to the Board.

Barb Farland thanked Director Creager on behalf of the Technical Committee for explaining the budget to them and how it works and based on the information that he gave, there is a better understanding on how the money is requested and how it is budgeted and spent. Commander Creager advised the Technical Committee that they could increase the headset budget for 2004 to cover anticipated new items.

Barb told the Board that Patti Jo Ryan from Qwest said that the Board could request Phase II Compliant for the entire county, but suggested only doing one agency at a time. She feels that the safest way to find out if they are ready is to have one or two agencies be brought up to be Phase II Compliant and test those calls before going any further. The next step is for the Board to send a letter to Qwest requesting Phase II. She stated that the cost is \$376.00 per PSAP and 16 cents per hundred wireless calls that are Phase II Compliant. She formally asked the Board to draft a letter to Qwest requesting this. Attorney Tharp asked how long it would be until the last entity would be Phase II ready. Barb said that it should be by the fall of 2004 based on everything that she has been told. She suggested that the letter go to Qwest as soon as possible and stated that it can be done by email since the letters have to go out to each of the carriers.

Director Creager made a motion, duly seconded by Director Peratt and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved the preparation of a letter requesting Phase II implementation to be sent to Qwest by the October meeting.

### **NEW BUSINESS**

#### **PRELIMINARY BUDGET**

Director Creager stated that he had received all the budget requests from the PSAPs and has begun work on a preliminary budget. Mr. Tharp will post a public notice in the next several weeks stating that a preliminary budget is available for review by the public for the 911 Authority Board. He asked Attorney Tharp when the budget would be adopted and Attorney Tharp said that it would be either in October or December. Director Creager said that he preferred that it be adopted at the October meeting.

Director Creager stated that the proposed budget for 2003 was \$3,332,582.00. The preliminary 2004 budget is \$3,873,600 or a half a million dollars increase over 2003. He increased everyone's training budget since there were some additional requests for extra training, but did not put that into the budget. The proposed training budget for 2004 is almost \$67,000.00. Other line items are accounting \$7,750.00, the audit contract will remain at \$3,000.00. Educational materials countywide went from \$25,000.00 in 2003 to \$30,000.00 in 2004. He stated that he has previously budgeted a million dollars for Phase II, but since it appears that the PSAP's will be Phase II compliant in the first quarter of 2004, he has decreased that amount to \$50,000.00 per PSAP. He told the Board that some PSAP's will need a little extra money and some will not need any at all. Equipment purchases budgeted in 2003 was about \$900,000.00 and that figure is up to \$1.1 million for 2004. Equipment repair expenses have doubled to what they were anticipated to be so he has increased the amount to \$35,000.00. The MSAG Coordinator Contract remains approximately the same. Legal fees have decreased. \$8,500.00 for additional insurance was budgeted for the Board for 2004 based on it's fund balance. Language line remains at about \$12,000.00. Budgeted line charges are \$1.7 million dollars for 2004. He will budget \$15,000.00 for reverse 911 showing it as an outgoing expense and a reimbursement. Miscellaneous expenses for the Board are \$4,100.00, office supplies are \$2,800.00 and training is \$66,400.00.

Director Kilpatrick asked what that would equate to and if it is based per person. Director Creager stated that he has always tried to make sure that there is equity between all the PSAP's and he accounts for different size PSAP's which is approximately \$300 per person or approximately \$3100 per person for training and they can expend it anyway they want. The training budget is as follows:

Sheriff's Department	\$ 9,500	Wheatridge PD	\$ 4,000
Arvada Fire	\$ 4,000	Evergreen Fire	\$ 3,500
Lakewood PD	\$11,000	Broomfield PD	\$ 7,500
Golden PD	\$ 4,000	West Metro Fire	\$ 5,000
Arvada PD	\$ 7,500	Westminster PD	\$ 7,000

In addition, there are some miscellaneous discretionary training funds for the Board for \$3,400.

Director Kilpatrick asked how much individual agencies spend of their own training dollars. Director Creager stated that his guess is that this line item for each of the agencies is probably more than their own line items in their budget for training. He also said that it is a pretty generous training budget. Barb Farland stated that the training that the 911 Authority Board pays for is restricted and they have a list of approved training which was designed by the Technical Committee. Those are the things that the Authority Board will pay for and there are numerous other expenses that the PSAP's use their own training budget for that are not directly related to E911 and some of those expenses that are quite large.

Director Creager stated that the only other large line item is \$1,096,450.00 for equipment. This number will change somewhat based on some adjustments that he has made. He said that he had cost covered almost all of the requests of the PSAP's but it doesn't mean that these are approved expenditures, it just means that if the Board were to approve these expenditures next year, they would be cost covered. These include a net clock for \$7,000.00 for Arvada Fire, a logging recorder of \$70,000.00 for Arvada Fire, and a 911 printer for Arvada Fire for \$6,500.00. A second part of Arvada PD phone upgrade for \$40,000.00. Voice print licenses for Broomfield at \$3,750.00. Two ebased printers for Broomfield for a total combined cost of \$6,500.00. Flat screens for Broomfield at \$10,200.00. EMD cards for Evergreen Fire at \$5,000.00. Positron software for Evergreen Fire at \$5,000.00 and as a combined group of PSAP's to purchase Critical Software for the hiring and testing of future dispatchers for \$30,000.00. A Logging Recorder Upgrade for Golden at \$12,000.00. Phone upgrade for Lakewood PD in the amount of \$522,000.00. A Phone Upgrade for West Metro in the amount of \$190,000.00. A Phone Upgrade for Westminster Fire \$85,000.00. Wheatridge has no request for equipment for 2004. DVD tapes for the entire county for \$4,000.00 and headset replacement for all the county has been budgeted at \$25,000.00 over the \$15,000.00 for 2003.

Director Kilpatrick asked if all of the phone systems are compatible and if so would one bid be potentially less. Barb Farland stated that the agencies cannot be compatible because of the way that the infrastructure is in each of the agencies and the way that they are built. Director Kilpatrick stated that he has spoken to most of the sheriff's and chiefs about the feasibility of someday having the same radio system and Cad and Records Management System. Director Kilpatrick asked that this issue be put on the agenda for October for further discussion.

Director Kilpatrick asked what the Board's obligation is regarding funding to the secondary PSAP's. Attorney Tharp stated that the statute gives great deference to the Board as to how they want to fund. The Board has the discretion to fund as it deems appropriate which means that the Board could choose not to fund secondary PSAP'S. He told the Board that they have to pay line charges, but they can control what they think is appropriate.



Regarding the budget, Director Creager mentioned that he does not think that the Board has a very good strategic plan for the future. He stated that a couple of things that are not in the budget for line items are things like EMD Software and because of the large scale expenses for redoing the communication centers for most of the PSAP's, the Board has not been able to fund this item. However, because of Phase II, the Board has been forced to upgrade all of the phone systems or all of the PSAP's. He said that by the end of 2004, they will have totally upgraded Lakewood's which is the largest PSAP. Consequently for the 2005 budget, they should not anticipate any PSAP upgrades. He stated that he will get final drafts to be considered at the October meeting. He reiterated that the total expenditures will be somewhere in the area of \$3.873 million dollars for 2004. Revenues were budgeted for 2003 at \$3.1. and will be slightly higher than that in 2004 and stated that there would have to be a tariff increase again. Interest income is something that is making a substantial increase so he recommended that the Board not rely upon this because it is too hard to predict, but it will still be a part of the overall budget. He stated that if the Board were to raise the tariff rate to 51 cents, the total revenues would be a total of \$3.8 million dollars and the Board would just barely cost cover it. That means that there would be little or no addition to the fund balance. If it were raised to 52 cents, it would bring in \$3.9 million dollars and gives about \$100,000 for those things that cost more than anticipated and for that reason he recommended raising the tariff rate to 52 cents for 2004. It would mean an increase of 15% over the 2003 tariff rate and a 50% increase from less than five years ago. it would still be one of the lowest tariff rates in the state.

Attorney Tharp asked Patti Jo Ryan from Qwest if she had a line count for Jefferson County for 2004. She stated that she is not increasing Jefferson County's line charges at all. Director Creager stated that he did increase the line item slightly because of the possibility of needing more lines. Director Kilpatrick asked what the Board's fund balance is, and per the audit the fund balance is anticipated at 3.3 million by the end of 2003. Director Creager stated that the Board had appropriated almost \$200,000 that was not in the 2003 budget and may have to do a supplemental budget appropriation.

Director Peratt made a motion, duly seconded by Director Creager and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved a tariff rate increase from the current \$.45 to \$.52.

### **REQUEST FOR EXPENDITURES**

Carol Workman, Westminster PD presented a request for Qwest new phone system software for Phase II Compliance upgrade in the amount of \$12,550.00 and a request for a Phase II CAD upgrade and that request has already been done in the amount of \$44,300.00. She stated that they will not need anymore Phase II monies this year. Director Creager specified that the Phase II monies for CAD upgrade is not an upgrade to their CAD system, which the Authority Board has never paid for before, this is for the mapping part of the CAD system and it is for Phase II Compliance.

Director Peratt made a motion, duly seconded by Director Creager and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved the expenditure in the amount of \$56,850.00 for Westminster PD to be taken out of their Phase II money.

The second request for Westminster PD was for a log-in recorder in the amount of \$60,000.00. Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Directors Lucatuorto and Angell absent, the Board approved the expenditure for a logging recorder in an amount not to exceed \$60,000.00.

Colleen Eyman presented an expenditure for a partial phone upgrade for 2003 in the amount of \$145,000.00. Director Peratt made a motion, duly seconded by Director Creager and by majority vote with Directors Lucatuorto and Angell absent, the Board approved the expenditure for the Lakewood PD for a partial phone upgrade not to exceed \$145,000.00.

Colleen Eyman also presented a request for West Metro Fire for a phone upgrade in the amount of \$77,524.00. Director Creager made a motion, duly seconded by Director Peratt and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved a 911 Server/Workstation upgrade in an amount not to exceed \$80,000.00.

Tony Coraggio, Broomfield PD presented a request for Positron Power Mapping to be taken out of their Phase II money. Director Peratt made a motion, duly seconded by Director Creager and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved \$72,000.00 for Positron Power Mapping to be taken out of their Phase II money.

Tony Coraggio also presented a request for Golden PD in the amount of \$5,000.00 for EMD cards, a Q&A guide, EMD scoring stands and quality assurance. Director Creager made a motion, duly seconded by Director Peratt and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved an amount not to exceed \$5,000.00 for a EMD package for the City of Golden.

Barb Farland presented a request for Arvada PD in the amount of \$50,000.00 for a general phone upgrade. Director Peratt made a motion, duly seconded by Director Kilpatrick and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved an amount of \$50,000.00 to upgrade the Arvada PD phone system.

Barb also presented a request on behalf of the E911 Technical Committee for educational materials for a total of \$20,000.00. Director Peratt made a motion, duly seconded by Director Creager and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved an amount of \$20,000.00 for educational materials for all PSAP's.

Barb also presented a request on behalf of the Jefferson County Sheriff's Office in the amount of \$16,735.00 for 30W lines, upgrade to Positron and an Eprinter. Director Creager made a motion, duly seconded by Director Peratt and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved an amount of \$16,735.00 of their Phase II monies for 30W lines, upgrade to Positron and an Eprinter.

Barb presented the renewal of the MSAG Coordinator Contract. The contract stated the same terms and conditions as set forth in the original agreement. The renewal of the agreement shall extend from December 15, 2003 to December 15, 2005. All other terms and conditions of the agreement shall remain in full force. In effect the compensation during the term of the new agreement shall be at \$62,200.00 per year. The second year of this agreement to renew contract is subject to appropriation by the Authority Board of 2005. Director Creager made a motion, duly seconded by Director Peratt and by majority vote, with Directors Lucatuorto and Angell absent, the Board approved the renewal of the contract for the MSAG Coordinator, Jaci Marie Louise and 911 Solutions for a period of twenty-four months.

#### **OTHER BUSINESS**

Director Tharp reminded the Board that since the PUC is rewriting their 911 rules, he has volunteered to be on their drafting committee because there is no one representing the Authority Boards that participate in that issue. There were no objections by the Board.

#### **ADJOURNMENT**

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

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

October 16, 2003 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

TECHNICAL COMMITTEE REPORT

MSAG COORDINATOR REPORT

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

COMPATIBLE PHONE SYSTEMS

BUDGET ADOPTION

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

**October 17, 2003**

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

Absent:                 Director Bill Kilpatrick

Also Present:         Jaci Marie Louise, 911 Solutions  
                             Barbara Farland, Jeffco Sheriff's Office  
                             Carla Milne, Jeffco Sheriff's Office  
                             Sue Steward, Arvada Fire  
                             Mark Krapf, West Metro Fire  
                             Julie Miller, Arvada PD  
                             Colleen Eyman, Lakewood PD  
                             Jim Bradley, Lakewood PD  
                             John Camper, Lakewood PD  
                             Vicki Pickett, Westminster PD  
                             Larry Stoddard, Wheat Ridge PD  
                             Michael Belochi, Stevens Littman Law Firm

**MINUTES**

Director Lucatuorto called the meeting to order. Director Kilpatrick was absent. Attorney Tharp stated that the minutes for August 21, 2003 did not need approval because there was not a quorum and no action was taken. Attorney Tharp provided some minor corrections to the minutes and corrections were made to page 3, 4 and 5. Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick absent, the Board approved the Minutes of August 26, 2003 as amended.

**TREASURER'S REPORT**

Director Creager presented the Treasurer's Report. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick absent, the Board approved the Treasurer's Report for August and September, 2003. (see attached)

**OLD BUSINESS**

### **TECHNICAL COMMITTEE REPORT**

Sue Steward, Arvada Fire presented the training requests for \$6,890.27. Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick absent, the Board approved the training requests in the amount of \$6,890.27.

Sue Steward, Arvada Fire presented the minor equipment requests for \$11,500.00. The Board discussed the first item, Trimble GeoXT CE request from Arvada Fire in the amount of \$6,000.00. Director Angell strongly suggested that Sue Steward go back to the city for funding of this item per the IGA between the City of Arvada and the Fire District. Sue agreed to put the Trimble Geo XT on hold and do some research on the funding. Director Creager made a motion, duly seconded by Director Peratt and by majority vote, with Director Kilpatrick absent, the Board approved the second item on the minor equipment request for the City of Wheat Ridge in the amount of \$5,500.00 for a Positron phone upgrade.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She stated that 260 MSAG errors were completed. She stated that she is halfway through tracking every Evergreen street with a south designator in the address and making corrections where needed. She was working with wireless carriers on several errors on their sites and had corrected the errors. She helped with the Phase II letter and put together a list of wireless companies who received the letter. She helped Colleen with the PSI/ALI pamphlet. She is working with Motel 5 in Denver on a problem with dialing that ends up in Jefferson County on Honda Drive. She presented a comprehensive report on her accomplishments since she was hired. She corrected a total of 1,119 MSAG errors and assigned 100 wireless tower sites. She attended the PUC task force meetings and reports on those. Director Angell questioned the Technical Committee about the MSAG Coordinator and was assured that she is doing a excellent job. Director Peratt asked about the statewide 911 resource committee and statewide plan to receive Homeland Security Funds and how it would impact the County. Jaci said they were just in the talking stage but she would have Gary McKnight contact Director Peratt.

Barbara Farland stated that the FCC set October 2005 as a target date wireless companies must be Phase II compliant which means any phones sold from October 2005 on have to be GPS capable.

Director Kilpatrick present.

Colleen Eyman, Lakewood Police reported that they are going to the American Heart Association for the PS/ALI video and brochures to get help with funding. Barb stated that the County had set up a purchase order and County switches will go PS/ALI. Director Creager asked about budgeting for the video and Colleen stated that the money came from the educational funds.

Attorney Tharp sent the Phase II letters to the wireless carriers requesting service within six months. He is anticipating that Team Mobile, Cricket and others will ask for an extension on the time.

Barb reported that the Technical Committee had a lot of discussion about guidelines, support of the Board and each other, requests for funding and responsibilities. The Technical Committee will have an ongoing discussion about these issues and the direction that they want to go as a committee.

## **NEW BUSINESS**

### **REQUEST FOR EXPENDITURES**

Barb Farland stated they would revisit the Lakewood budget request revision for their phone system and the original budget request. Colleen Eyman did some research and had Rick Snelling, Lakewood Telecommunications Engineer help her as a technical advisor to redo her preliminary budget request and see what was needed for the possible move. Lakewood Police has the ACD Meridian Option 11 PBX. It is a combination of administrative and 911 lines in one switch. The city decided to stay with the Meridian platform and have a second system Meridian Option 61 C so they can have it preinstalled at the new location. Rick went over the request item by item with the Board. The proposal does not incorporate West Metro sharing the Lakewood system. Attorney Tharp asked if the second phone system would be used by the city or limited to 911 use and what would the old system be used for? Rick stated it was 911 use only and they could use the old system for Emergency Operations or sell the system. Lakewood would not expect the 911 Board to provide replacement parts if Emergency Operations used the system and the ballpark value of the old system was 40% or 50% of the original price of \$167,000. Director Angell asked if this system was consistent with what other agencies use? Colleen said that Lakewood would have the only make and model of Meridian equipment in the County. The only other agency that has the Meridian and takes their calls via ACD is Denver. The equipment is needed to avoid a one week downtime but it is also there to provide the internal redundancy that the PSAP requires for hardware reliability. Director Angell asked how the other agencies managed their downtime during a move and was told that Westminster purchased a second comcentrix phone switch. Attorney Tharp asked about compatible phone systems. Rich stated the Meridian phone system is flexible and will interconnect agencies seamlessly which will accrue less maintenance and long term overhead costs instead of maintaining two systems. They have invited West Metro to use part of the system as they needed.

Mark Krapf, West Metro stated that West Metro and Lakewood collocate their dispatch centers at this time. West Metro is definitely moving to 433 South Allison and have made a certain amount of room available for the Lakewood Police Department dispatch center. It is currently under negotiation and is a very political process. Both entities have budgeted separately for the move. Lakewood needs \$332,940 for their phone system. If West Metro collocates the price would go up. Mark Krapf, West Metro said they are will be using the same system as Westminster. Both entities are moving but they don't for sure where that will be. They are two separate entities that would like to collocate and share some systems. A discussion ensued regarding primary and secondary PSAP's. Barb Farland said the link between the two is the flow of information and the response to the location. The primary cannot work without the

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response of the secondary PSAP. The secondary gets all the information the primary gets without the citizen calling them first. All information is transferred with one button. Secondary PSAP's are extremely important. The primary can't do the job without the secondary PSAP's response to the call. Attorney Tharp asked if it was feasible for the Board to pay for phone systems for primary PSAPS only in the event that the secondary systems could do this hang off type system? The consensus was no. Director Kilpatrick stated that the Board needs to move to what is the best interest countywide.

John Camper, Lakewood Police, stated that negotiations for shared facilities with West Metro are ongoing. Director Kilpatrick asked about interagency cooperation because he is having a hard time spending \$240,000 to avoid a one week down time. John Camper said the initial concern had to do with redundancy and not the 4 -5 day downtime.

Larry Stodden, Wheat Ridge submitted an expenditure request for a 911 telephone answering position to the com center in an amount of \$18,350 and asked for an amount not to exceed \$19,000 because of an additional item not included in the bid. Director Angell made a motion, duly seconded by Director Creager and the Board unanimously approved the request in an amount not to exceed \$19,000 for an additional phone position.

### **COMPATIBLE PHONE SYSTEMS**

Director Kilpatrick wanted to talk about compatible phone systems but the issue had been raised by Lakewood and West Metro Fire earlier in the meeting. He also had a question about flat screens and whether they were being paid for by the Board. Barb said that had been discussed with the Technical Committee. The committee supported the use of flat screens for replacement but the decision would depend on each individual request. She stated that there's an agency responsibility for doing business and there's a cost to doing business. Attorney Tharp replied that if it's 911 specific or a replacement to it or needs to be purchased for 911 then the Board is responsible for buying it. Director Kilpatrick asked for an audit of equipment purchased by the 911 Board. He stated it is not a trust issue but a responsibility issue. Director Lucatuorto asked who would do the audit? Director Angell said that all special districts or associations that spend the funds are required to have an audit trail of all equipment purchased and or disposed of by 2004. Attorney Tharp stated that equipment purchased must be directly related to the operation of 911 system. Director Creager stated that the Board relies on Qwest to tell them how much money is owed. He said we don't audit the phone carriers and we should be auditing them. Attorney Tharp stated that one of the things that they are working on in rewriting the PUC rules is addressing that specific issue to try and match the lines billed versus the amount of revenue that is received. Jaci Marie Louise is also working on that issue.

### **BUDGET ADOPTION**

Director Creager passed out copies of the budget to everybody. This was a draft of the final copy which will be adopted at the December meeting.



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Director Lucatuorto asked Attorney Tharp to check on term expiration for Board members.

**ADJOURNMENT**

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

**Next Regular Meeting will be held on  
December 18, 2003 at 1:00 P.M.  
In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

December 18, 2003 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

BUDGET APPROVAL

TECHNICAL COMMITTEE REPORT

TRAINING EXPENDITURE REQUESTS

SMALL EQUIPMENT REQUESTS

MSAG COORDINATOR REPORT

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

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

**December 18, 2003**

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

Also Present:            Jaci Marie Louise, 911 Solutions  
                                 Barbara Farland, Jeffco Sheriff's Office  
                                 Kimberly Culp, Golden PD  
                                 Nina Stringham, Arvada Fire  
                                 Shaina Lee, Evergreen Fire  
                                 Tony Coraggio, Broomfield PD  
                                 Diane Dolan, West Metro Fire  
                                 Sue Steward, Arvada Fire  
                                 Julie Miller, Arvada PD  
                                 Colleen Eyman, Lakewood PD  
                                 Jim Bradley, Lakewood PD  
                                 Vicki Pickett, Westminster PD  
                                 Larry Stoddard, Wheat Ridge PD  
                                 Patty Jo Ryan-Johnson, Qwest

**MINUTES**

Director Kilpatrick called the meeting to order. Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the Minutes of October 17, 2003.

**TREASURER'S REPORT**

Director Creager presented the Treasurer's Report. He stated that a supplemental budget request would not be needed for 2003. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Treasurer's Report for October and November, 2003. (see attached)

**OLD BUSINESS**  
**BUDGET ADOPTION**

Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the 2004 Budget as proposed. Director Angell made a motion, duly seconded by Director Creager and by unanimous vote, the Board approved a resolution to appropriate \$3,815,100 in funds for the 2004 budget.

### **TECHNICAL COMMITTEE REPORT**

Kim Culp, Golden Police Department, presented the training requests. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the training expenditure requests in the amount of \$3,234.00.

Tony Coraggio, Broomfield Police Department, presented the minor equipment requests. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the minor equipment expenditure requests in the amount of \$9,300.00.

Colleen Eyman, Lakewood Police presented the PS/ALI brochure to the Board. It has been submitted for a National Award for both the content and the pictures. The technical committee discussed the feasibility of a video. The committee feels that they can combine several messages, wireless portability, cellular phones, wire line, wireless, Phase II and all the technology issues in one medium. They would like to use the education budget in 2004 to distribute the message and educate the adults on the new technology. Director Angell praised the brochure and asked if \$30,000 budgeted in educational funds was sufficient. He suggested that the tech committee go forward with the campaign. Director Creager asked for a commitment from all the PSAP's for permission to use the educational funds and Barb said they already have everyone's commitment. Director Lucatuorto asked the price of brochures to give out to HOA groups and also invited Colleen to the Jeffco Fire Council to make a presentation to all the fire departments. Director Angell suggested that more brochures be ordered before the end of the year to expend the money already appropriated. Director Creager stated that no agency who serves Jeffco citizens should have to pay for the brochures.

A number of agencies were concerned about money being carried over into 2004 with regard to approved budget expenditure requests where the equipment had not arrived due to vendors not being able to supply them by the end of the year. Director Creager stated that the budget had to close no later than 60 days after the end of the year. Any monies left over go to the fund balance and the item is not automatically approved in the new year. The item would then become a non-budgeted approval item for 2004 and there are no guarantees that the request would be approved again. Both Director Creager and Director Angell explained that there are no carryover accounts and the money cannot be encumbered. Director Creager stated that the equipment must be on site by December 31st and then they have 60 days to bill the items. Patty Jo Ryan-Johnson from Qwest said that the vendors won't deliver the equipment by the end of the year and asked the Board to reassure the PSAP's that they will get their money if they have to come back to the board with another request for 2004.

Barb Farland said that EPN will come up again in 2005 for renewal. Kim Culp was going to check on the individual mapping systems to see if it was more cost effective or feasible for the County to perform.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions. submitted her report to the Board. She fixed 167 errors this month and 154 last month. 973 errors were found in the EPN database and she will go through and correct the MSAG errors. She ran a report and determined

December 18, 2003

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that 65% of all the errors that she received were entered within 5 days of when they were received. Only 6% of all the errors took longer than 30 days to process. She feels that the percentage will be lower next year because she started this year with a huge backlog of errors. Jaci Marie sent a letter to Qwest formally requesting the E-2 interface needed for Phase II and Patty Jo told her that Jefferson County and Golden should be up on that E-2 interface in January. Sprint and Nextel are ready to go Phase II once the E-2 interface is turned on.

### **NEW BUSINESS** **REQUEST FOR EXPENDITURES**

Sue Steward requested a logging recorder for early 2004. Director Creager made a motion, duly seconded by Director Lucatuorto and the Board unanimously approved the expenditure request for Arvada Fire in an amount not to exceed \$70,000 for a replacement logging recorder.

Barb Farland wanted to give the Board an update regarding Phase II compliance. All Cad systems are going to have to be configured per cell company which will add additional costs for Phase II startup. Director Kilpatrick asked why the PSAP's have to pay this cost instead of the individual vendors. Attorney Tharp said that because E911 is not mandated by statute to be Phase II compliant, they are not able to make the vendors pay. Director Creager mentioned that \$500,000 had been built into the 2004 budget for unknown additional costs.

Attorney Tharp stated that Director Angell and Director Creager's terms expire in March 2004. If they have a desire to serve again they may be reappointed according to the IGA. Director Angell and Director Creager were both willing to serve another term.

Director Creager revisited the budget law for points of clarification. If you ask for an expenditure in 2003 you must receive it in 2003 for it to come out of the 2003 budget. If your vendor is unable to produce in 2003 and you have a contractual agreement then the Board will have to honor that agreement to expend even though it's 2004. The Board will have to make a budget amendment and approve a supplemental budget appropriation in 2004. But if you have something built into the budget in 2003 and you can't order it in 2003, and it's not in the 2004 budget, then you have to come back with a new request in 2004. He suggested ordering early in 2004 and insisting the vendors honor the contractual agreements. Patty Jo asked for a clarification and was told that if the equipment was on site, even if it was not installed by the end of the year, then the PSAP's would be okay.

Attorney Tharp discussed the discrepancy between the number of emergency telephone lines used and the number of lines paid for. State and local governments do not pay the emergency telephone charge use. Qwest and other telecommunication providers are also not paying the emergency telephone charge on their own administrative lines. He requested the number of lines going unpaid in Jefferson County and elsewhere in order to see how big an issue it is. Director Angell mentioned that people do not have to pay their Special District property tax but also may not get services or may get billed for any services they do receive.

**ADJOURNMENT**

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

**Next Regular Meeting will be held on  
February 19, 2004 at 1:00 P.M.  
In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

February 19, 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

TRAINING EXPENDITURE REQUESTS

SMALL EQUIPMENT REQUESTS

MSAG COORDINATOR REPORT

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

ELECTION OF OFFICERS