

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

February 19, 2004

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
 Dennis Tharp, Attorney
 Joyce Woodley, Secretary

Absent: Director Bill Kilpatrick
 Director Judy Peratt

Also Present: Jaci Marie Louise, 911 Solutions
 Kimberly Culp, Golden PD
 Shaina Lee, Evergreen Fire
 Diane Dolan, West Metro Fire
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Jim Bradley, Lakewood PD
 Vicki Pickett, Westminster PD
 Karyn Kretzel, West Metro Fire
 Carla Milne, Jeffco Sheriff's Office
 Leslie Gittins, Broomfield

MINUTES

Director Lucatuorto called the meeting to order. Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the Minutes of December 18, 2003.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the Treasurer's Report for December 31, 2003 and January 31, 2004. (see attached)

OLD BUSINESS
TECHNICAL COMMITTEE REPORT

Kimberly Culp, Golden PD presented the Technical Committee Report. She stated that they had their election of officers at their last meeting. Barb Farland will remain as President, Kimberly Culp was elected as Vice-President, Sue Steward was elected as Secretary.

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She stated that they had also formed two additional committees. A Public Relations Committee, headed up by Colleen Eyman that will focus on training brochures. The other will be the GIS Committee headed up by Kimberly. She will be exploring some options for GIS solutions for the County to make sure that they have accurate maps. For this month they discussed 2003 expenditure requests that are going to carry over into 2004.

Diana Dolan, West Metro Fire presented the training requests. Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the training expenditure requests in the amended amount of \$5,084.00.

Sue Steward presented the minor equipment requests. Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the minor equipment expenditure request for West Metro for a 911 Simulator in the amount of \$10,000.00.

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the minor equipment expenditure request for West Metro for phone upgrades in the amount of \$8,000.00.

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the minor equipment expenditure request for Broomfield PD for a E911 printer in the amount of \$6,000.00.

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the minor equipment expenditure request for Broomfield PD for voiceprint licenses in the amount of \$4,200.00.

Following a general discussion, the minor equipment expenditure request for Evergreen Fire for Phase II in the amount of \$6,000.00 was dropped from the minor equipment expenditure requests.

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the minor equipment expenditure request for Lakewood PD for a netclock in the amount of \$7,200.00.

Vicki Pickett, Westminster PD presented a minor equipment expenditure request for CitiCall dispatch testing software. Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the expenditure request in the amount of \$15,250.00.

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the expenditure request for headsets for the PSAP's in the amount of \$15,000.00.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She corrected 218 errors since her last report. These included 10 that came from Intrado, 13 were ALI, 189 were MSAG errors, 2 wireless errors, 2 from the SAU report and 2 from the 701/709 report. As of Monday, February 16, 2004, there are 13 ALI errors remaining in the Intrado system. 4 are misrouted errors which have been referred for routing verification and 4 have been referred to another telephone company. There are 2 errors suspended waiting for another county to correct, one in the ALI and one in the MSAG. There are 19 MSAG errors. 1 is suspended and 18 were just initiated. There are 973 EPN errors. 14 corrections have been made to the MSAG this month for a total of 69 MSAG corrections of EPN errors. All EPN errors in Arvada have been corrected and there are 7 or so mapping errors that the City GIS department has been advised of. The Specific Address Unknown (SAU) report has one outstanding error that cannot be corrected. There are 2 MSAG changes that need map verification.

There are a total of 906 errors including 904 EPN errors remaining. That reflects only those errors received from 911 discrepancies. 123 of the MSAG errors came from last month. It does not include the errors in the MSAG that are only found when going through each street in the MSAG. She made 19 phone calls to telephone customers and checked 379 individual addresses.

She assigned 2 wireless sites and has been working on a resolution for Sprint wireless sites that are coded with the wrong code causing calls to route to Jefferson County that look like they are land line phones.

She worked with Qwest, Jefferson County and Golden to assist in scheduling the E2 interface that will not be done until March. She sent the star transfer codes to Lakewood.

She worked with Arvada, Westminster and Intrado to try to correct mapping errors found in the EPN error list. There are seven addressed in Arvada that are EPN errors and not on the map. She will work with Intrado to track these down. Westminster does not put the street directional on their maps and therefore when Intrado receives that data, they cannot match it to the phone numbers in the MSAG. She has asked Intrado to use Jefferson County and Adams County mapping information for Westminster.

She reported that Dian Callaghan from the Office of Consumer Council had said that Senate Bill 04-111 was just heard in the Senate Judiciary Committee. Ms. Callaghan stated that the bill was amended to eliminate use of the 9-1-1 surcharge for "indirect" costs. It was also amended to restrict the use of the surcharge for so-called non-emergency services to the equipment needed to divert non-emergency calls rather than permit the surcharge to be used for 3-1-1, for example. SB 111 was then referred to the Senate Appropriations Committee on a 5-2 vote. This bill changes the current regulations for what 911 funds can be used for.

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This bill is being moved through the Senate and House very quickly and has the endorsement of Colorado Municipal League (CML) and the City and County of Denver. There are also a couple of Authority Boards who are not in favor of the changes. She stated that the Senate Appropriations Committee will be meeting on February 27th. This bill changes the current regulations for what 911 funds can be used for. She said that there are certain people in the state that are very much in favor of the changes to the language for what 911 funds can be used for. There are other people who are not in favor and so she thinks that it is important as an Authority Board to determine what their stance is and let their legislators know, because right now the legislature is hearing from the people who are for this. She feels that it is important that the Boards' opinions are heard so the legislators can make good decisions based on more accurate representation of what is out there. Director Lucatuorto suggested that Attorney Tharp attend the Senate Appropriations Committee meeting and let them know either verbally or in written form that the Board does not agree with the proposed changes.

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved sending Attorney Tharp to the Senate Appropriations Committee meeting on February 27, 2004.

NEW BUSINESS

REQUEST FOR EXPENDITURES

Director Creager brought up the subject about when bills had to be received in order to be taken out of the 2003 budget. At the December meeting he told everyone that they had to be received by the end of February. He said that this will not work for the Authority Board because the last check run for February actually occurs prior to the February meeting so for 2004 he encouraged everyone that is making large expenditures, to do it early so that he can close the books as the Board is required to prepare a year end financial report to the state.

Director Creager went over the 2003 carry-over expenditures and stated that he had grouped them together so that they would have a one time carry over expenditure approval which should cover all of it. He stated that all of these carry-over expenditures from 2003 to the 2004 budget would equal \$366,500.00.

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved the expenditure for \$366,500.00.

Director Creager stated that the Arvada PD phone upgrade for \$30,000.00 is over budget for 2004 and did not include the 2003 carry over monies so he amended that request not to exceed the budgeted amount for 2004 of \$40,000.00. Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved an amount not to exceed \$40,000.00 for Arvada PD.

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Vicki Pickett, Westminster PD presented an expenditure request in the amount of \$85,000.00 for hardware replacement for work stations and server for Plant Vesta phone system. This includes the remainder of the Phase II upgrade originally budgeted for 2003 for \$3,600.00. Director Angell made a motion, duly seconded by Director Creager and by majority vote with Directors Kilpatrick and Peratt absent, the Board approved an amount not to exceed \$85,000.00.

Carla Milne, Jefferson County Sheriff presented an expenditure request for \$11,000.00 for E911 Phase II reconfiguration necessary to receive lat/long information on Computer Aided Dispatch System. Director Angell made a motion, duly seconded by Director Creager and by majority vote, with Directors Kilpatrick and Peratt absent, the Board approved the expenditure request in the amount of \$11,000.00.

ELECTION OF OFFICERS

Director Lucatuorto stated that he was not sure how to proceed on this since all Board members were not present. Director Angell asked Attorney Tharp if the Board was under an obligation to have the officers elected and appointed at this meeting or can the election of officers be tabled until the next meeting. Attorney Tharp stated that the by-laws state that officers shall be elected. However it doesn't say that it has to be done at the first meeting. Attorney Tharp stated that the election of officers can be tabled until the next meeting in order to clarify whether or not the Board members have been reappointed by the Board of County Commissioners and also because of the absent Board members.

Director Angell made a motion, duly seconded by Director Creager and by majority vote, with Directors Kilpatrick and Peratt absent, the Board approved tabling the election of officers 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 Directors Kilpatrick and Peratt absent, the meeting was adjourned.

**Next Regular Meeting will be held on
April 29, 2004 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

April 29, 2004 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

COLORADO WIRELESS ACCESS COALITION

TRAINING EXPENDITURE REQUESTS

SMALL EQUIPMENT REQUESTS

MSAG COORDINATOR REPORT

NEW BUSINESS

REQUEST FOR EXPENDITURES

ELECTION OF OFFICERS

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

April 29, 2004

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 Kilpatrick
 Director Bill Lucatuorto
 Director Judy Peratt
 Dennis Tharp, Attorney
 Joyce Woodley, Secretary

Absent: Director Don Angell

Also Present: Jaci Marie Louise, 911 Solutions
 Barb Farland, Jefferson Sheriff's Office
 Kimberly Culp, Golden PD
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Scott Rose, Lakewood
 Carla Milne, Jeffco Sheriff's Office
 Nina Stringham, Arvada Fire
 Tony Coraggio, Broomfield PD
 Patty Jo Ryan Johnson, Qwest 911

MINUTES

Director Kilpatrick called the meeting to order. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Director Angell and Director Creager absent, the Board approved the Minutes of February 19, 2004.

OLD BUSINESS

TECHNICAL COMMITTEE REPORT

Colleen Eyman, Lakewood PD presented the training budget request. Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Angell and Director Creager absent, the Board approved the training budget in the amount of \$6,426.30.

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Tony Coraggio, Broomfield PD presented the minor equipment request for a bulk order purchase of 50 double sided DVD's for recorders for Wheat Ridge, Broomfield, Westminster, Arvada Fire, Arvada PD and Lakewood. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Director Angell and Director Creager absent, the Board approved the minor equipment request in the amount of \$900.00.

Director Creager present.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She corrected 99 errors since her last report. All ALI discrepancy reports as of April 20th have either been resolved or are still in the Intrado System. The 882 outstanding errors are the remaining EPN errors. She stated that most of her time the past month had been spent on Phase II and getting that together. She assigned 50 wireless sites because the wireless companies are preparing for Phase II. She presented a written report to the Board on the status of Phase II for each PSAP.

Director Creager asked if there is anything that the Board can do to help her get some of the Clear Creek County errors corrected. Director Lucatuorto suggested that Jaci Marie draft a letter from the Board to the Clear Creek County Sheriff's Department asking for their help in resolving these errors.

Kimberly Culp spoke about PS Ali, public education and wireless devices. She told the Board that the PSAP's have not used any funds for 2004. She also stated that there is a company called Public Safety Training Center who is interested in joining the PSAP's at the national conference this year. They would like to bring some of the major dispatch educators together to coordinate or streamline their message on a national level. Since Jaci Marie Louise will be going to National's this year, there would not be an additional expense to the Board.

On a state level, the PSAP's would like to send someone into one of the Chief's meetings to look for some support at that level to perhaps get a message to the legislature about regulating this information that's coming into the PSAP's.

Barb Farland talked about the Colorado Wireless Access Coalition which was formed by T-Mobile to have an organization between the wireless companies and the public and public safety.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Angell absent, the Board approved the Treasurer's Report for February 29, 2004 and March 31, 2004. (see attached)

NEW BUSINESS

REQUEST FOR EXPENDITURES

Kimberly Culp, Golden PD had a request for \$680.00 for EMD continuing education. Director Lucatuorto made a motion, duly seconded by Director Creager and by majority vote with Director Angell absent, the Board approved the expenditure in the amount of \$680.00.

The next request was for registration for an EMD conference for two employees in the amount of \$800.00. Director Lucatuorto made a motion, duly seconded by Director Creager and by majority vote with Director Angell absent, the Board approved the expenditure in the amount of \$800.00.

ELECTION OF OFFICERS

Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Angell absent, the Board approved the officers remaining the same for 2004.

OTHER BUSINESS

Attorney Tharp informed the Board of an annual notice sent out by Qwest regarding back billings of line charges that the Board gets every year. He asked Patty Jo Ryan from Qwest to explain back billings and how much they are costing the Authority Board. She stated that in 2002, the one time charge was \$92,896.65. For 2003 it was \$149,140.20. The Board has two years in which to pay those charges which is an option that all Authority Boards have. In June Qwest will do a True-Up of the Board's account which means that there will be a count of all the access lines that are in the offices that feed into Jefferson County. Those numbers will be given to the Board so that they can compare them to the surcharge that is being collected. If there is a big difference, the Board has the option of requesting an audit of everything that is being billed on 911. However, by state statute, the Board would have to pay for that audit. She suggested that before the Board do this, Qwest give the Board the line counts and let the MSAG Coordinator or someone from the Board compare those line counts to the surcharges to see if there is a discrepancy. If so, Qwest can request the audit and give the Board an estimate on how much it would cost. Attorney Tharp suggested that the Board not do a full audit at this time since Qwest will be doing their line count in June and that the Board do a line count from the revenue side for a three to four month average for the number of lines remitted from each carrier so that they can compare it to what they are giving to Qwest. This would not require an audit, but would give them a chance to see if there is something that doesn't look right. They can decide at that time if they would like to proceed further.

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Patty Jo also told the Board that state agencies are going to be pushing for PS Ali in all of their offices by June 30th. In Jefferson County, 600 Kipling, 700-710 Kipling and Camp George West have ordered their PS Ali's. She also told the Board that Qwest is doing an audit on everyone who has PBX Systems in Jefferson and Broomfield counties and will be sending out letters to everyone explaining PS Ali.

ADJOURNMENT

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

**Next Regular Meeting will be held on
June 17, 2004 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

June 17, 2004 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

COLORADO WIRELESS COALITION

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

June 17, 2004

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 Judy Peratt
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Bill Kilpatrick
 Director Don Angell

Also Present: Jaci Marie Louise, 911 Solutions
 Barb Farland, Jefferson Sheriff's Office
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Russell Hamm, Westminster PD
 Jeff Irvin, Jeffco Sheriff's Office
 Carla Milne, Jeffco Sheriff's Office
 Nina Stringham, Arvada Fire
 Shaina Lee, Evergreen Fire
 Diana Dolan, West Metro Fire
 Tony Coraggio, Broomfield PD
 Julie Miller, Arvada Police
 Kristine Yost, Arvada Police
 Scott Ingham, Colorado Wireless Access Coalition

MINUTES

Director Lucatuorto called the meeting to order. Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Kilpatrick absent, the Board approved the Minutes of April 29, 2004.

OLD BUSINESS

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. Director Lucatuorto asked if there were any big expenses anticipated for the rest of the year. Colleen Eyman, Lakewood Police reported that the move with West Metro was still being negotiated. Director Creager stated that Qwest line charges of approximately 1/2 million would soon be due.

Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors' Angell and Kilpatrick absent, the Board approved the Treasurer's Report for April and May, 2004. (see attached)

TECHNICAL COMMITTEE REPORT

Barb Farland, Jeffco Sheriff's Office asked if the Board would reconsider items such as EMD software since there is a large fund balance at this time. Director Creager replied that the Board will listen to any proposal that has to do with E911 as long as it is something for the greater good. Director Peratt suggested that the Technical Committee come up with a strategic plan, present it to the Board and if a project is appropriate the board will fund it.

Diana Dolan, West Metro Fire presented the training expenditure requests. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Kilpatrick absent, the Board approved the training expenditure requests in the amount of \$13,421.65.

Tony Coraggio, Broomfield PD presented the minor equipment requests. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Kilpatrick absent, the Board approved the minor equipment requests in the amount of \$4,600.00. Tony extended an invitation for the Board members to come out and try the Critical software.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She sent a letter to Clear Creek County asking for their help in resolving their errors. Director Creager asked about Voiceover IP. Jaci stated that the FCC was backing away from the issue because they are looking at it as internet as opposed to telecommunications. National NENA testified before a Senate subcommittee and their message is that any device that reaches 911 must be able to deliver ANI and Ali and remit a surcharge. The State PUC will try to work with Jim Anderson of El Paso/Teller County to pass some type of broad legislation but the state feels that educating those doing business is the way to go. Attorney Tharp mentioned that the FCC will not regulate anything with the internet. Director Lucatuorto asked about number portability from Qwest to a cell phone. Jaci Marie stated that a number from wire line to wireless will be deleted out of the 911 database completely. If it's wireless to wire line it's entered in the database and if it's wireless to wireless there is a stipulated amount of time for the number to be entered. So in approximately 60% of the cases your location will be given.

Barb Farland talked about the Critical Incident Response Team. It was a very valuable asset during the Girder Incident. They are looking at new training and touring all the com centers so they will be prepared for future incidents.

NEW BUSINESS

REQUEST FOR EXPENDITURES

Vicki Pickett, Westminster PD had an expenditure request for the second portion of the bulk order of headsets. She did not have an exact amount for the expenditure request because she had not heard from all the agencies. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Kilpatrick absent, the Board approved the expenditure in an amount not to exceed \$10,000 with the exact amount to be submitted in the next 30 days.

Colleen Eyman, Lakewood Police would like to send out the brochure as a postcard to be mailed out to local businesses or have posters made for an amount not to exceed \$5,000. She will also be setting up some radio public service announcements. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Kilpatrick absent, the Board approved the expenditure in an amount not to exceed \$5,000.

Scott Ingham presented a video on Colorado Wireless Access Coalition. Sheriff Ted Mink and Barb Farland were two familiar faces in the video. Colorado Wireless Access Coalition brings together businesses, community organizations and individuals with an interest in supporting reliable wireless communications in Colorado. They will have E911 information and links to other sites on their web page. Mr. Ingham stated that the Coalition was in an advocacy position at this time.

Director Creager announced that he had sent letters to all organizations for 2005 budget requests. He stated that the Budget will follow the same format as previous years. The budget forms need to be prepared and he would receive them in bulk at the August budget meeting. The forms should then be reviewed by the Technical Committee. He said that the fund balance is very healthy. The Board will be doing away with Phase II compliance funding and will consider any requests that benefit the greater good. He reminded the PSAP's to please try not to have any carryover budget items if at all possible. He said the books will close on February 1st, 2005 for all 2004 monies.

Attorney Tharp stated that if an emergency telephone charge was needed it should be adopted at the August meeting.

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' Angell and Kilpatrick absent, the meeting was adjourned.

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

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 19, 2004 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

BUDGET REQUESTS

EMERGENCY TELEPHONE CHARGE

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

August 19, 2004

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 Judy Peratt
 Director Don Angell
 Dennis Tharp, Attorney
 Joyce Woodley, Secretary

Absent: Director Gary Creager

Also Present: Jaci Marie Louise, 911 Solutions
 Barb Farland, Jefferson Sheriff's Office
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Jeff Irvin, Jeffco Sheriff's Office
 Carla Milne, Jeffco Sheriff's Office
 Nina Stringham, Arvada Fire
 Shaina Lee, Evergreen Fire
 Diana Dolan, West Metro Fire
 Tony Coraggio, Broomfield PD
 Larry Stodden, Wheatridge PD
 Rich Snelling, Lakewood IT
 Kimberly Culp, Golden PD

MINUTES

Director Kilpatrick called the meeting to order. Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Creager absent, the Board approved the Minutes of June 17, 2004.

OLD BUSINESS

TECHNICAL COMMITTEE REPORT

Diana Dolan, West Metro Fire presented the training expenditure requests. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Creager absent, the Board approved the expenditure requests.

Tony Coraggio, Broomfield PD presented the minor equipment requests. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Director Creager absent, the Board approved the minor equipment requests in the amount of \$8,060.00.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She stated that Clear Creek fixed part of their error, but is still working on the other part. She is still working with Intrado to get them to update all of their errors. She has about half of the EPN errors corrected and stated that they are either an MSAG or a mapping problem. Regarding Phase II, Wheat Ridge will be testing with Verizon starting August 20, 2004 and AT&T and Cricket in September, which will bring those three companies Phase II compliant with everyone in the County. Nextel had to disconnect Phase II because they had problems with callers being disconnected within 10 seconds of the call so they have gone back to Phase I. She has been working with Nextel and they will let her know what their next step will be.

She mentioned to the Board that her contract is for two years, but will have to be budgeted for in 2004. The Board approved the MSAG Coordinator contract.

Director Creager was present.

TECHNICAL COMMITTEE REPORT

Barb Farland announced that Kimberly Culp will be the new Technical Committee Chairman and Tony Coraggio will be the new Vice Chairman effective at the October 21, 2004 meeting.

Barb mentioned that the Technical Committee was given a demonstration about aerial photography and it's capabilities and how it is geared toward 911 and 911 response. She explained that it is actual software with pictures in it and is upgraded every two years, but can be upgraded more often depending on the contract. She said the cost would be approximately \$450,000.00 plus installation for a two year contract. She told the Board that the demonstration was very impressive and helped in identifying some of problems as far as mapping and location are concerned.

She also talked about the equipment replacement schedule sent to the Board by Sue Steward to give them an idea of future expenses. Director Angell asked about the different life spans of equipment for different agencies. Barb explained that some of them might be upgrades and some might be total replacements depending on future moves of that agency. If it's a relocation, they may have to replace the equipment.

Barb informed the Board that she had run into a problem with the check run and asked to discuss this when Director Creager presents the Treasurer's Report

Barb told the Board that at their next Technical Committee meeting, they will have a brainstorming session to discuss their goals and objectives for next year and hopefully by the October meeting will have a written document for the Board stating these goals and objectives.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. He also presented the Board with copies of the 2003 Financial Audit of the E911 Authority. He stated that the Authority Board is in compliance with all state and federal laws pertaining to the budget and expenditure of funds. He also presented a Letter of Understanding from Swanhorst & Cutler LLC who has been the Boards' auditor for the last three years. They have agreed to extend their contract with the E911 Board at a fixed price of \$3,000.00 per audit.

Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Treasurer's Report for the period ending June 30, 2004 and July 31, 2004. (see attached)

Director Angell made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the auditor's report.

Director Angell asked if the Board would have to arrange for a budget management discussion. Attorney Tharp stated that the Board would have to comply with that requirement and prepare a written statement as it relates to the budget stating that the Board understands the audit. Director Kilpatrick asked Mr. Tharp if they would need to make a motion to have Swanhorst & Cutler LLC continue to do the audit. Mr. Tharp said that would not be necessary at this time since the audit was just received by the Board, but stated that it could be put on the agenda for the next meeting which would allow him time to review the contract.

NEW BUSINESS

REQUEST FOR EXPENDITURES

Colleen Eyman, Lakewood PD presented a PSAP expenditure request for a server, two additional work stations for a move that is planned in 2005. She stated that they had budgeted for it in 2004, but that will not happen so they would like to purchase the hardware in 2004 and store it until the move in 2005. For the 2005 budget, they will request the cabling and labor hours expense. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure in the amount of \$326,000.00

BUDGET REQUESTS

Director Kilpatrick asked if the Board wanted to schedule a special meeting to discuss all the budget requests. Director Lucatuorto proposed that they have a special meeting. Director Creager asked to speak regarding his concern about having such a large fund balance. He feels that after looking at the budget requests from the PSAP's, there are very few expenditures. He feels that the Board has done very well in getting everyone up to date and feels that everyone has state of the art equipment. He also mentioned that he had discussions with West Metro Fire regarding continuing to provide accounting services to the Board. West Metro told him that they are adding to their accounting staff and think that they can be a little more responsive. Director Creager told the Board that he is not inclined to go out and seek another accounting service because of how involved it would be and because of the cost involved unless the Board decides that they want to do this.

Director Creager told the Board that since there is such a large fund balance, the most prudent and responsible thing for the Board to do would be to keep the E911 surcharge the same or perhaps even lower it. On the other hand since Jefferson County continues to have one of the lowest surcharges in the state and the Board can continue to purchase things such as the log in recorders, headsets, etc., that this is an opportunity for the Board to consider some additional projects that still relate very closely to the E911 Authority. He suggested that the Board set a strategic plan for expenditures, set priorities to those expenditures and then go in that direction, be it EMD software, mapping or personnel. That's the only way to have any idea where the budget is going. He proposed to the Board that it is time to set a direction in that if the standard type of expenditures is what the Board believes in, then he suggested they lower the surcharge. He also stated that he feels that there is a need to support the communication centers with some new projects. Director Kilpatrick suggested that the Board get information on what they should consider funding and what the new legislation specifically allows them to fund. The Board was in agreement with this.

Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board agreed to keep the surcharge at \$.52.

The Board set a date of September 13, 2004 to have a budget discussion.

Director Creager announced to the Board that he will be resigning his position as a Authority Board member at the end of the year.

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 21, 2004 at 9:00 A.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

October 21, 2004 AT 1:00 P.M

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

PICTOMETRY SOFTWARE DEMONSTRATION

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

BUDGET REQUESTS

TECHNICAL COMMITTEE GOALS & OBJECTIVES

APPROVAL TO RETAIN SAME AUDITOR

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

September 13, 2004

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

Director Kilpatrick called the meeting to order.

Attorney Dennis Tharp told the Board that Senate Bill 111 had become effective July 1, 2004 and it opens up the items for which Authority Boards are authorized to spend money on. This Senate Bill now allows the Boards to spend money on personnel and dispatchers. However, the Board still retains discretion as to what they spend money on.

Following a general discussion regarding the 2004 budget, the meeting was adjourned.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

October 21, 2004

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

Absent: Director Bill Lucatuorto

Also Present: Jaci Marie Louise, 911 Solutions
 Barb Farland, Jeffco Sheriff's Office
 Sue Steward, Arvada Fire
 Kristine Yost, Arvada Police
 Dan Wick, Arvada Police
 Ira Cohen, Arvada Police
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Diana Dolan, West Metro Fire
 Randy Smith, Jeffco Sheriff's Office
 Cindy Cline, Jeffco Sheriff's Office
 Judy Wolff, Jeffco Sheriff's Office
 Carla Milne, Jeffco Sheriff's Office
 Nina Stringham, Arvada Fire
 Shaina Lee, Evergreen Fire
 Bill Easterling, Genesee Fire
 Tony Coraggio, Broomfield PD
 Kim Coleman, Broomfield PD
 John Matyjesik, Pictometry

Director Kilpatrick called the meeting to order.

PICTOMETRY

John Matyjesik and Devon Humphrey gave a video demonstration for Pictometry Software and hosted a question and answer session with the Board about the information mapping system.

COPLINK

Don Wick and Ira Cohen with the Arvada Police Department gave a video presentation on CopLink, an information sharing program. They were interested in requesting

funding to help pay the balance for the jurisdictions in Jefferson County under the special projects line for a one time contribution of \$400,000. The Board had some questions about CopLink. Attorney Tharp asked how the CopLink program would fit E911 funding. The Board directed the presenters to pursue funding from other sources and/or come up with a feasibility plan as to how CopLink would specifically help 911 agencies.

MINUTES

Director Angell made a motion, duly seconded by Director Creager and by majority vote with Director Lucatuorto absent, the Board approved the Minutes of August 18 and September 13, 2004.

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 August and September, 2004. (see attached)

TECHNICAL COMMITTEE REPORT

Barb Farland, Jeffco Sheriff's Office thanked Directors' Kilpatrick and Angell for coming to the technical committee meeting. She listed the technical committee's goals and objectives; 1) The Telephony group will send an expert to Jeffco to present a 3 day seminar with an assessment for each PSAP, so they can find out what each PSAP needs and where they are going technology wise, 2) meet with mapping experts for the County GIS departments and other agencies to have a county wide map. Pictometry is a good basis for that objective. 3) EMD software funding for all agencies and 4) Public Information and education. Director Kilpatrick asked Attorney Tharp how to fund the 911 Board without the payment of surcharges by the alternative phone systems providers? Attorney Tharp stated the PUC Task Force is struggling with this issue as wireless lines are increasing, Voiceover IP is not paying for charges, there is no taxation allowed on the internet and the state does not have the authority to impose a charge.

Colleen Eyman, Lakewood Police presented a request to the Board for an expert engineer from Global Knowledge to visit the County for \$1,000 a day for training and \$1,600 a day for his expenses for an amount of \$22,400 for a 14 day visit. Director Creager asked if this was a 2004 request? Colleen was not sure when he could come for a visit. Director Kilpatrick asked if he would be an advisor to the Board or Technical Committee and would it be a training seminar for all dispatch centers? Commander Creager said the Technical Committee needed to do some more homework on this request. Could this training be done cheaper or better by another group? Director Angell stated he was in favor of education. Director Kilpatrick asked if the gentleman could come for a one hour Board visit with a list of expectations and benefits for the PSAPs and the Board. Barb Farland stated that the PSAP's need to have an informal, not formal assessment for liability reasons.

Director Angell made a motion for a three day training seminar with a second by Director Peratt. Director Kilpatrick asked for more clarification on this request. Director Angell withdrew his motion.

Diana Dolan, West Metro Fire presented the training expenditure requests. Director Creager made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the training expenditure requests in the amount of \$3,771.45.

Director Kilpatrick presented to Barb Farland, Jeffco Sheriff's Office an outstanding service award. The Board and Technical Committee members gave Barb a standing ovation and their best wishes on her retirement.

Tony Corragio, Broomfield Police Department presented the small equipment expenditure request for an E911 printer in an amount not to exceed \$7,000. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the small equipment expenditure request in an amount not to exceed \$7,000 for West Metro Fire District.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She mentioned that Elk Creek Fire wants all calls to go to Jefferson County from Park County until they can dispatch their calls themselves with their new equipment upgrade.

Colleen Eyman asked the Board for the remainder of the education budget in the amount of \$25,000 for mouse pads, notebooks and 911 informational materials. They would also like to install a bill board on one of the major highways. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the expenditure request in an amount not to exceed \$25,000 for public relations.

NEW BUSINESS

2005 BUDGET

Director Creager passed out the preliminary 2005 budget draft. There is \$9 million in the budget. The Board met in September and discussed the fund balance. Some concerns were voiced about having so much money in the E911 account. Based on this discussion, Director Creager went to the Metro Police and Fire departments. The fire chiefs suggested purchasing EMD software and the police chiefs were interested in funding CopLink. Director Creager went over the budget items with the Board. Director Kilpatrick invited CopLink to make a presentation as a way of expending some of the extra funds but admitted it needs to be tied more closely to 911. Attorney Tharp explained the necessity of having expended funds relate directly to 911 services. Director Creager stated that using the special projects line is a way of expending money

for a one time request. Director Peratt stated she thinks every special project should include the entire county, both fire and police. Director Angell said he likes the idea of assisting the first responders and that he relies on the police as the police rely on fire for the benefit of 911. He suggested that for each request they should list how the equipment would help 911 services be utilized. Sue Steward, Arvada Fire asked if CopLink could provide a demonstration on how their service would provide a call taker with useful information for the fire departments. Director Kilpatrick stated that the agencies know they have money to spend and suggested that it might be helpful for the Technical Committee to discuss and have them prioritize what the money should be spent on. Director Angell stated that there are some parameters the Board would not look at.

Attorney Tharp said that the Board could accept the proposed Budget with the suggested changes, and then advertise the budget for review and comment. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, approved the proposed budget. The Board stated that CopLink needs to articulate how it relates to 911. Director Kilpatrick suggested that the Technical Committee meet with CopLink on November 18, 2004 to further discuss their information system.

AUDITOR

Attorney Tharp reviewed the contract with the auditor. They will conduct the audit for the next 3 years for \$3500 per year. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, approved the retention of the auditor for the next 3 years.

REQUEST FOR EXPENDITURES

Diana Dolan, West Metro Fire Department had an expenditure request for an additional phone console in an amount not to exceed \$30,000. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, approved the expenditure request in an amount not to exceed \$30,000.

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 Lucatuorto absent, the meeting was adjourned.

**Next Regular Meeting will be held on
December 16, 2004 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

DECEMBER 16, 2004 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

FINAL BUDGET APPROVAL

DRAFT
MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

December 16, 2004

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 Kilpatrick
 Director Don Angell
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Bill Lucatuorto
 Director Judy Peratt

Also Present: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Kristine Yost, Arvada Police
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Diana Dolan, West Metro Fire
 Nina Stringham, Arvada Fire
 Tony Coraggio, Broomfield PD
 Boris Naschanky, Lakewood PD
 Rich Snelling, Lakewood PD
 Shaina Lee, Evergreen Fire

Director Kilpatrick called the meeting to order.

MINUTES

Director Creager made a motion, duly seconded by Director Angell and by majority vote with Directors' Lucatuorto and Peratt absent, the Board approved the Minutes of October 21, 2004.

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 Directors' Lucatuorto and Peratt absent, the Board approved the Treasurer's Report for October and November, 2004. (see attached)

TECHNICAL COMMITTEE REPORT

Director Lucatuorto present.

Tony Coraggio, Broomfield Police Department stated the Technical Committee was very interested in the Pictometry Software. They solicited a price of \$440,000 for two years with the same amount needed for the next two years. After talking to the PSAP mapping departments they decided it was not fiscally responsible to go with Pictometry at this time. The Technical Committee asked if the Board would consider meeting on the odd months instead of the even. After a brief discussion the Board chose to stay with meeting on the 3rd Thursday of the even months for 2005.

Diana Dolan, West Metro Fire presented the training expenditure requests. Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Peratt absent, the Board approved the training expenditure requests in the amount of \$9,602.88.

Colleen Eyman, Lakewood Police Department presented a proposal for Telecom Assessments and Education presented by Sharon Black and the Consultant Registry. The Technical Committee is interested in training supervisors on telephonics, an assessment of PSAP equipment and advice for revenue models. She stated that they would like to have a 3 day seminar in an amount not to exceed \$3,000 for the PSAP and Board members. After a brief 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 3 day consecutive training session for an amount not to exceed \$5,000. Director Creager suggested selecting exactly what subjects the technical committee would like to have a seminar on and then use the consultant registry and other available trainers to get the best training possible for the group. Colleen Eyman asked about possible dates for the training and Director Kilpatrick suggested the Technical Committee pick three days and give the Board an agenda and they would do their best to attend as they can.

Tony Coraggio, Broomfield Police Department presented the small equipment expenditure request for a Voiceover IP Protocol for caller ID. After a brief discussion involving an explanation of the equipment and which PSAP's already have it, Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Peratt absent, the Board approved the 2005 unbudgeted expenditure request in the amount of \$4,100 for Arvada PD for the Voiceover IP Protocol with the expectation that Jefferson County and West Metro Fire may also need to purchase this equipment at a later date.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She is still working on some EPN errors. She did a quality time report and found that 70% of her time is spent on MSAG errors and 30% are mapping errors.

2005 BUDGET

Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Peratt absent, the Board approved the 2005 budget. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Peratt absent, the Board approved the 2005 appropriation funding for the Budget.

Minutes of December 16, 2004
Page 3

Director Creager announced that this was his last meeting. He was thanked by both the Board and the PSAP's. After a brief discussion, he decided to continue to serve with the Board until a new Board member is appointed.

ADJOURNMENT

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

**Next Regular Meeting will be held on
February 17, 2005 at 1:30 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

FEBRUARY 17, 2005 AT 1:30 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

COPLINK PROJECT PRESENTATION

REQUEST FOR EXPENDITURES