

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

January 3, 2008

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 Don Angell
 Director Bill Lucatuorto
 Director Tim McSherry
 Director Lynn Johnson
 Dennis Tharp, Attorney
 Sharon Black, Executive Director
 Debbie Quinn, Secretary

Also Present: Dale Massey, Massey Consulting Services, LLC
 Rich Snelling, Lakewood IT

Director Kilpatrick called the meeting to order.

MINUTES

Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the Minutes of November 28, 2007.

EXECUTIVE DIRECTOR RESPONSIBILITIES

Director Lucatuorto started the discussion and suggested going into Executive Session to discuss the executive director responsibilities and the hiring of additional employees for contract work for the Board. He had questions about the request for additional employees, defined job responsibilities and supervision of the executive director. Director McSherry seconded the concerns that Director Lucatuorto had and added that he thought the Board was rushing into hiring additional employees and needed more information before acting on that request.

Sharon Black did a PowerPoint presentation on her projects and responsibilities, with an overview for the Board. (See attached report)

Director McSherry asked how she hired the consultants she had selected. She did not advertise for the job openings but had worked with the applicants on a Lakewood project and knew their qualifications. Director Angell asked about invoice verifications with the PSAP's and stated that he had not seen any invoices for Dale Massey and suggested some checks and balances for the projects he is working on. The Board also had questions about the job that Dale Massey is performing and who is supervising Dale Massey. Attorney Tharp asked Dale to itemize his time and tasks per his contract. Director McSherry asked how many PSAP's he had visited and discovered that he still

needed to visit half of the PSAP's. Director Lucatuorto still had concerns about the contract work and how long it would need to go on. Director Kilpatrick suggested that the Board pick the priority projects that they have Sharon work on and the time frame for them to be finished in. Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote, the Board moved to go into executive session for personnel matters.

The Board came out of Executive Session.

The Board as a whole suggested that Sharon meet with Director McSherry and Director Angell who would be giving her more direction, priorities and supervision on the projects that the Board wanted her to concentrate on. They thanked Sharon for doing a great job and going in the right direction.

ADJOURNMENT

Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote, the meeting was adjourned.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

January 17, 2008

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 Don Angell
 Director Bill Lucatuorto
 Director Tim McSherry
 Director Lynn Johnson
 Dennis Tharp, Attorney
 Sharon Black, Executive Director
 Teri Schmaedecke, Secretary

Also Present: Dale Massey, Massey Consulting Services, LLC
 Debi Luft
 Kristine Yost, Arvada Police
 Vicki Pickett, Arvada Police
 Karen Marquez, Westminister Police
 Jodi Malpass, Lakewood Police
 Colleen Eyman, Lakewood Police
 Karyn Dretzel, West Metro Fire
 Larry Stodden, Wheat Ridge Police
 Jaci Marie Louise, 911 Solutions, Inc.
 Lisa Sorrentino, Golden Police
 Kim Coleman, Broomfield Police
 Teri Schmaedecke, Secretary

Director Lucatuorto called the meeting to order.

APPROVAL OF MINUTES

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board approved the Minutes of December 20, 2008.

TREASURER'S REPORT

Director Angell presented the Treasurer's Report. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Kilpatrick absent, the Board approved the Treasurer's Report. (See attached)

Director Kilpatrick present.

January 17, 2008

ADVISORY COMMITTEE REPORT

Vicki Pickett with Arvada Police gave the Advisory Committee report and Greg Murdock with GeoComm gave the fourth quarter GeoComm report.

TRAINING EXPENDITURE REQUESTS

Kimberly Coleman with Broomfield Police presented the training expenditure requests for Arvada Police, Broomfield Police, Golden Police and Jefferson Sheriff for courses in the amount of \$5,862.12. Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the request in the amount of \$5,862.12.

On behalf of Diana Dolan, Kimberly Coleman presented the public education request. Kimberly requested protective cases to house the newly purchased Character Costumes for public education events in the amount of \$200.00. Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the request in the amount of \$200.00.

MSAG REPORT

Executive Director Sharon Black presented the MSAG report. Sharon stated that she is taking over the reports for Jaci Louise since her contract expired December 15th. Director Black presented a MSAG updated spreadsheet to the Board for the period from January 15th to February 14th, 2008.

Director Black stated that they got the proposal back from GeoComm and 911 Solutions and will be getting other bids before the next E911 meeting.

REPORT FROM EXECUTIVE DIRECTOR

Executive Director presented the Board a Project Summary. The summary covered the following topics: Invoice Verification, Disaster Recovery, MSAG/Mapping, NENA Techcommittee documents, PSAP moves, Public Education Website and Vendor Issues and Statewide Committees.

BUDGET

Director Black went over the proposed budget with the Board and the Chairman opened the budget hearing up for public testimony. There was no one wishing to testify and the Chairman closed the public hearing. Following a general discussion, the Board upon motion of Director McSherry, duly seconded by Director Lucatuorto and by unanimous vote, the Board adopted a resolution to accept the proposed 2008 budget in the amount of \$7,777,785.91.

Following a general discussion the Board upon motion of Director Angell, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board approved the expenditure request in an amount not to exceed \$50,000 for the new project manager, Rich Snelling. The Board asked Attorney Tharp and Executive Director Black to draw up a contract.

EXPENDITURE REQUEST

Karen Marquez with Westminster Police, requested \$33,414 for their APCO Meds – EMD Software. The Board upon motion of Director Angell, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board approved the request in the amount of \$33,414 for Westminster Police.

E911 MEETING POSTING LOCATION

Upon motion of Director McSherry, duly seconded by Director Lucatuorto and by majority vote with Director Kilpatrick absent, the Board approved the designated glass enclosures outside of Hearing Room #1 of the Courts and Administration Building, 100 Jefferson County Parkway, Golden, Colorado, as the location where notice and agenda information will be posted for the E911 Authority Meetings and that these meetings shall be held the 3rd Thursday of every month at 2:00 P.M.

Director McSherry made a motion, seconded by Director Lucatuorto and by majority with Director Kilpatrick absent, the Board approved the expenditure request in the amount of \$19,600.00 for the Adams Jeffco HazMat Authority for Pagers and Phones for the year 2008.

REALLOCATION OF UNEXPENDED FUNDS

Following a general discussion the Board upon motion of Director Angell, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board approved the reallocation of unexpended funds for approved projects in 2007 to 2008.

ADJOURNMENT

Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the meeting was adjourned.

A CD-ROM containing the entire audio of this hearing is on file in the clerk's office.

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

February 21, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES of 1/3/08 and 1/17/08

TREASURER'S REPORT

ELECTION OF E911 OFFICERS

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

February 21, 2008

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 Don Angell
 Director Bill Lucatuorto
 Director Tim McSherry
 Dennis Tharp, Attorney
 Sharon Black, Executive Director
 Debbie Quinn, Secretary

Also Present: Diana Dolan, Arvada Fire
 Debi Luft, Adams, Jeffco Hazmat Authority
 Vicki Pickett, Arvada Police
 Karin Marquez, Westminster Police
 Jodi Malpass, Lakewood Police
 Colleen Eyman, Lakewood Police
 Mark Krapf, West Metro Fire
 Michael Nieto, West Metro Fire
 Larry Stodden, Wheat Ridge Police
 Lisa Sorrentino, Golden Police
 Kim Coleman, Broomfield Police
 Rich Snelling, JCEAB Consultant
 Nick Boukas, Evergreen Fire
 Christy McCormick, Evergreen Fire
 Wes Horn, Qwest
 Dale Massey, Massey Consulting Services, LLC

Absent: Director Lynn Johnson

Director Kilpatrick called the meeting to order.

APPROVAL OF MINUTES

Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Director Johnson absent, the Board approved the Minutes of January 3 and January 17, 2008.

TREASURER'S REPORT

Director Angell presented the Treasurer's Report. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Johnson absent, the Board approved the Treasurer's Report. (See attached)

ELECTION OF OFFICERS

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Johnson absent, the Board approved the renomination of Director Kilpatrick as President of the Board.

Director Lucatuorto agreed to continue as Vice President of the Board.

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Johnson absent, the Board approved the nomination of Director Johnson as the Secretary/Treasurer of the Board.

ADVISORY COMMITTEE REPORT

Colleen Eyman, Lakewood Police said that the Advisory Committee attended a Pictometry demonstration and she stated that it is much cheaper than it was when the Board looked at the product before.

TRAINING/EDUCATION/MINOR EQUIPMENT/EXPENDITURE REQUESTS

Diana Dolan, Arvada Fire presented the training expenditure requests in the amount of \$6,014. Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the training requests in the amount of \$6,014.00.

She also presented a public education request in the amount of \$456.00 for storage/cleaning of the Cell Phone costumes. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Johnson absent, the Board approved the request in the amount of \$456.00.

Larry Stodden presented the minor equipment requests in the amount of 430.53. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Johnson absent, the Board approved the minor equipment requests.

Kimberly Coleman presented a request for \$5,000.00 for head sets and stated that she would come back next month for another request. Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Johnson absent, the Board approved the head set requests.

Nick Boukas, Evergreen Fire presented a request for ProQA Fire in the amount of \$3,325.00. Director Lucatuorto made a motion to approve the purchase, upon attorney approval of the contract, and then amended his motion to delete attorney approval upon learning that it is a product purchased. Director Angell seconded the amended motion and the Board by majority vote with Director Johnson absent, approved the request in the amount of \$3,325.00.

Wes Horn, previously with Intrado introduced himself to the Board as the point of contact with Qwest.

February 21, 2008

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Colleen Eyman, Lakewood Police brought back her request for a generator in an amount not to exceed \$80,000 and asked for the funds to come from the Disaster Recovery budget line item. Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Johnson absent, the Board approved the generator request.

MSAG REPORT

Executive Director Sharon Black presented the MSAG report. She presented a request for a contract with Geocomm to handle the fallout records in the amount of \$16,200. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Johnson absent, the Board approved the amount of \$16,200 payable to Geocomm to clean up the fallout records.

REPORT FROM EXECUTIVE DIRECTOR

Executive Director Sharon Black gave her report. The summary covered the following topics: Invoice Verification, Technical Roadmap, Next Gen, MSAG/Mapping, PSAP moves, Public Education Website, Vendor Issues and Statewide Committees. Sharon requested \$70,000 to extend the contract with Dale Massey for 2008. Director Lucatuorto made a motion to approve \$70,000 for the Massey contract. Director Angell stated that deliverables in the contract had been gone over and specific reports needed to be included in the contract. Colleen Eyman shared the Advisory Committee's concerns as it related to unfinished work for contract employees. They felt that 911 Solutions did not meet the terms of the contract hence the expenditure request for the fallout records with Geocomm and the Committee did not want the Board to be in that position again with the other contract workers hired. Director Lucatuorto tabled his motion and asked that the Technical Committee come up with some measurable guidelines for the contract employees. Director Kilpatrick wanted Sharon Black to show the Board the savings generated by hiring the contract employee. Director Lucatuorto suggested that the Board hold an executive session to discuss contract issues at the next meeting.

Director Kilpatrick suggested discussing the First Responder Software at the next meeting.

Director Lucatuorto requested \$200 in the form of a motion for a plaque thanking Director Angell for his service as a Board director. Director McSherry seconded the motion and the Board approved the request for \$200 for a service plaque.

Attorney Tharp mentioned that Sharon Black's contract expires next month. The Board needs to decide whether or not the Board will contract with Sharon through her corporation or she will become an employee of one of the member agencies and the Board reimburse those expenses.

ADJOURNMENT

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Johnson absent, the meeting was adjourned.

A CD-ROM containing the entire audio of this hearing is on file in the clerk's office.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

March 20, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

ADVISORY COMMITTEE CONTRACT GUIDELINES

EXECUTIVE SESSION FOR CONTRACT EMPLOYEE CONCERNS

FIRST RESPONDER SOFTWARE

EXECUTIVE DIRECTOR CONTRACT

EXECUTIVE DIRECTOR REPORT

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

MARCH 20, 2008

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 Don Angell
 Director Bill Lucatuorto
 Director Tim McSherry
 Director Lyn Johnson
 Dennis Tharp, Attorney
 Sharon Black, Executive Director
 Joyce Woodley, Secretary

Also Present: Diana Dolan, Arvada Fire
 Debi Luft, Adams, Jeffco Hazmat Authority
 Vicki Pickett, Arvada Police
 Karin Marquez, Westminster Police
 Colleen Eyman, Qwest
 Kim Coleman, Broomfield Police
 Rich Snelling, JCEAB Consultant
 Nick Boukas, Evergreen Fire
 Christy McCormick, Evergreen Fire
 Lisa Sorrentino, Golden PD
 Jeff Irvin, Jeffco Sheriff
 Jodi Malpass, Lakewood PD
 Scott Rose, Lakewood PD
 Karyn Kretzel, West Metro Fire
 Wes Horn, Qwest

Director Kilpatrick called the meeting to order.

APPROVAL OF MINUTES

Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the Minutes of February 21, 2008.

TREASURER'S REPORT

Director Angell presented the Treasurer's Report. (See attached) Director McSherry made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Treasurer's Report.

At this time, Director Kilpatrick presented Director Angell with a plaque for his service as a Director on the E911 Emergency Authority Board from 2000 to 2007.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD presented the Advisory Committee report. She said that Wes Horn and Linda McAlvey from Qwest talked about how they are going over the bills and trying to reconcile a lot of the outstanding ones.

Wes talked about how they are reorganizing the way that the invoices are written so that the PSAP's can actually connect the bill with the work that was done. Vicki introduced Colleen Eyman as Qwest's new employee in Project Management. Colleen will be working with the Advisory Committee in the future. The Committee had a long discussion about the first responder citizen notification software. They have a big upgrade that they are doing to the system which is going to enable them to get back to using the web access version which they haven't been able to do in a couple of years because of software incompatibility. The problem is that there are a lot of changes to the software that the Advisory Committee doesn't necessarily like as much. One thing in particular is that launches for missing children and endangered missing adults is no longer going to be free which is a good portion of a lot of the calls that they do. Even if they wanted to do test training launches, they will charge for that. Glenn Stevens will be coordinating a conference call with Vicki, Karen Kretzel and Intrado. They will work through some of this and try to figure out if it would solve the needs of the agencies that are going to be using First Responder for notification on their personnel. If the features are adequate on the citizen notification, the contract with First Responder could be cancelled which would save them half the cost.

Vicki also said that GeoComm will be coming out in April for their software upgrade and the PSAP's will actually come out and do the upgrades to all the PSAP hardware and GeoComm will also provide some user training. It will possibly be done April 8th and 9th for user training and are still working out where that will take place.

TRAINING/ PUBLIC EDUCATION/MINOR EQUIPMENT

Diana Dolan, Arvada Fire presented the following training requests. Arvada Fire, \$2,956.93, Broomfield PD \$4,458.00, Golden PD \$683.42, Jeffco Sheriff \$1,100.00, Lakewood PD \$699.00 and Westminster PD \$3,200.00. Director Johnson made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the training requests.

Diana also presented the public education request for all 10 PSAP's in an amount not to exceed \$25,000.00 and a PSA airing request in an amount not to exceed \$36,000.00. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the requests.

A minor equipment request was presented for Broomfield PD for the printing for EMD cards for \$500.00. Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the request.

Kim Coleman, Broomfield PD presented a minor equipment request for \$4,000.00 for headsets for all PSAP's. Director McSherry made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the request.

Vicki mentioned that they had talked with Sharon Black about the coming year and the fact that her contract is coming up and some of her responsibilities. They came to some agreement on communication. Sharon will be copying them on a lot more of the communications previously given to the Board.

Vicki also announced that her co-chair will be Kimberly Coleman from Broomfield PD.

EXPENDITURE REQUESTS

Nick Boukas, Evergreen Fire presented an expenditure request in an amount not to exceed \$16,500.00 for a maintenance contract with 911 Inc. for 5 years which would service their voice recording systems, 911 phone systems and any associated software cost. Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the request contingent upon final review and approval of the contract by Attorney Tharp.

ADVISORY COMMITTEE CONTRACT GUIDELINES

Vicki said that she had not submitted this. It had come up at the last meeting when they were talking about some issues with contract employees and part of the question was where could they have a stake in some of this as an Advisory Committee. Director Kilpatrick said that this would be discussed during the scheduled executive session.

EXECUTIVE DIRECTOR REPORT

Sharon Black gave the Executive Director report. (See attached report) The report included a list of her 2007 accomplishments. She presented an expenditure request for \$350.00 for a website update. Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote the Board approved the request. She also had a request for a contract in the amount of \$5,500.00 for process of an audit by Swanhorst & Co. for 2007. Director Lucatuorto made a motion, duly seconded by Director McSherry and by unanimous vote the Board approved the request. Also requested was \$30,000.00 for Adams Jeffco Hazmat for bookkeeping services for 2008. Director McSherry made a motion, duly seconded by Director Angell and by unanimous, the Board approved the request.

EXECUTIVE SESSION

Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote the Board adopted a resolution to go into **executive session for Attorney-Client Communication** regarding contract employee concerns and negotiations of the executive director.

Minutes of March 20, 2008
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The Board came out of executive session and reconvened the meeting of the E911 Emergency Authority Board.

Director McSherry made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Executive Director contract until the end of April 2008.

ADJOURNMENT

Director McSherry made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the meeting was adjourned.

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

APRIL 17, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

AGENDA

CALL TO ORDER

OLD BUSINESS

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

NEW BUSINESS

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

APRIL 4, 2008

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 Tim McSherry
 Director Lyn Johnson
 Director Mark Krapf
 Dennis Tharp, Attorney
 Teri Schmaedecke, Secretary
Absent: Director Bill Lucatuorto

Director Kilpatrick called the meeting to order.

Process and Steps for Replacing Executive Director Discussion

Director McSherry made a motion, duly seconded by Director Johnson and by majority vote with Director Lucatuorto absent, to retain Fred Rainguet & Associates, LLC to advertise and assist the Authority in retaining an Executive Advisor to the Board at a salary range of \$85,000 to \$95,000. This employee is to be retained by one of the agencies to the Board.

The Board agreed to seeking two persons to perform MSAG corrections. It was estimated that each person would be working about 5 – 10 hours a month.

Director McSherry made a motion, duly seconded by Director Johnson and by unanimous vote with Director Lucatuorto absent, the Board voted to go into **executive session for Attorney-Client Communication** and to discuss personnel matters.

The Board came out of executive session and reconvened the meeting of the E911 Emergency Authority Board.

ADJOURNMENT

Director McSherry made a motion, duly seconded by Director Krapf and by majority vote, the meeting was adjourned.

MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

APRIL 17, 2008

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 Mark Krapf
 Director Lyn Johnson
 Dennis Tharp, Attorney
 Sharon Black, Executive Director
 Teri Schmaedecke, Secretary

Absent: Director Bill Lucatuorto
 Director Tim McSherry

Also Present:

Karin Marquez, Westminster Police
Rich Snelling, JCEAB Consultant
Nick Boukas, Evergreen Fire
Bessie Doone, Evergreen Fire
Jeff Irvin, Jeffco Sheriff
Jodi Malpass, Lakewood PD
Scott Rose, Lakewood PD
Steve Boatwright, Lakewood PD
Tony Coraggio, Broomfield PD
Larry Stodden, Wheatridge PD
Cari Parkinson, 911 Wizard, LLC
Vicki Pickett, Arvada Police

Director Kilpatrick called the meeting to order and welcomed Director Mark Krapf to the Authority Board.

APPROVAL OF MINUTES

Director Johnson made a motion, duly seconded by Director Krapf and by majority vote with Director Lucatuorto and McSherry absent, the Board approved the Minutes of March 20, 2008 and April 4, 2008.

TREASURER'S REPORT

Director Johnson presented the Treasurer's Report. (See attached) Director Krapf made a motion, duly seconded by Director Kilpatrick and by majority vote with Director Lucatuorto and McSherry absent, the Board approved the Treasurer's Report (see attached).

Legislative Report

Attorney Tharp gave a brief legislative update and informed the Authority that House Bill 1249 was passed by the House and the Senate.

ADVISORY COMMITTEE REPORT

Vicki Pickett, Arvada PD presented the Advisory Committee report. She said that Wes Horn from Qwest will have the maintenance costs and numbers by next month so the Committee will have a better idea of how much they would be spending on maintenance. Mr. Horn also stated the project that the Executive Director started with was the audit of the network and they will continue with that and they should have results next month. Vicki stated they elected two new officers, Diana Dolan will be the Vice Chair and Karin Marquez will be the Secretary. Vicki said they had a long discussion about the Intrado upgrade of the citizen notification system. It was determined that the upgrade is going to be a requirement by the end of June. Vicki said they were trying to come up with a decision for the MSAG Coordinator during the transition period and GeoComm offered to do the maintenance of MSAG which would be included in their contract price.

Director Kilpatrick stated for the record that Executive Director Sharon Black has submitted her resignation and it will be effective the end of April. Director Kilpatrick thanked Executive Director Black for the work she has done and wished her good luck on future endeavors. The Advisory Committee also wished Sharon Black good luck and thanked her.

The Board then met with Fred Rainguet with Fred Rainguet & Associates, LLC via a conference call to discuss Mr. Rainguet's proposal so the Board could take a formal vote on the proposal. Following a general discussion, the Board upon motion of Director Johnson duly seconded by Director Krapf and by majority vote, with Director McSherry and Lucatuorto absent approved the proposal for Fred Rainguet & Associates, LLC. to advertise and assist the Authority in obtaining a new Executive Director.

Mike Delahunty, gave a brief demonstration on the Management Database for the Board. This central database would manage equipment, work orders, reports etc. PSAP personnel would have access to the database to get information on the equipment that they have. The system will eventually become Internet based so the information could be accessed from any terminal or computer that has access to the Internet. The Board said they liked the idea of the management database and ask that they continue to pursue it.

TRAINING/PUBLIC EDUCATION/MINOR EQUIPMENT

Larry Stodden, Wheat Ridge Police presented the following training requests. Jefferson County Sheriff's office \$2,250.00 for 2 classes and Lakewood Police \$3,724.00 for 3 classes for a total of \$5,974.00. Director Krapf made a motion, duly seconded by Director Johnson and by majority vote with Director McSherry and Lucatuorto absent, the Board approved the training requests for a total of \$5,974.00.

Larry also presented the small equipment request for Jefferson County Sheriff for a UPS Capacitor Upgrade and UPS 2008 PM Service Agreement for \$6,030.00. Director Krapf made a motion, duly seconded by Director Johnson and by majority vote with Director McSherry and Lucatuorto absent, the Board approved the training request for a total of \$6,030.00.

EXPENDITURE REQUESTS

Jodi Malpass, Lakewood Police presented the following requests, Lakewood Police to Qwest for PBX/Phone equipment move cost for \$48,840.22. Director Johnson made a motion, duly seconded by Director Krapf and by majority vote with Director McSherry and Lucatuorto absent, the Board approved Lakewood's expenditure request in the amount of \$48,840.22.

EXECUTIVE DIRECTOR REPORT

Sharon Black gave the Executive Director report and the Project Transition Information (see attached reports).

ADJOURNMENT

Director Krapf made a motion, duly seconded by Director Johnson and by majority vote, the meeting was adjourned.

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY
MAY 15, 2008 AT 2:00 P.M.
1ST FLOOR – HEARING ROOM #2

1. Call to Order
2. Approval of April 17, 2008 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
 - a. Training Subcommittee
 - b. Minor Equipment Subcommittee
 - c. Other
6. New Business
 - a. MSAG Coordinator
 - b. Other
7. 911 Budget Parameters
10. Adjourn

DRAFT
MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

MAY 15, 2008

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 Mark Krapf
 Director Lynn Johnson
 Dennis Tharp, Attorney
 Director Bill Lucatuorto
 Joyce Woodley, Secretary

Also Present:

Karin Marquez, Westminster Police
Rich Snelling, JCEAB Consultant
Nick Boukas, Evergreen Fire
DeAnna McMahon, Evergreen Fire
Karyn Kretzel, West Metro Fire
Colleen Eyman, Qwest
Kristine Yost, Arvada PD
Lisa Sorrentino, Golden PD
Diana Dolan, Arvada Fire
Jeff Irvin, Jeffco Sheriff
Scott Rose, Lakewood PD
Tony Coraggio, Broomfield PD
Larry Stodden, Wheatridge PD
Debi Luft, AJCHRA

Director McSherry was absent.

Director Kilpatrick called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Director McSherry absent, approved the Minutes of April 17, 2008.

ADVISORY COMMITTEE REPORT

Diana Dolan, Arvada Fire gave the Advisory Committee report. They had a representative from North Colorado Medi-Vac, an air ambulance service in the Erie area come in and talk to them about their services and availability in that area.

Glen and Tony from Broomfield along with Vickie Pickett with Qwest had a conference call with Pictometry and decided that the options they were presenting were a little too confusing to do as a conference call so they will be meeting with them later on in the month to get a better grasp of what they would be charged and how it will work with the contract.

Qwest presented a budgetary summary for all the PSAP's on the maintenance program based on the inventory of all the sites that have been done. There was discussion on the advantages and disadvantages and making sure that they keep the citizens interests in mind regarding cost as well as service. They have asked Qwest to provide a more detailed picture before they can make a decision and will be evaluating a comprehensive and preventative maintenance program that would cover all the PSAP's of the county. They are hoping to present it to the Board next month.

Scott Rose, Lakewood PD gave an update of their CommCenter move on May 6th and 7th. and said that everything went smoothly. Rich Snelling was on site during the entire move and provided invaluable resource as far as interaction with Qwest. Since the move, Colleen Eyman has offered great support from the residual effects and problems that they have experienced. He told the Board that they have sent Deb Luft a check for \$2,757.00 which was money left over after ordering their generator.

TRAINING REQUESTS

Director McSherry was present.

Diana Dolan, Arvada Fire presented the training requests in the amount of \$10,893.97. (See attached) The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote, approved the training request in the amount of \$10,893.97.

PUBLIC EDUCATION UPDATE

Diana reminded everyone that you must have Comcast in order to watch the spot listing. They are getting the public education materials in and should be distributed to the PSAP's fairly soon.

SMALL EQUIPMENT REQUESTS

Larry Stodden, Wheat Ridge PD presented the small equipment requests in the amount of \$9,089.88. (See attached) The Board upon motion of Director Lucatuorto, duly seconded by Director Krapf and by unanimous vote, approved the small equipment requests in the amount of \$9,089.88.

TREASURER'S REPORT

Director Johnson presented the Treasurer's Report. The Board upon motion of Director McSherry, duly seconded by Director Lucatuorto and by unanimous vote, approved the Treasurer's Report (See attached).

EXPENDITURE REQUESTS

Larry Stodden presented a technical enhancement request from Wheat Ridge PD for a CAD Interface Server for seamless database exchange from GeoComm to CAD System in the amount of \$17,128.00. The Board upon motion of Director McSherry, duly seconded by Director Lucatuorto and by unanimous vote, approved the request in the amount of \$17,128.00.

Tony Coraggio, Broomfield PD presented a request for maintenance and service updates to their voice recorder in the amount of \$44,761.00. The Board upon motion of Director Krapf, duly seconded by Director Johnson and by unanimous vote, approved the request in the amount of \$44,761.00.

NEW BUSINESS

The subject of continued funding for Coplink was brought up by Dennis Tharp. The estimated cost for this year is \$22,000.00 and will probably be about the same for next year. In 2010, the estimated cost should be between \$50,000.00 and \$75,000.00. Following a general discussion, it was determined that the Board would continue to fund Coplink.

The Executive Director position was discussed and where that individual would be housed. Mark Krapf, West Metro Fire said that they have expressed an interest in housing that person and having them as a West Metro employee. However, West Metro has recently made some changes to their benefit package that requires all employees whether they are civilian or uniformed to go into a defined benefit plan. The plan has a period of vesting attached to it and after speaking to most of the Board members, they felt that it might not be a very desirable package for someone coming into this position since they are likely to want to have some portability and it's probably not a position that's going to have a very long tenure for vesting. The City of Lakewood has shown some interest and have some office space available. He told them he would like to talk to the Board first to see if they would consider Lakewood for housing that individual. It was decided to wait until they are closer to hiring someone to have further discussion on this matter.

911 BUDGET PARAMETERS

Mark Krapf asked for some clarity as to what the Board would and would not fund. Some of the agencies feel that some of the money is for unanticipated needs throughout the year and that they should have more liberty in how to expend those funds. After a brief discussion, it was agreed to wait until the next meeting to discuss the issue further.

OTHER BUSINESS

Dennis Tharp mentioned that September 11th is the 911 Summit in Boulder and that NexGeneration will be the primary topic.

Debi Luft, AJCHRA presented a expenditure request in the amount of \$300.00 for the purchase of stamps. The Board upon motion of Director Kilpatrick, duly seconded by Director McSherry and by unanimous vote, approved the expenditure request in the amount of \$300.00. She also requested \$72.93 for internet security for her laptop. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by unanimous vote, approved the expenditure request in the amount of \$72.93.

ADJOURNMENT

Director McSherry made a motion, duly seconded by Director Johnson and by unanimous vote, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JUNE 19, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

1. Call to Order
2. Approval of May 15, 2008 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
 - a. Training Subcommittee
 - b. Minor Equipment Subcommittee
 - c. Other
6. New Business
 - a. Qwest discussion on Next Generation
 - b. School district discussion on Citizen Notification
 - c. MSAG Coordinator
 - d. 911 Budget Funding
 - e. Adoption of Resolution for Emergency Telephone Charge
7. Adjourn

MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

JUNE 19, 2008

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 Mark Krapf
 Director Lynn Johnson
 Director Tim McSherry
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Bill Lucatuorto

Also Present: Commissioner Jim Congrove
 Karin Marquez, Westminster Police
 Rich Snelling, JCEAB Consultant
 DeAnna McMahan, Evergreen Fire
 Karyn Kretzel, West Metro Fire
 Kristine Yost, Arvada PD
 Lisa Sorrentino, Golden PD
 Diana Dolan, Arvada Fire
 Jeff Irvin, Jeffco Sheriff
 Tony Coraggio, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Debi Luft, AJCHRA
 Jodi Malpass, Lakewood PD
 Bill Kitamurk, Jeffco Schools
 Ron Sloan, Jeffco Schools
 Vicki Pickett, Arvada PD
 Stacen Gross, GeoComm
 Scott Mallory, Ebbyfish Multimedia

Director Kilpatrick called the meeting to order.

TREASURER'S REPORT

Director Johnson presented the Treasurers report. The Board upon motion of Director McSherry, duly seconded by Director Krapf and by majority vote with Director Lucatuorto absent, approved the Treasurer's report for the month of May, 2008.

APPROVAL OF MINUTES

The Board upon motion of Director Johnson, duly seconded by Director Krapf and by majority vote with Director Lucatuorto absent, approved the Minutes of May 15, 2008.

ADVISORY COMMITTEE REPORT

Interviews for the Executive Director position will be held June 30, 2008. There are 6 applicants and Vicki Pickett, Diana Dolan, Lisa Sorrentino, Tony Coraggio, Karin Marquez from the Advisory Committee with DeAnna McMahan as alternate will attend the interviews with the Board.

Vicki stated that 3 agencies, Arvada, Westminster and Golden are not up to postal standards for the MSAG. Geocomm will charge an additional fee for the postal data conversion and will have a quote prepared for the July meeting. Vicki mentioned that the committee had a conference call with Pictometry and told them that they want some definite numbers before they bring the proposal to the Board. The committee also talked about the Qwest maintenance contract. They were given a breakdown for each PSAP for one year, 3 years and 5 years with an additional cost for preventive maintenance and Plant and Positron software support. The advantage to the contract was 24 by 7 maintenance but the cost was prohibitive. The Advisory Committee suggested that the preventive maintenance part of the contract may be more reasonably priced than complete coverage. The Committee decided they would stick with the time and materials contract they have now but would discuss the preventive maintenance at next month's meeting. Because of changes to the Citizen Notification, the Advisory Committee discussed whether they should get rid of the First Responder software and just keep Citizen Notification because they are similar functions. The citizen notification has the privacy issue and so they want to stick with the First Responder. Intrado has the capability to enter VOIP and cell phone functionality into the database system for Citizen Notification. Intrado will provide further information on this service and product.

SCHOOL DISTRICT CITIZEN NOTIFICATION DISCUSSION

Ron Sloan and Bill Kitamura from Jeffco Schools Security and Emergency Planning came to discuss a shared system with Reverse 911 for district wide emergency messaging for the schools. They suggested that the intent was to be cost neutral to the E911 Board but possibly cheaper for the schools if the two agencies shared the application. Director Kilpatrick asked if this could legally be done. Attorney Tharp thought it could fall under the purview of 911. The consensus of the Board was they are willing to hear more but asked the gentlemen from R-1 schools to contact the Advisory Committee when they have a proposal ready to get their input first.

Vicki Pickett mentioned that they are having problems with Intrado who wants only one point of contact with all the PSAP's. Dennis suggested adding some language to the contract.

TRAINING REQUESTS

Diana Dolan, Arvada Fire introduced Scott Mallory the developer of the Ebbyfish program used by the Committee for the Tech 911 site. She presented the training

requests in the amount of \$8,907.54. The Board upon motion of Director McSherry, duly seconded by Director Krapf and by majority vote with Director Lucatuorto absent, approved the training request in the amount of \$8,907.54.

PUBLIC EDUCATION UPDATE

Diana stated that they would try to use the remaining public education funds at the end of the year.

MINOR EQUIPMENT REQUESTS

Larry Stodden, Wheat Ridge PD presented the minor equipment request in the amount of \$92.98. The Board upon motion of Director McSherry, duly seconded by Director Krapf and by majority vote with Director Lucatuorto absent, approved the minor equipment request.

Karyn Kretzel, West Metro Fire requested an amount not to exceed \$10,000 for headsets for Evergreen, Golden, Broomfield, Lakewood, West Metro, Wheat Ridge. The Board upon motion of Director McSherry, duly seconded by Director Krapf and by majority vote with Director Lucatuorto absent, approved the expenditure request for headsets.

EXPENDITURE REQUESTS

Vicki Pickett requested an extension of Rich Snelling's consulting contract for one year for an amount not to exceed \$70,000. The Board upon motion of Director McSherry, duly seconded by Director Krapf and by majority vote with Director Lucatuorto absent, approved the contract extension.

Tony Coraggio, Broomfield PD presented a request for 10 station licenses and service supports for Criticall in the amount of \$10,715.00. The Board upon motion of Director Krapf, duly seconded by Director McSherry and by majority vote with Director Lucatuorto absent, approved the license agreements and service supports.

Debi Luft, bookkeeper requested a docking station and monitor in an amount not to exceed \$1,000.00 with the money coming out of her office supply budget. The Board upon motion of Director Johnson, duly seconded by Director McSherry and by majority vote with Director Lucatuorto absent, approved the expenditure request.

Director Tharp made a request for \$1200 for a surety bond for Debi Luft. The Board upon motion of Director Johnson, duly seconded by Director McSherry and by majority vote with Director Lucatuorto absent, approved the surety bond request.

NEW BUSINESS

NEXT GENERATION QWEST DISCUSSION

The Board had a discussion about Next Generation and the fact that text messaging is not yet viable for 911 emergency calls. Wes Horn, Qwest said that realistically they were at least a year away from being able to accept the text messaging. Director Kilpatrick asked that Wes Horn have a presentation for the Board at the September meeting on what to expect for Next Gen technology.

911 BUDGET FUNDING

Director Krapf asked for guidance for the PSAPs on the 911 Budget Parameters. The Board looked over the list and discussed Technical Enhancements. It was suggested that every agency has \$50,000 they can use for expenses authorized to be paid by the statute. The Board was in general consensus on not paying for Records Management or salaries but would approve reasonable requests on a case by case basis for technical enhancements.

ADOPTION OF RESOLUTION FOR TELEPHONE CHARGE

Dennis Tharp mentioned that historically the Board annually needed to adopt the emergency telephone charge. New legislation that goes into effect on August 6, 2008 changes the fact that the rate can now be changed at any time and does not need to be set annually. After a general discussion, the Board upon motion of Director McSherry, duly seconded by Director Krapf and by majority vote with Director Lucatuorto absent, approved the rate set at .52 for landlines, wireless lines and VOIP providers until a different amount is appropriate.

Director Kilpatrick stated that a presentation for funding for sirens for bad weather or natural disasters would be forthcoming. Director McSherry thanked the Board for allowing the Incident Team to help with the Windsor tornado.

ADJOURNMENT

Director McSherry made a motion, duly seconded by Director Krapf and by unanimous vote, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

AUGUST 21, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

1. Call to Order
2. Approval of June 19, 2008 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
 - a. Training Subcommittee
 - b. Minor Equipment Subcommittee
 - c. Qwest Maintenance Contract
6. Pictometry Proposal
7. Geocomm Proposal for MSAG Conversion to Postal Standards
8. MSAG Maintenance
9. New Business
10. Adjournment

MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

AUGUST 21, 2008

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 Mark Krapf
 Director Lynn Johnson
 Director Lucatuorto
 Dennis Tharp, Attorney
 Teri Schmaedecke, Secretary

Absent: Director Tim McSherry (arrived briefly and left)

Also Present:

Karin Marquez, Westminster Police
Rich Snelling, JCEAB Consultant
DeAnna McMahan, Evergreen Fire
Karyn Kretzel, West Metro Fire
Kristine Yost, Arvada PD
Lisa Sorrentino, Golden PD
Diana Dolan, Arvada Fire
Jeff Irvin, Jeffco Sheriff
Tony Coraggio, Broomfield PD
Larry Stodden, Wheat Ridge PD
Debi Luft, AJCHRA
Jodi Malpass, Lakewood PD
Steve Kabelis, Lakewood PD
Jim Bradley, Lakewood PD
Scott Rose, Lakewood PD
Vicki Pickett, Arvada PD
Stacen Gross, GeoComm
Deb Rozeboom, GeoComm
Wes Horn, Quest
Greg Murdock, GeoComm
Floyd Griffin, NICE
Karl Hammes, NICE

Director Kilpatrick called the meeting to order.

TREASURER'S REPORT

Director Johnson did not present the Treasurers report this month.

APPROVAL OF MINUTES

The Board upon motion of Director Krapf, duly seconded by Director Lucatuorto and by majority vote with Director McSherry absent, approved the Minutes of June 19, 2008.

Chairman Kilpatrick announced that Jeff Irvin has been chosen to be the new Executive Director for the Jefferson/Broomfield E911 Emergency Telephone Authority.

ADVISORY COMMITTEE REPORT

Vicki Pickett told the Authority that the committee had a long discussion about Pictometry and they have received quotes but feel they are still missing some components to the hardware that they will need. They are going to wait and discuss it at next months meeting. Vicki also told the Board that they are going to participate in a wireless opt in pilot program with Intrado. She will get more specifics in the future but one of her concerns is quality control on the addressing and feels this is one area that will need to be worked out.

Vicki said they would like guidance on the Technical Enhancement part of the budget. The Board told Vicki it should remain at \$50,000.

Vicki stated that the Advisory Committee discussed the Qwest bills that were outstanding and some of the efforts that have been made. A lot of progress has been made getting most of the bills paid off. Vicki asked the Board if maybe they would consider or think about transitioning the Bookkeeper position from part time to full time. It is Vicki's opinion and the opinion of the Advisory Committee that being part time prevents the bookkeeper from doing proactive work.

Vicki reiterated to the Authority that GeoComm agreed to the postal standard conversion. This is a conversion of data for Golden, Westminster and Arvada to provide MSAG consistency and standardized formats. The Board upon motion of Director Krapf, duly seconded by Director Lucatuorto and by majority vote with Director McSherry absent, approved the expenditure request and contract with GeoComm in the amount of \$9,750.00 for the Postal Standard Conversion.

Vicki discussed with the Authority the need for preventive maintenance with Qwest which would include all the PSAP's for things such as testing, cleaning, etc. The Board upon motion of Director Lucatuorto, duly seconded by Director Krapf and by majority vote with Director McSherry absent, approved the expenditure request in the amount of \$20,800.00 for the Preventive Maintenance Program with Qwest to begin October 1, 2008.

TRAINING REQUESTS

Diana Dolan, Arvada Fire presented training requests in the amount of \$4,234.26. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Director McSherry absent, approved the training request in the amount of \$4,234.26.

MINOR EQUIPMENT REQUESTS

Larry Stodden, Wheat Ridge PD presented the minor equipment request in the amount of \$585.00 for EMD cards for Arvada Fire. The Board upon motion of Director Lucatuorto, duly seconded by Director Krapf and by majority vote with Director McSherry absent, approved the minor equipment request for \$585.00.

EXPENDITURE REQUESTS

Vicki Pickett requested software and training implementation for I/Map Editor in the amount of \$9,000 for Arvada Police. The Board upon motion of Director Lucatuorto, duly seconded by Director Krapf and by majority vote with Director McSherry absent, approved the expenditure for the \$9,000 contract extension.

Karin Kretzel, West Metro Fire presented a request for a new NICE Multi-Agency Voice Logger Recording System. Following an informative discussion, the Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Director McSherry absent, approved the request for an amount not to exceed \$420,000 for the NICE system. Related to the NICE system a MOU was drawn up for the three agencies to share the common resources and so the Board upon motion of Director Lucatuorto, duly seconded by Director Krapf and by majority vote with Director McSherry absent, approved the Memorandum of Understanding.

Lisa Sorrentino, Golden Police presented an expenditure request for a NICE Voice Logger Recording System including software and maintenance. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Director McSherry absent, approved the expenditure for a total not to exceed \$156,000 for the City of Golden's Voice Logger.

Karin Marquez, City of Westminster presented a request for Support Renewal for their Plant Vesta and MagIC System. Upon motion of Director Krapf, duly seconded by Director Lucatuorto and by majority vote with Director McSherry absent, approved the expenditure for the City of Westminster for an amount not to exceed \$29,000.

Jodi Malpass, Lakewood Police presented a request for VESTA M1 Hardware & Software Refresh phone upgrade in the amount of \$175,334.23. The Board upon motion of Director Lucatuorto, duly seconded by Director Krapf and by majority vote with Director McSherry absent, approved Lakewood's request in the amount of \$175,334.23.

ADJOURNMENT

Director Lucatuorto made a motion, duly seconded by Director Krapf and by majority vote, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

SEPTEMBER 18, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

1. Call to Order
2. Approval of August 21, 2008 Minutes
3. Treasurer's Report
4. 2007 Audit Presentation
5. Advisory Committee Report
6. Expenditure Requests
 - a. Training Subcommittee
 - b. Minor Equipment Subcommittee
6. Next Generation 911
7. New Business
8. Adjournment

MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

SEPTEMBER 18, 2008

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 Lynn Johnson
 Director Bill Lucatuorto
 Glenn Stevens, Attorney
 Joyce Woodley, Secretary

Absent: Director Tim McSherry
 Director Mark Krapf

Also Present:

Karin Marquez, Westminster Police
DeAnna McMahan, Evergreen Fire
Lisa Sorrentino, Golden PD
Diana Dolan, Arvada Fire
Jeff Irvin, Jeffco Sheriff
Tony Coraggio, Broomfield PD
Larry Stodden, Wheat Ridge PD
Debi Luft, AJCHRA
Jodi Malpass, Lakewood PD
Nick Boukas, Evergreen Fire
Scott Rose, Lakewood PD
Michael Aieta, Westminster Fire
Brian Groeman, Broomfield PD

Director Kilpatrick called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the Minutes of August 21, 2008.

TREASURER'S REPORT

Director Johnson gave the Treasurer's Report (see attached report) The Board upon motion of Director Lucatuorto, duly seconded by Director Kilpatrick and by majority vote with Directors' McSherry and Krapf absent, approved the treasurer's report.

AUDIT PRESENTATION

Wendy Swanhorst of Swanhorst & Company LLC presented the 2007 audit. (See attached report)

ADVISORY COMMITTEE REPORT

Diana Dolan, Arvada Fire presented the Advisory Committee Report. She told the Board that they had discussed Pictometry at their morning meeting. They have decided to table it for now because they are getting so close to the end of the year and there is still a lot more to discuss.

They also had a presentation by Steve Kabalis regarding the PSAP network. They discussed the Qwest report card that will be coming up for the Board's review next month. Qwest Executive Vice-President, Sharon Montgomery will attend next month's meeting to discuss any issues and what Qwest is doing for them. The Advisory Committee feels that the relationship has improved measurably though there are areas of improvement which they still have to address.

TRAINING REQUESTS

Diana Dolan, Arvada Fire presented training requests in the amount of \$5,645.00. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the training requests in the amount of \$5,645.00.

MINOR EQUIPMENT REQUESTS

Larry Stodden, Wheat Ridge PD presented the minor equipment request for West Metro Fire for a NICE Maintenance Agreement extension in the amount of \$2,657.85. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the request pending review of the contract by the Board's attorney.

EXPENDITURE REQUESTS

Larry also presented an expenditure request for a new NetClock from Spectracom for Wheatridge PD's dispatch center in the amount of \$14,684.00. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote, with Directors' McSherry and Krapf absent, approved the expenditure request in the amount of \$14,684.00.

Scott Rose, Lakewood PD presented an expenditure request for an I/CAD Map Enhancement Software and training in the amount of \$6,200.00. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the request in the amount of \$6,200.00.

NEXT GENERATION 911

Steve Kabalis, Lakewood IT asked the Board if they are willing to provide some guidance in terms of some technologies that would benefit 6 PSAP's. They are asking if the Board can set aside a line item for 2009 for approximately \$450,000.00 to link 2 networks supporting 6 PSAP's. If the Board decides that they will put this item aside, he would like to come back sometime in the spring or summer of next year with detailed specifications in terms of the equipment plus 6 MOU's signed among the members that wish to participate. Diana said they discussed this at their meeting and while they all agree that it is a good idea, they did not feel that it was necessarily a 2009 item and that it would probably be better to wait until 2010 so that they have a better idea of how the infrastructure needs to be set up and whether or not this will fit in with the guidelines that NENA is working on but has not yet established. Following a general discussion, the Board agreed that it is something that they would seriously like to take a look at and asked Steve to present it to the Board next year in greater detail regarding cost and technical specifications.

Director McSherry was present.

Director Kilpatrick told the Board that Dan Brennan from Wheat Ridge is spearheading a move to see if the Authority Board would fund in some part sirens/early warning systems across the county. He thinks this will take place at next month's meeting and asked that it be placed on the agenda.

Director Kilpatrick announced that Jeff will officially start his position on October 1, 2008.

ADJOURNMENT

Director Lucatuorto made a motion, duly seconded by Director Johnson and by majority vote, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

OCTOBER 16, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

1. Call to Order
2. Approval of September 18, 2008 Minutes
3. Treasurer's Report
4. Approval of Audit
5. Advisory Committee Report
6. Expenditure Requests
 - a. Training Subcommittee
 - b. Minor Equipment Subcommittee
7. Sharon Montgomery, Qwest Report Card
6. Dan Brennan Presentation
7. New Business
8. Adjournment

MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

OCTOBER 16, 2008

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 Lynn Johnson
 Director Bill Lucatuorto
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Tim McSherry
 Director Mark Krapf

Also Present:

 Jeff Irvin, Executive Director
 Vicki Pickett, Arvada PD
 DeAnna McMahan, Evergreen Fire
 Diana Dolan, Arvada Fire
 Tony Coraggio, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Jodi Malpass, Lakewood PD
 Scott Rose, Lakewood PD
 Michael Nieto, Westminster Fire
 Brian Goeman, Broomfield PD
 Michael Nieto, West Metro Fire
 Kristine Yost, Arvada PD
 Daniel Brennan, Wheat Ridge PD
 Wade Hammond, Wheat Ridge PD
 Rich Snelling, Consultant
 Lisa Halbleib, Qwest
 Wes Horn, Qwest

Director Kilpatrick called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the Minutes of August 21, 2008.

TREASURER'S REPORT

Director Johnson gave the Treasurer's Report (see attached report) The Board upon motion of Director Lucatuorto, duly seconded by Director Kilpatrick and by majority vote with Directors' McSherry and Krapf absent, approved the Treasurer's Report.

Minutes of October 16, 2008

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AUDIT APPROVAL

The Board upon motion of Director Johnson, duly seconded by Director Lucatuorto and by majority vote with Directors' McSherry and Krapf absent, approved the Audit done by Swanhorst & Company LLC.

QWEST REPORT CARD

Al Macaluso, Qwest spoke about the new account managers that they have brought in to service the E911 accounts. He stated that the focus was on the Spirit of Service and that they are working to handle presales to post installment. He also mentioned that Qwest is almost ready to deploy the Next Gen services and is very excited for that program to be unveiled. Director Kilpatrick thanked the Qwest members present for all of the hard work and said the Board was looking forward to the Next Gen technology.

OUTDOOR WARNING SIRENS

Chief Dan Brennan and Lt. Hammond, Wheat Ridge PD gave a presentation about their request for outdoor warning sirens for the Wheat Ridge area. They suggested that the sirens be set up County wide. The Board had several concerns about the warning system. Attorney Tharp said that funding would fall under the parameter of E911 but Director Kilpatrick was concerned about it being an unbudgeted request and also the amount of time it would take to plan a County wide siren system. Director Lucatuorto was concerned about where the County wide plan would stop and the jurisdictions take over. Some of the concerns mentioned were the size of the County, natural threats, Homeland security, wildfires, natural disasters, flooding, terrorist, and criminal activities.

After a long discussion about what the sirens would be used for Director Lucatuorto made a motion to fund Wheat Ridge \$340,000 for the warning sirens. After further discussion, Director Lucatuorto amended the motion to \$160,000 for the 5 warning sirens designated as most important, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, the request was approved.

ADVISORY COMMITTEE REPORT

Vicky Pickett gave the Advisory Committee report. The committee met with Qwest and went over the report card and the master agreement dollar thresholds. They also had a long discussion about the executive director position.

TRAINING REQUESTS

Diana Dolan, Arvada Fire presented training requests in the amount of \$5,169.70. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the training requests in the amount of \$5,169.70. She presented a request in an amount not to exceed \$1500 for Public Education training supplies. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the public education training request.

Minutes of October 16, 2008

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MINOR EQUIPMENT REQUESTS

Larry Stodden, Wheat Ridge PD presented the minor equipment requests in the amount of \$3,322. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the request.

EXPENDITURE REQUESTS

Vicki Pickett, Arvada Police presented an expenditure request in an amount not to exceed \$99,000.00 to replace PC hardware and server hardware and associated costs. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote, with Directors' McSherry and Krapf absent, approved the expenditure request .

Deanna McMahan presented an unbudgeted request for an update to the 911 Inc phone system for environmental upgradess in the phone rooms in the amount of \$38,000. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote, with Directors' McSherry and Krapf absent, and Director Lucatuorto abstaining, the request was approved. Director Kilpatrick wondered aloud if the Board was being taken advantage of. He suggested that Jeff Irvin put that down as a topic of discussion for the Board's study session.

Larry Stodden, Wheat Ridge Police, presented a request to upgrade the Positron phone system for \$129, 440.00 for 4 positions pending Glenn's sign off on the contract. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote with Directors' McSherry and Krapf absent, approved the request in the amount of \$129,440.00 pending attorney approval.

Jeff Irvin, Executive Director suggested paying Rich Snelling a retainer for monthly expenses. Director Kilpatrick suggested meeting with the executive director for a study session.

Attorney Tharp presented five items to be approved by the Board for the employment of Jeff Irvin as the Executive Director. The items offered for approval were 1) Employment Letter with Jeff Irvin, 2) Workman's Comp with Pinnacle Insurance for an annual fee of \$664.00, Paychex Service Agreement, 4) Establishment of Profit Sharing, Flexible 401 thru Paychex, 5) Paychex Retirement Services Agreement Ratification. The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by majority vote, with Directors' McSherry and Krapf absent, approved all five expenditure requests.

ADJOURNMENT

Director Lucatuorto made a motion, duly seconded by Director Johnson and by majority vote, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

NOVEMBER 20, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

1. **Call to Order**
2. **Approval of October 16, 2008 Minutes**
3. **Treasurer's Report**
4. **Advisory Committee Report**
5. **Expenditure Requests**
 - a. **Training Subcommittee**
 - b. **Minor Equipment Subcommittee**
6. **Executive Director Report**
 - a. **Budget review**
7. **New Business**
8. **Adjournment**

MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

NOVEMBER 20, 2008

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 Lynn Johnson
 Director Bill Lucatuorto
 Director Tim McSherry
 Director Mark Krapf
 Jeff Irvin, Executive Director
 Dennis Tharp, Attorney
 Teri Schmaedecke, Secretary

Also Present:

 Vicki Pickett, Arvada PD
 Kristine Yost, Arvada PD
 Diana Dolan, Arvada Fire
 Missy Saggan, Westminster PD
 Larry Stodden, Wheat Ridge PD
 Scott Rose, Lakewood PD
 Rich Snelling, Consultant
 N. Bookas, Evergreen Fire
 Karyn Kretzel, West Metro Fire
 Barbara Tuholski, Westminster PD

Director Kilpatrick called the meeting to order.

APPROVAL OF MINUTES

The Board upon motion of Director Lucatuorto, duly seconded by Director Johnson and by unanimous vote, approved the Minutes of October 16, 2008.

TREASURER'S REPORT

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

ADVISORY COMMITTEE REPORT

Vicky Pickett gave the Advisory Committee report. The committee met with Wes Horn to get an update on the Qwest preventive maintenance work. Qwest will begin this work next week.

TRAINING REQUESTS

Diana Dolan, Arvada Fire presented training requests in the amount of \$1,092.98. The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote, approved the training requests in the amount of \$1,092.98.

SMALL EQUIPMENT REQUESTS

Larry Stodden, Wheat Ridge PD presented the small equipment requests for November in the amount of \$357.50. The Board upon motion of Director McSherry, duly seconded by Director Lucatuorto and by unanimous vote, approved the small equipment request for Westminster PD in the amount of \$357.50.

DIRECTOR'S REPORT

Executive Director Irvin stated that the bank statements had been reconciled for September and October. Director Irvin reminded the Board that the auditor recommended that the Board seek third party reconciliation of the account. Jeff told the Board that he feels Quick Books can help eliminate the expenditure request system that they now have and create a purchase order system. It has the capability to get the amounts that are authorized P.O.'s within the system and generate reports.

Executive Director Irvin reported that he found an accounting firm, Accounting & Tax Solutions. The company is offering to provide a monthly review of the Quick Books system and do the third party reconciliation of the account with assistance setting up and monitoring the budget in Quick Books in addition to providing unlimited phone support for \$3,000. The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote, approved the expenditure request for \$3,000.

Executive Director Jeff Irvin made a furniture request for his new office in an amount not to exceed \$2,571.42. The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote approved the expenditure request in an amount not to exceed \$2,571.42.

Executive Director Irvin made a request in the amount of \$178.87 for logo design, business cards and to register JCESA domain, along with 12 months of domain and hosting the web page. The Board upon motion of Director McSherry, duly seconded by Director Krapf and by unanimous vote, approved the expenditure request for \$178.87 for web design and hosting.

Director Johnson requested that the Board give Executive Director Jeff Irvin authorization for expenditure requests in an amount not to exceed \$1,000 per month. The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote, approved the request authorizing the Executive Director to approve expenditures not to exceed \$1,000 a month.

On behalf of Evergreen FD, Executive Director Irvin made a request for GeoComm to provide annual GIS maintenance services and onsite GPS collection training at Evergreen Fire. The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote, approved the expenditure request in the amount of \$9,000 for Evergreen Fire District. Director Kilpatrick made the request that Jeff Irvin send a notice to agencies that this is something the JCECA has done for Evergreen FD and if an agency is also interested in this they should come talk to the Board about it.

Jeff Irvin stated that he has a proposal from GeoComm to provide MSAG and 911 database and wireless consulting services. The Board upon motion of Director McSherry, duly seconded by Director Lucatuorto and by unanimous vote, approved an amount not to exceed \$64,050 a year for GeoComm to provide MSAG maintenance and annual wireless consulting services.

On behalf of Golden PD, Executive Director Irvin made an expenditure request for the partial purchase cost of a MCC7500 Dispatch Console. The Board upon motion of Director Krapf, duly seconded by Director McSherry and by majority vote with Director Kilpatrick abstaining, approved the request in an amount not to exceed the Golden Police Technical Enhancement balance for 2008.

EXPENDITURE REQUESTS

Vicki Pickett, Arvada PD requested a new mapping PC to enable GIS to utilize new intergraph software to facilitate map update to CAD map data in the amount of \$2,806.00. The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote, approved the request for Arvada PD in the amount of \$2,806.00.

2009 PROPOSED BUDGET DISCUSSION

Director Johnson excused.

Jeff Irvin presented a detailed report on the proposed line items for 2009 to the Board. He told the Board that he would follow up with the PSAPS and firm the numbers up. Following a general discussion, Executive Director Irvin stated the 2009 Budget will be considered and adopted at the December 18, 2008 hearing.

Minutes of November 20, 2008

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Dennis Tharp indicated that when Jeff Irvin's paycheck came through the 401K contribution was added to his paycheck. Jeff then paid social security and medicaid tax on which shouldn't occur. The Board upon motion of Director McSherry duly seconded by Director Krapf, and by majority vote with Director Johnson excused, approved the request to amend the 401K paycheck plan to correct deficiencies and methods of contributions to Executive Director Irvin's paycheck.

ADJOURNMENT

Director McSherry made a motion, duly seconded by Director Krapf and by majority vote, the hearing was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

DECEMBER 18, 2008 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

1. Call to Order
2. Approval of November 20, 2008 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
 - a. Training Subcommittee
 - b. Minor Equipment Subcommittee
6. Adoption of the 2009 Budget
7. New Business
 - E911 Surcharge
8. Adjournment

MINUTES OF THE
JEFFERSON/BROOMFIELD E911 EMERGENCY TELEPHONE AUTHORITY

DECEMBER 18, 2008

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 Lynn Johnson
 Director Tim McSherry
 Director Mark Krapf
 Jeff Irvin, Executive Director
 Glenn Stevens, Attorney
 Joyce Woodley, Secretary

Director Lucatuorto absent.

Also Present:

Vicki Pickett, Arvada PD
Kristine Yost, Arvada PD
Larry Stodden, Wheat Ridge PD
Scott Rose, Lakewood PD
Karyn Kretzel, West Metro Fire
DeAnna McMahan, Evergreen Fire
Lisa Sorrentino, Golden PD
Jodi Malpass, Lakewood PD
Kevin McCumber, Lakewood PD

Director Kilpatrick called the meeting to order.

APPROVAL OF MINUTES

The approval of the minutes of the November 20, 2008 meeting was delayed until January due to the Board not reviewing them prior to today's meeting.

TREASURER'S REPORT

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

Director Lucatuorto present.

ADVISORY COMMITTEE REPORT

Vicki Pickett gave the Advisory Committee report. At today's meeting they had some PIO's attend to discuss how they are going to launch the Wireless Optin Program for the target notification. This program enables a citizen to enter their wireless or voip phone number and associate it with their address so that they can also receive emergency notifications. Intrado has the website up and running. Because of the holidays, they will wait until the third week in January to do a public launch. After that they will look into doing a PSA, either through the company they used before or one of the PIO's suggested doing it through Arvada which has a KETV crew that can do a PSA for less money than the other company.

There will be a state PIO meeting on January 8th so they are going to get the Jeffco PIO's together to meet and formulate their plan and come to the Advisory Committee meeting on January 14th to talk about their plan and show their release and work on a game plan.

TRAINING REQUESTS

Larry Stodden, Wheat Ridge PD presented training requests for Broomfield PD, Jeffco Sheriff and West Metro Fire in the amount of \$9,694.61. The Board upon motion of Director Krapf, duly seconded by Director Lucatuorto and by unanimous vote, approved the expenditure request in the amount of \$9,694.61.

SMALL EQUIPMENT REQUESTS

He also presented small equipment requests for Arvada PD and Broomfield PD in the amount of \$759.10. The Board upon motion of Director Lucatuorto, duly seconded by Director McSherry and by unanimous vote, approved the small equipment requests in the amount of \$759.10.

BUDGET & TARIFF DISCUSSION

Jeff Irvin, Executive Director told the Board that at this time the Advisory Committee does not feel they have enough data to be able to recommend doing anything with the tariff. They feel they need another month to establish a subcommittee to do some research before they can come forward with a recommendation. Following a lengthy discussion regarding both the tariff and the budget, the Board upon motion of Director McSherry, duly seconded by Director Johnson and by unanimous vote, approved the 2009 budget in the amount of \$6,718,496.00. The tariff will remain the same.

EXPENDITURE REQUESTS

Karyn Kretzel, West Metro Fire presented an expenditure request for Microsoft Upgrades in the amount of \$19,571.66. The Board upon motion of Director McSherry, duly seconded by Director Lucatuorto and by unanimous vote, approved the request in the amount of \$19,571.66.

Glenn Stevens presented a request to give Dennis Tharp the authority to amend Jeff Irvin's employment contract to allow for a monthly contribution of a 10% match to Jeff's 401K contribution. The Board upon motion of Director McSherry, duly seconded by Director Krapf and by unanimous approved the request for Dennis to amend the contract.

Jeff Irvin, Executive Director said he had been in contact with the bank in the last month or two and there have been some changes made to the insurance. The two signatories on the account are the President and the Treasurer. They did not have the President covered for crimes so they now have a million dollars in place for both signatories and the Executive Director because even though Jeff doesn't have signatory authority, he does have some ability to deal with the banks. They also have the four Directors covered up to \$5,000.00 which includes the actual Commissioner that represents the E911 Board.

There was some discussion regarding changing the time and date of the E911 meetings to accommodate more people. Since the Advisory Committee and the Board meet on the same day, it takes up an entire day for the Advisory Committee and is sometimes difficult for some of the Board members to attend the meetings. They discussed staggering their meetings, perhaps having them a week apart to allow the Advisory Committee to meet and work out some of their concerns and then be more prepared in coming before the Board at the regular meeting. There was also some interest from the Board members about changing the time of the meetings from 2:00 P.M. to 9:00 A.M. The meeting dates would remain the same. Jeff will look into the availability of Hearing Room 2 for a 9:00 A.M. time slot every third Thursday of each month.

ADJOURNMENT

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

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JANUARY 15, 2009 AT 9:00 A.M.

1ST FLOOR – HEARING ROOM #2

1. Call to Order
2. Approval of November 20, 2008 and December 18, 2008 Minutes
3. Treasurer's Report
4. Advisory Committee Report
5. Expenditure Requests
 - a. Training Subcommittee
 - b. Minor Equipment Subcommittee
6. New Business
 - Election of Officers
8. Adjournment