

MINUTES OF JANUARY 26, 1989

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Courthouse, 1700 Arapahoe, Commissioners' Conference Room, Golden, Colorado on Thursday, January 26, 1989.

Present for the meeting were the following:

Director Ed Ray, Minicipal Representative  
Director Ron Van Gundy, Fire District Representative  
Director Dick Crain, Fire District Representative  
Director Gary Goldsberry, Municipal Representative  
Lt. Lee Doehring, Chairman, Technical Committee  
Pete Jenks, Counsel to the Board  
Eleanor V. Martin, Clerk to the Board  
John Wilding, Representative of U. S. West Communications

Absent:

Marjorie E. Clement, County Commissioner Representative

Director Ray, Chairman, called the meeting to order at 5:30 P.M.

Director Ray announced that George Theophilos, former Counsel to the Board has returned to private practice.

Director Ray moved that a resolution be prepared thanking George for his many years of service to the E911 Authority Board. Director Van Gundy seconded the motion. The vote having been called with all in favor, no one opposed, the motion was carried by unanimous vote of the members present.

A letter dated December 16, 1988, and addressed to Sue Westerkamp, U. S. West Communications from George Theophilos requested certain information regarding the Board's telephone bill for E911 service. (Letter attached).

John Wilding, U. S. West presented a letter to the Board from Mr. William Grant, Director-Sales Development, U. S. West addressed to Mr. George Theophilos in reply to the above letter. (Letter attached). The Board discussed the possiblity of going to the PUC to request a tariff adjustment, but the Board feels it is not feasible at this time.

PAYMENTS

Director Crain moved that a check in the amount of \$500,000 be paid on account to U. S. West. Director Goldsberry seconded the motion. The vote having been called, the motion was carried by unanimous vote of those members present.

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Director Crain moved that a payment of \$55,000 on account be made on the monthly charges before the 10th of each month. Director Van Gundy seconded the motion. The vote having been called, the motion was carried by unanimous vote of those members present.

#### TREASURER'S REPORT

The Treasurer's Report was submitted to the Board from Dick Crain. The report is attached. Director Crain stated this was a "red letter" month. Since the end of the year, the Board is operating in the black - first time ever.

#### ELECTRONIC BILLING

Director Ray requested that the checks received from U. S. West each month be sent directly to the bank as opposed to filing them with the Clerk. The Chairman of the Board is authorized to endorse the checks. It is at times inconvenient for him to sign the checks before the end of the month, thereby losing revenue. Mr. Wilding stated he would tend to the matter.

#### REPLACEMENT POLICY

Lt. Lee Doehring, Technical Committee, was instructed by the Board to prepare a draft of a replacement policy for existing equipment and enhancement of the system. The system is classified into three different categories; basic essential equipment that is mandatory; special needs of a PSAP equipment which adversely affects the ability to provide basic services; and general system enhancement for the soliciting of recommendations of PSAP's for replacement and enhancement of equipment.

He stated the Authority Board is owner of the equipment and would be opposed to anyone making additions or modifications without prior consent of this Board. This would allow the Board to maintain consistency in the equipment and to maintain control of the maintenance of the equipment.

Lt. Doehring also stated he has not presented this information to the Technical Committee; that it is for informational purposes only.

Director Ray stated there was no action appropriate at this time on the replacement policy, but recommended it be placed on the agenda for further discussion at the next meeting.

#### INNOVATIONS AWARDS PROGRAMS

Lt. Lee Doehring informed the Board that DRCOG and the Boettcher Foundation are sponsoring an Innovations Awards Programs for governmental and private entities. He submitted a nomination for Jefferson County E911 for an award

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for a mutual aid or a cooperative agreement between various governmental entities and again this year is submitting an application.

#### E911 DIALING

Director Van Gundy informed the Board that in a survey made in his fire district, 62 percent of the time citizens are still dialing the seven digit telephone number as opposed to dialing 911. It was suggested that information be given to the news media regarding the 911 system for clarification.

It was requested that the PSAP's be asked to take a two week survey of their 911 calls from dispatch centers, the information to be presented to the Board at the next meeting.

#### REAPPOINTMENT OF BOARD MEMBERS

The terms of appointment of Dick Crain and Gary Goldsberry expired January 13, 1989. Resolution CC89-87 was adopted by the Board of County Commissioners on January 26, 1989, reappointing the two members to the Board. (Copy attached)

#### ELECTION OF OFFICERS

By unanimous vote of the Board members present, the following slate of officers were elected to serve for the year 1989 and 1990.

Director Ed Ray, Chairman  
Director Ron Van Gundy, Chairman, pro-tem  
Director <sup>Dick</sup> Ed Crain, Treasurer  
Director Gary Goldsberry, Secretary

#### MINUTES

Director Crain moved that the minutes of November 10, 1988 be approved. Director Van Gundy seconded the motion. The vote having been called, all in favor, no one opposed, Director Ray declared the minutes approved.

#### OF SPECIAL INTEREST

John Wilding, U. S. West, informed the Board that he has been named to a new special group called Sales Development Team for the U. S. West Region because of his work with E911. His territory will include 14 states. He will, in the future, be transferred to Portland, Oregon. He thanked the Board members for their work done together. He assured the Board there will be a specialist to continue to assist the Board with major problem that may arise. The Board wished him success in his new position.

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ADJOURNMENT

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

Respectfully submitted,

\_\_\_\_\_  
Ed Ray, Chairman

ATTEST:

\_\_\_\_\_  
Secretary

MARCH 23, 1989

The E911 Emergency Service Authority Board held a discussion on March 23, 1989. Due to a lack of a quorum, no official business was undertaken.

Those members attending were:

Director Ed Ray, Chairman, Municipal Representative  
Director Dick Crain, Fire District Representative

Also present:

Pete Jenks, Assistant County Attorney  
Lt. Lee Doehring, Chairman, PSAP Technical Committee  
Eleanor V. Martin, Clerk  
John Wilding, U.S. West  
Don Cluxton, County Administrator

Absent:

Director Marjorie E. Clement, Commissioner Representative  
Director Ron Van Gundy, Fire District Representative  
Director Gary Goldsberry, Municipal Representative

DISCUSSION

INNOVATIVE AWARDS PROGRAM

Lt. Lee Doehring informed the Board that the E911 Emergency Telephone Service Authority Board was not selected for the Innovative Awards Program sponsored by DRCOG and the Boettcher Foundation, for governmental and private enterprises.

INTERSTATE ACCESS CHARGE

The Board requested that Assistant County Attorney Pete Jenks, prepare a letter to the Federal Communications Commission, Washington D.C., objecting to the interstate access charge and to include a copy of a letter from the Federal Commission Commission, Field Operations Bureau, Kansas City, Missouri, directing questions to the FCC, Common Carrier Bureau; a letter to Chairman Arnold Cook, Commissioner Andra Schmidt, Colorado PUC from the Board; a letter from Mr. Cook to Jefferson County Emergency Telephone Service Authority Board and Section 4, End Users Access Service. It was also suggested that a letter be sent to Harold Green, Department of Justice.

As yet, to this date, no demand has been requested that back payments be refunded.

911 SURVEY - 911 Uses Versus The Seven Digit Number

Lt. Doehring reported to the Board that a two week informal survey was conducted by the various PSAP's. Based upon what Jefferson County has experienced, there is a pretty consistent pattern. The survey varies from agency to agency, but it appears that emergency calls for 911 are 60% and 40% for the seven digit number.

Director Crain reported that Evergreen had calls for 911 from 25% to 40% with 60% for the seven digit number calls. He suggested that the more urban an area is, there is a greater possibility to go to the 911 system.

Director Ray stated that in the new telephone directories of Wheat Ridge, the 911 number will be listed first with the seven digit old emergency listed as a non-emergency number. Lt. Doehring suggested the approach would be a good one to follow.

PUBLICITY

Director Ray informed the group that as a public service within the incorporated limits of Wheat Ridge service, he will be appearing May 2 with American Cable Vision of Wheat Ridge for a half hour series on 911. If the presentation is a success, there is a probability of bringing in other cable companies. Lt. Doehring stated he would assist Director Ray in putting the program together.

DRAFT POLICY

Lt. Doehring presented the draft policy of the equipment replacement to the technicians board. There were no objections to the policy. The Board requested a resolution be prepared regarding the 911 equipment replacement and be ready for adoption at the next scheduled meeting.

TREASURER'S REPORT

Director Crain presented the Treasurer's Report to the Board. The report is attached.

ELECTRONIC TRANSFER

John Wilding, USWest, informed the Board that USWest cannot do an electronic transfer. Director Crain stated he would contact USWest by letter requesting that the checks be sent directly to the Lakeside National Bank for direct deposit, a copy of the transaction will be forwarded to the Clerk.

MAINTENANCE - Customer Premise Equipment

A letter dated March 23, 1989, addressed to the Board from Annie Shurn, Customer Support Specialist, USWest was received, informing the board that all maintenance on the E911 Customer Premise equipment will cease 60 days after the above date. They will no longer provide maintenance on this equipment and it is incumbent on the Board to find and contract with a maintenance provider of their choosing.

Director Ray mentioned that at a previous meeting, a resolution was adopted to go to an hourly rate of maintenance as opposed to a contract. However, Mr. Wilding stated USWest will not be able to perform the maintenance directly. It will be necessary to go through an other company to request USWest to perform the maintenance on a time and materials basis.

Pete Jenks, Assistant County Attorney, requested a draft of an agreement from Mr. Wilding of the various needs for E911. The question arose as to whether there is a need to go to bid as opposed to a sole source basis. Mr. Don Cluxton, County Administrator, stated he would contact the Jefferson County Purchasing Department for further information in that regard. Pete also requested that John Wilding prepare a proposal letter for Lt. Doehring from which he can prepare a list of the various equipment needs in the 911 system as to the number of PSAPs, controllers, displays and printers. etc. Final authorization will be by this Board.

It is highly stressed and urgent that a quorum of members of the Board be present for the next meeting. Many important issues must be resolved.

JOHN WILDING - New Position

A letter, dated March 23, 1989, was received and read into the record from John Wilding, informing the Board that he has accepted a position as Sales Development Coordinator for 911 and Emergency Services for USWest. He will be moving to Portland, Oregon in the near future. Because of his association here, he was offered the position. He assured the Board he will continue to be available to the Board for whatever assistance is needed.

There will be two new contacts with USWest. Mr. Jim Carroll will be the primary contact for Customer Premise Equipment and Ms. Annie Shurn, primary contact for ongoing network services.

The Board wished him well in his new endeavor.

Mr. Cluxton stated he appreciated the opportunity to meet with this Board and extended his assistance to the Board.

The meeting concluded at 7:00 P.M.



modified; the modification being as follows:

under "exception"

The governmental entity responsible for the operation of each PSAP shall provide at no cost to the Authority, suitable voice equipment to facilitate appropriate and timely response to E911 calls.

a new "WHEREAS" paragraph

The governmental entity responsible for operation of each PSAP is required to operate and maintain a 25 hour emergency communication center including the voice equipment necessary for making an appropriate and timely response to E911 calls.

#### REPLY TO LETTER FROM FEDERAL COMMUNICATIONS COMMISSION

A letter dated March 29, 1989 was sent to the Federal Communications Commission, undersigned by Director Ed Ray, Chairman, protesting the interstate access charges.

A reply to the letter was received from Anita J. Thomas, Carrier Analyst, Federal Communications Commission on April 10, 1989 stating that the subscriber lines are assessed by local telephone companies to recover the costs of that portion of their facilities used to complete interstate calls; that the interstate charges may be properly imposed on a service offering when a portion of the costs of providing that service is assigned to the interstate jurisdiction, pursuant to the jurisdictional separations procedures set forth in Part 67 of the Commission rules.

Director Crain is of the opinion the matter should be pursued further.

Director Ray offered to write letters to the various state senators and representatives to ask for further assistance in the matter.

Director Clement was excused to attend another meeting.

#### BID - Maintenance Contract

A letter dated March 23, 1989, from Annie Shurn, Customer Support Specialist, U. S. West, stated that pursuant to section 5 of the Purchase Maintenance and Service Agreement between Mountain States Telephone and Telephone Company (U. S. West Communications) and Jefferson County Emergency Telephone Service Authority Board for E911, all maintenance on the E911 Customer Premise Terminal Equipment will cease 60 days hence.

Bids for maintenance were sent out and two bids were received for E911 customer premise equipment from U. S. West and AT & T.

Following a discussion, the Board, upon motion of Director Ray, duly seconded by Director Crain moved that the formal proposal of the monthly flat rate charges from U. S. West and AT & T be rejected. The roll having been called the vote was as follows:

Director Ed Ray	Aye
Director Dick Crain	Aye
Director Ron Van Gundy	Aye
Director Marjorie Clement	Aye
Director Gary Goldsberry	Absent

The motion was carried by majority vote of the Board of Directors of the E911 Emergency Telephone Service Authority Board.

Thereupon, Director Crain moved to initiate immediate time and materials repair service with U. S. West. Director Ray seconded the motion. The roll having been called, the vote was as follows:

Director Dick Crain	Aye
Director Ray, Chairman	Aye
Director Ron Van Gundy	Aye
Director Marjorie E. Clement	Aye
Director Gary Goldsberry	Absent

The motion was carried by majority vote of the Board of Directors of the E911 Emergency Telephone Service Authority Board.

#### TIME AND MATERIALS CONTRACT

The Board has selected U. S. West Enterprises to perform E911 system maintenance services on a time and materials basis. U. S. West Enterprises proposed to provide maintenance services at the rate of \$110.00 per hour; respond to service requests 24 hours per day, 7 days a week and 365 days per year, said maintenance to be available after May 23, 1989.

Mr. Jim Carroll, U. S. West representative, indicated to the Board that U.S. West Enterprises would want to enter into a contract for the time and materials basis for a specified time. He stated that the contract submitted is probably not appropriate and more readily developed for remedial type services. A letter will be drafted for the Chairman's signature requesting those services and that Mr. Carroll work with Pete Jenks, counsel for the Board in preparing such a contract.

#### PUBLICITY - Television Coverage

Director Ray informed the Board that he cut a tape on the City of Wheat Ridge with

American Cable Vision to be aired on May 15th. The tape included a segment on E911; how E911 became a reality legislation wise, the Board members and the difference between 911 and E911. He felt it went extremely well and will make the tape available.

#### 911 SURVEY

Director Van Gundy reported to the Board that in his area, Bancroft Fire Protection District, the survey indicated a 60-40 split with most calls coming in on the seven digit number. They had enlisted the aid of Boy Scouts to present 911 stickers to residents in the area.

#### TREASURER'S REPORT

Director Crain stated he did not prepare a treasurer's report since figures had not been received for April. The interest and revenues are up. The balance currently at Lakeside National Bank is \$224,803.74 as of the first of this month. Deducted from that amount on the 10th will be \$55,000 for payment to U. S. West for services.

Currently three \$55,000 have been made in March, April and May. If the monthly payment is made through June, he estimates there will be enough funds to make a final payment in July. He will continue to keep on top of the Board's financial situation.

#### UNINTERRUPTED POWER SOURCE

Director Crain informed the Board that the PSAP in Evergreen is vulnerable to power outages due to lightning surges. He questioned as to whether it was the responsibility of the Board to protect the installation and if purchase of satisfactory replacement equipment of other brands are in violation of the E911 agreement.

AT & T quoted a price of \$5000.00 for equipment and a price of \$2500.00 was quoted, brand unknown to Director Crain.

Director Crain felt the matter should be discussed and action taken at a later meeting, noting it might be a conflict of interest for him to vote since the effected PSAP is in his area.

#### NEXT MEETING

The next scheduled meeting will be Tuesday, June 20, 1989 at the hour of 5:30 p.m.

#### ADJOURNMENT

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

## Minutes of June 20, 1989

The E911 Emergency Telephone Service Authority Board met in the Commissioners' Conference Room, Jefferson County Courthouse, 1700 Arapahoe Street, Golden, Colorado on June 20, 1989.

Directors Present: Marjorie Clement, County Commissioner Representative  
Dick Crain, Fire District Representative  
Lt. Gary Goldsberry, Municipal Representative  
Ed Ray, Municipal Representative  
Ron Van Gundy, Fire District Representative

Also Present: Jim Carroll, U. S. West ENT Representative  
Susan Pomponio, U. S. West Representative  
Greg Voeltz, U. S. West Representative  
Pete Jenks, Legal Counsel  
Lt. Lee Doehring, Chairman, Technical Committee  
Mary Ann Pechman-Fritz, Recording Secretary

Director Ed Ray, Chairman, called the meeting to order at 5:30 p.m.

### APPROVAL OF MINUTES

Director Marjorie Clement moved, Director Crain seconded, for approval of the May 11, 1989 minutes. Motion carried by a unanimous vote of the Board.

### OLD BUSINESS

#### 1. Time and Materials Contract for Customer Premise Equipment

Jim Carroll reported that this is the first contract of this nature that U. S. West has drafted and new wording had to be added for bids. He sent Pete Jenks a copy for review and approval as to form. Pete Jenks presented each Board member with a copy and asked for their input as to questions they may have. He would like their comments as soon as possible so they can be discussed before preparing a final copy.

#### 2. Uninterrupted Power Source

Director Drain noted the problems that have occurred this past year at Evergreen due to lightning strikes and that uninterrupted power source equipment has been installed on the 911 PSAP equipment located at Evergreen to ensure that the quality of the system stays up

Following discussion, Director Crain moved, Director Clement seconded, that the E911 Emergency Telephone Service Authority Board reimburse Evergreen Fire District for one MD2KVA Micro Ferrups costing \$3,695, plus \$77.86 shipping charges, to be paid from the E911 Authority funds. Vote as follows:

Director Marjorie Clement	Aye
Director Dick Crain	Abstained
Director Gary Goldsberry	Aye
Director Ron Van Gundy	Aye
Director Ed Ray	Aye

The motion carried by a majority vote of the Board of Directors of the E911 Emergency Telephone Service Authority Board.

3. Letters to State Representative Regarding Access Charge

Director Ray reported due to previous commitments demanding his time he has been unable to draft the letters. The letters will be drafted as soon as the budget is completed.

Lt. Doehring, Chairman, Technical Committee, reported on the recommended equipment inventory list to be purchased by the Board. Following discussion concerning costs, storage site, the current letter agreement, the Time and Material Maintenance Agreement, an inventory control system, Director Crain tabled the item and requested it be placed on next months agenda for further discussion. Lt Doehring will draft some kind of an inventory control to be presented at the next meeting.

TREASURER'S REPORT

Dick Crain, Treasurer, presented the Treasurer's Report to the Board for the month of May, 1989. A copy is attached to these minutes. Following discussion of the report and the cash flow projection to the end of the year, Director Ray called for a motion. Director Van Gundy moved, Director Goldsberry seconded, to accept the May 31, 1989 Treasurer's Report. The motion carried by a unanimous vote of the Board.

NEW BUSINESS

Lt. Doehring noted the Technical Committee has started to procedurally put together some methodology for systematically testing defaults. Mr. Carroll noted that AT & T has developed a new system.

NEXT MEETING

The next scheduled meeting will be Thursday, July 20, 1989 at the hour of 5:30 p.m. Commissioners' Conference Room. Director Ray requested the 1990 proposed budget and setting tariff be items for discussion at the next meeting.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:30 p.m.

## MINUTES OF AUGUST 1, 1989

### E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met in the Commissioners' Conference Room, Jefferson County Courthouse, 1700 Arapahoe Street, Golden Colorado on August 1, 1989.

Present for the meeting were the following Board Members:

Director Ed Ray, Municipal Representative  
Director Ron Van Gundy, Fire District Representative  
Director Dick Crain, Fire District Representative  
Director Marjorie Clement, County Commissioner Representative

Also Present:

Eleanor Martin, Recording Secretary  
Greg Voeltz, Account Executive, U. S. West Representative

Absent:

Gary Goldsberry, Municipal Representative

Director Ray, Chairman, called the meeting to order at 5:45 p.m.

#### JULY MEETING

The July 31, 1989 meeting was canceled due to the lack of a quorum.

#### APPROVAL OF MINUTES - June 20, 1989

Director Ray noted that on Page 2 of the minutes regarding the motion on payment for reimbursement to Evergreen Fire District in the amount of \$3,772.86 was made by Director Crain. The motion was made by Director Ray. Director Crain requested that the minutes reflect that he abstained from voting which was duly noted in the minutes of June 20, 1989.

Thereupon, Director Clement moved that the minutes of June 20, 1989 be approved as corrected. Director Crain seconded the motion. The minutes as corrected was adopted by majority vote with Director Goldsberry absent.

#### OLD BUSINESS

TREASURER'S REPORT - Director Crain  
Director Crain presented Treasurer's Report for the month ending July 31, 1989. A

copy of the report is attached. A discussion was held regarding the cash flow, life response of the present equipment, the cost of replacement of parts and labor and payments to U. S. West. Director Crain stated that \$143,693.08 is owed to U. S. West, although no firm commitment has been made to pay this amount. In his past treasurer's reports he has suggested that if there was enough cash available at the end of July, that the balance in the amount of \$143,603.08 be paid to U. S. West and having only the current monthly charges due and owing.

Following the discussion, Director Crain moved that the balance in the amount of \$143,693.08 be paid to U. S. West, bringing the account current with U. S. West, and direct the Treasurer's Office to draw up a check for same. Director Van Gundy seconded the motion. The motion was carried by majority vote of the Board members.

#### BUDGET - 1990

The Board requested that the Clerk prepare a budget for the year 1990 and submit it to Terry Green, County Administrative Assistant, for presentation to the Board of County Commissioners for consideration. A copy of the budget is attached for your ratification.

The Board deemed it was not necessary for the setting up a separate budget at the present time for the time and materials charges, noting that the billing will be through U. S. West. The cost for maintenance is not known at this time.

#### ACCESS CHARGE - Director Ray

Director Ray stated he sent letters to State Legislators regarding access charges. He received a reply and a phone call from the office of Senator Tim Wirth's office.

#### TARIFF RATE

Following a discussion regarding the tariff rate, Director Crain moved to maintain the tariff rate at 28 cents per month (per telephone subscriber line) for the 1989-90 fiscal year. Director Clement seconded the motion. Director Ray called for a vote with Board Members voting "Aye", Director Goldsberry absent. The motion was carried by majority vote.

#### NEXT SCHEDULED MEETING

The next scheduled meeting will be held in the Commissioners' Conference Room at the hour of 3:00 p.m. on Thursday, September 21, 1989.

(PLEASE NOTE CHANGE IN TIME OF MEETING)

MINUTES OF SEPTEMBER 21, 1989

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Directors Present: Marjorie E. Clement, County Commissioner Representative  
Dick Crain, Fire District Representative  
Lt. Gary Goldsberry, Municipal Representative  
Ed Ray, Municipal Representative  
Ron Van Gundy, Fire District Representative

Also Present: Jim Carroll, U.S. West Representative  
Vickie Browning, U.S. West Representative  
Lt. Lee Doehring, Chairman, Technical Committee  
Pete Jenks, Assistant County Attorney  
Eleanor Martin, Recording Secretary

Director Ed Ray called the meeting to order at 3:07 p.m.

APPROVAL OF MINUTES

Director Ron Van Gundy moved that the minutes of August 1, 1989, be approved. Director Ray seconded the motion. Following discussion noting that on the first page of the minutes "life response" should read "life expectancy." The minutes were approved unanimously as corrected.

TREASURER'S REPORT

Director Crain submitted the State of Financial Condition, Jeffco E911 Authority September 19, 1989, report. He noted that the report doesn't reflect exact current figures as he hasn't received all the figures. The bill for \$143.00 was paid in August. The August and September service bills each amount to \$44,629.53, totalling \$89,259.06. Director Goldsberry moved to pay the service bills for August and September totalling \$89,259.06. Director Ray seconded the motion. The motion carried unanimously.

Director Crain stated that after paying the \$89,259.06 that the net cash position as of September 19 is approximately \$94,000.00. He anticipates receiving \$66,500.00 (August Tariff Revenue) within a few days making a cash position of approximately \$161,067 at the close of September. The September Tariff Revenue won't be received until late October so on an accrual basis the surplus at the end of the year will be approximately \$227,576.00.

APPROVAL OF 1990 BUDGET

Director Goldsberry moved that the 1990 Proposed Budget be approved as presented. Director Clement seconded the motion. The motion carried unanimously.

OLD BUSINESS

Lt. Doehring reported that the Technical Committee met September 7 and finalized the E911 Default Routing Test Procedures. He presented a copy to each Board member. Also, he sent a copy to each PSAP. (A copy of the 911 Default Routing Test Procedure is incorporated herein and made an attachment to the minutes). Lee identified how the testing would be implemented and it will be done on a biannual basis during the months of April and October. The Board discussed the number of default cases, but Lee emphasized the PSAP repair rate has been phenomenally low.

Lt. Doehring reported that he has set up a data base so as to track each PSAP and historically keep track of the problems each PSAP is experiencing with the net result of having a record of the parts components that have been used and to repair them. He met with Jim Carroll regarding the equipment inventory that will be needed to be maintained. Jim Carroll provided Lee with some historical data base on PSAP's nationwide and the failure rate. After reviewing the data and comparing the failure rate with the E911 actual experience, we purchased one complete repair package and a couple of ALI Displays so as to have spare parts. He noted from a technical aspect it provides a good parts inventory without being oversupplied and having an overage. He will develop a data base to keep track of the parts inventory, to track parts where they are going, replenishment ordering date and replenishment receiving date. The Technical Committee discussed a central location for storing the parts. Arvada was selected to be more centrally located from the perspective that the primary repair person lives in Westminster and has a good idea of what parts he will need and can pick the parts up on his way to the PSAP eliminating the time to first go to the PSAP, then go back and pick up parts and then return to the PSAP.

OTHER BUSINESS

Jim Carroll advised the Board that the spares package will cost \$21,386.67. Lt. Doehring noted that it needs to be purchased in close conjunction with the actual contract for time and maintenance, and also will need the Board's approval to go ahead and purchase it. Also, the methodology for authorization of replacement repairs will have to be worked out. Following discussion by the Board regarding repair purchases, the Board by consensus authorized Lt. Doehring to go ahead and make the repair purchases as needed.

Jim Carroll reported "good news," the hourly rate is being reduced from \$110.00 to \$90.00. U.S. West has received additional time and material type contracts and after determining the rate it is being reduced across the board.

Vickie Browning, Customer Support Specialist, reported the Technical Committee had requested several items. One was a listing of all the Circuit ID's for each PSAP -- Jim Carroll has provided Lee with the list. Also, she has provided a breakdown of the trunks that come into each PSAP and their identification, the busy out circuit for each PSAP and also the day circuits that go to ANAL. She explained her responsibility with U.S. West is to maintain the 911 system from the network standpoint as far as trunking, the busy circuits data and how her responsibilities interface with Jim Carroll and Jefferson County 911.

Lt. Doehring noted that the Technical Committee had asked U.S. West for some remedial training for the PSAP operators. The training has been scheduled for October 20 at the Arvada Fire Department. The training will be held in two sessions, first session starting at 8:00 a.m. to 10:00 a.m., and the second session starting at 3:00 p.m. to 5:00 p.m. They will try to accommodate as many shift people as possible. All Board members are welcome to attend.

Chairman Ray reported that Eleanor Martin is leaving the County. She has decided to retire and all the Board members are invited to a reception in her honor Friday, September 19 at 3:00--5:00 p.m., in the hearing room.

Eleanor thanked the Board for the many courtesies extended to her and that it has been a pleasure to serve the Board. She has enjoyed it very much. Also, it has been a highlight of the time that she has been with Jefferson County to see the 911 implemented.

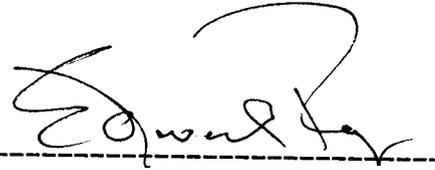
#### NEXT MEETING

The next scheduled meeting will be October 19, 1989, 3:00 p.m., to be held in the Commissioners' Conference Room.

#### ADJOURNMENT

There being no further business the meeting adjourned at 4:10 p.m.

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A handwritten signature in cursive script, appearing to read "Ed Ray", written over a horizontal dashed line.

Ed Ray, Chairman

ATTEST:

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Secretary

## MINUTES OF OCTOBER 19, 1989

### E911 Emergency Telephone Service Authority Board

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie Clement  
Director Ed Ray, Municipal Representative  
Director Ron Van Gundy, Fire District Representative

Also Present: Jim Carroll, US West Representative  
Mary Ann Pechman-Fritz, Recording Secretary

Absent: Richard Crain, Fire District Representative  
Director Gary Goldsberry, Municipal Representative  
Pete Jenks, Assistant County Attorney  
Vickie Browning, US West Representative

Director Ed Ray called the meeting to order at 3:10 p.m.

#### APPROVAL OF MINUTES

Director Clement moved to approve the minutes. Director Van Gundy seconded the motion. Following discussion the minutes were approved as corrected.

#### OLD BUSINESS

Director Ray noted that Director Crain overlooked paying the \$89,259.06 bill to US West but the check is in the mail and he apologizes for this oversight. The account should reflect a zero balance with US West when this payment is received.

#### TREASURER'S REPORT

Director Crain is away on a trip and no report was presented.

#### DISCUSS PURCHASE OF SERVICE PACKAGE

Director Ray asked if the Service Pack is designed so that if a service call is received that the Service Pack is either taken out of the inventory which is located in Arvada, or if it is taken from the truck then it is replenished?

Jim Carroll stated that the truck doesn't carry a spare in a normal situation. The Service Repairman, Tom Wilkinson, does keep a supply on his truck, but as a general rule the trucks are not equipped with spares.

Following discussion it was the consensus of the board members to table this item to the November 16th meeting.

E911 DOCUMENTARY REQUEST - CHANNEL 4

Director Ray stated that Channel 4 has requested to do an E911 story on the Jefferson County calls that have been received. Channel 4 would like to air this sometime in November. He had Lt. Doehring send to all the PSAP's requesting information on 911 calls an actual voice recordings for Channel 4 that could be used on the air.

The board members discussed drafting a resolution to be presented to Eleanor Martin recognizing her outstanding years of service to the Board.

The next meeting will be November 16, 1989 at 3:00 p.m., Commissioners' Conference Room.

ADJOURNMENT

There being no further business the meeting adjourned at 3:25 p.m.

MINUTES OF NOVEMBER 16, 1989

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

PRESENT: Director Richard Crain, Fire District Representative  
Director Ed Ray, Municipal Representative  
Director Ron Van Gundy, Fire District Representative

ALSO PRESENT: Pete Jenks, Assistant County Attorney  
Susie Hooper, U. S. West Representative  
Mary Ann Pechman-Fritz, Deputy Clerk

ABSENT: Director Marjorie E. Clement, County Commissioners' Representative  
Director Lt. Gary Goldsberry, Municipal Representative  
Lt. Lee Doehring, Chairman, Technical Committee  
Mr. Jim Carroll, U. S. West Representative

Chairman Ed Ray called the meeting to order at 3:05 p.m.

APPROVAL OF MINUTES

Director Crain moved that the minutes of September 21, 1989, be approved. Director Ron Van Gundy seconded the motion. The motion carried unanimously and the minutes of September 21, 1989 were approved.

OLD BUSINESS

Treasurer's Report of Receipts and Revenues

Director Crain presented the Statement of Financial Condition for the Jeffco E911 Authority, dated September 30, 1989. A copy is attached and incorporated as part of the minutes. Director Crain noted that an invoice has been received on the parts purchase which agrees with the order. Director Ray reported that all of the parts have not been received. He discussed the purchase with Lt. Doehring. Lt. Doehring called the vendor in Indianapolis and they have placed a tracer on the shipment. Director Ray recommended that payment not be made on the parts until all of the parts have been received. Following discussion, Director Crain moved to pay U. S. West Communications \$44,629.53, October Service Charges. Director Ron Van Gundy Seconded the motion. The motion carried unanimously.

Director Richard Crain	-	Aye
Director Ron Van Gundy	-	Aye
Director Ed Ray	-	Aye
Director Marjorie E. Clement	-	Absent
Director Lt. Gary Goldsberry	-	Absent

Director Ray reported on the incident when the system failed at Wheat Ridge and a new CRT was needed. The U. S. West service man was quite indignant and didn't know what was going on, and wondered why E911 was buying a service pack when all the parts are presently carried on U. S. West Service Trucks. Director Ray requested of Ms. Hooper, U. S. West Customers Service Representative, to inquire and have U. S. West Communications explain why is E911 purchasing a service pack when all of the parts are carried on U. S. West Service Trucks? Director Ray expressed this concerns him when there are additional agencies getting ready to come on line with 911 and wouldn't it be prudent and good business practice on the part of U. S. West Communications to maintain as a matter of service the spare parts and have them available on the service trucks. The City of Aurora has been persuaded to buy a service pack when everbody else is going on Time and Materials direct without a service pack.

Director Crain stated there seems to be a break down in communications between U. S. West Service people and Sale people. He noted there are a number of details relative to service and billing that need to get into the system. The Authority has received copies of notices of service calls, but U. S. West has never billed for any of them. There are service calls going back to June 1989 that have never been billed.

#### NEW BUSINESS

Director Crain reported on a very serious incident that happened. The Evergreen area was totally disconnected from the 911 system evidently through an error in someone's operation of a computer. Following discussion Director Ray reported on the following incidents:

1. There was a forty-eight hour off line at the Evergreen Center that no one new about. Five people called 911. Finally they called back in on the seven digit number. The seven digit number reported a busy signal on 911. Evidently what happened someone sent in a Change Order for MSAG and someone in the office at U. S. West Communications interpreted as a Delete Order and for the forty-eight hour period the Evergreen area was deleted from the MSAG. Fortunately it was reinstated, but it was a potential nightmare.
2. The Broomfield area was off the air for three times. It was failure of the system without default. Evidently what occurred had to do with some trunk work going on by U. S. West Communications.
3. The Arvada area on October 20 there was a fifteen minute system totally down without no default. It had to do with a carrier change. There was a 911 call during this period. The caller couldn't get through and finally called back in on the seven digit line and fortunately no lives were lost.

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Director Ray stated he thought that when the system was designed there was a watch dog or 24 hour scanner system installed that constantly checked the system. Ms. Hooper noted U. S. West Communications is aware of the problems. They have been having a number of meetings regarding the 911 system and will be getting back to the Authority.

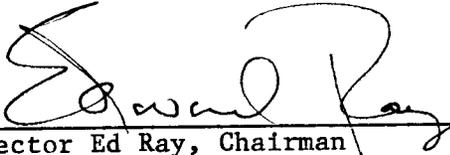
Director Ray reported that apparently all 911 calls from mobile phones go to CSP Headquarters and they want out of the business. They are working with U. S. West Communications to do something to route those calls by way of the nearest cellular unit. The cellular units are located at 100th and Alkire Street, 26th and Kipling Parkway and off of Kipling and Morrison Road. The Technical Committee will be discussing this at their meeting today.

The Board Members discussed the procedure for filling the vacancy created by the resignation of Lt. Gary Goldsberry.

The next meeting will be January 18, 1990, at 3:00 p.m., Commissioners' Conference Room, Courthouse, Golden, Colorado.

ADJOURNMENT

There being no further business the meeting adjourned at 3:30 p.m.

  
\_\_\_\_\_  
Director Ed Ray, Chairman

\_\_\_\_\_  
Secretary

Attachment