

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

February 10, 1994

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

**Director Ron Van Gundy, Chairman, Municipal Representative
Director Dick Crain, Fire District Representative
Director Jack A. Chism, Municipal Representative
Brian Utzman, Counsel to the Board
Lori O'Neill, Secretary**

Also Present:

**Gene Porter, Lakewood Fire Department
Patty Jo Ryan, U. S. West
Randy Smith, U. S. West
Randy Smith, Jefferson County Sheriff's Department
Julie Miller, Arvada P. D.
Ione Montoya, Arvada P. D.
Debby Grainger, Arvada P. D.**

APPROVAL OF MINUTES

The meeting was called to order at 1:00 p.m. Roll call was taken and guests were introduced. Upon motion of Director Crain and seconded by Director Chism, the minutes of December 16, 1993 were approved.

TREASURER'S REPORT - DICK CRAIN

The Board authorized payment of 4 invoices for services and equipment for Jeffco, Golden and Wheat Ridge in the amount of \$487.50; Line charges for January and February in the amount of \$78,870.20. Other payables to Midwest Electronics in the amount of \$1,395.92 and The Golden Transcript in the amount of \$6.72 Total payables: \$80,760.34.

OLD BUSINESS

AT & T LANGUAGE LINE

Training was held January 12, 1994. Representatives from 50% of the PSAP's attended. Recordings of the training session were made and sent out to the PSAP's. Brian will mail Nancy Martin a list of PSAP potential users.

SECOND AMENDMENT TO IGA

The entities which have yet to sign the second amendment to the IGA are Genesee and Intercanyon Fire Department.

AUDIT OF E911 MONIES

Upon motion of Director Crain, and seconded by Director Chism, the Board adopted a resolution approving a contract with Grant Thornton for audit services in the amount of \$1,200.00.

NEW BUSINESS

ADOPTION OF THE 1994 BUDGET

Upon motion of Director Chism, and seconded by Director Crain, the Board passed the following resolution:

Resolution ETS94-1

RE: Approval and Adoption of Proposed Budget by the Emergency Telephone Service Authority ("E-911")

DESIGNATION OF POSTING

Upon motion of Director Crain, and seconded by Director Chism, the Board designated the entrance of the Jefferson County Government Center as the official location for posting agendas and meeting notices for E-911 Board meetings.

ELECTION OF OFFICERS

Upon motion of Director Chism, and seconded by Director Crain, the Board adopted a resolution stating that the officers of the E-911 Authority Board would remain the same for 1994 as were appointed for 1993.

TECHNICAL COMMITTEE REPORT

Technical Committee will be meeting at 11:00 prior to the meetings of the E-911 Authority Board.

Any information from vendors on equipment will be indexed in a central filing system.

Equipment storage is still a problem. Westminster is still storing surplus for Broomfield, Jeffco, Wheat Ridge Police, Lakewood Police, Golden and Arvada Fire.

Debby Grainger, Janice Kraft or Gene Porter will be available for the future E-911 Board meetings and will give a report from the Technical Committee to the Board.

The Board reiterated procedures for consideration of funding requests. The Board will require advance transmittal of available specification bidding documents and/or product literature for possible consideration at the next Board meeting.

Arvada Police requested monies for a dispatcher training course at Adams County at \$179.00 per pupil. Jefferson County Sheriff's Department will be hosting the same class on April 25 and 26.

The Technical Committee decided that if individual agencies wanted to do default testing procedures it would be up to them to do their own.

THE NEXT TECHNICAL MEETING WILL BE HELD APRIL 14, 1994 AT 11:00 A.M., FOLLOWED BY THE E-911 AUTHORITY BOARD MEETING AT 1:00 P.M. IN THE COMMISSIONER'S 5TH FLOOR CONFERENCE ROOM

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

April 14, 1994

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

**Director Bud Van Gundy, Chairman, Municipal Representative
Director Jack A. Chism, Municipal Representative
Director Mac McConnell, Municipal Representative
Brian Utzman, Counsel to the Board
Lori O'Neill, Secretary**

Also Present:

**Gene Porter, Lakewood Fire Department
Patty Jo Ryan, U. S. West
Randy Smith, U. S. West
Randy Smith, Jefferson County Sheriff's Department
Leah Kiekbush, Arvada P. D.
Julie Miller, Arvada P. D.
Ione Montoya, Arvada P. D.
Debra Grainger, Arvada P. D.
Janice Kraft, Westminster Police
Jerry Lavach, Broomfield Police
Steven Kabalis, Lakewood Police
John Wilding, S.C.C.**

APPROVAL OF MINUTES

The meeting was called to order at 1:00 p.m. Roll call was taken and guests were introduced. Upon motion of Director McConnell and seconded by Director Chism, the minutes of February 10, 1994 were approved.

TREASURER'S REPORT

The Board authorized payment of \$32,026.30 for April; March Line charges in the amount of \$39,435.10; 9 invoices for \$1,300.00; for a total of \$72,761.40.

OLD BUSINESS

SECOND AMENDMENT TO IGA

Genesee Fire Protection District is the only entity that yet to sign the second amendment to the IGA. Brian will check on it.

NEW BUSINESS

JOHN WILDING

John Wilding of S.C.C. (System Concepts of Colorado) gave a presentation to the Board. He has asked permission to set up a test with the Sheriff's Department on a 30 day trial basis. Brian will have to review the agreement to see what the legal implications are.

Minutes of April 14, 1994

DELEGATION OF AUTHORITY BOARD TREASURER TO PAY CERTAIN BILLS

Brian researched the issue and found that although there is no statutory proclulsion, the Board's bylaws and intergovernmental agreement preclude it.

REQUESTS FROM CITY OF ARVADA AND CITY OF LAKEWOOD

There are requests from Arvada and Lakewood for digital voice recorders. Previously the Authority Board has taken a stance that they would not pay for the digital recorders because they were not considered an essential part of the system. Bud stated that he wanted to get the entire board together before the next meeting and decide what they want to do.

CITY OF BROOMFIELD

The City of Broomfield has requested funding for Positron LIFELINE and IAP E9-1-1 equipment to replace their current equipment. It is the intent of the board to approve the proposal from Broomfield, subject to an adjustment in the cost figures.

CITY OF ARVADA

The Board authorized payment for two people from the City of Arvada to attend the dispatcher training at the Jefferson County Sheriff's Department.

TECHNICAL COMMITTEE REPORT

John Wilding made a presentation to the technical committee, which they will discuss at their June meeting. The committee also had a LIFELINE presentation. Better routing for cellular calls was also discussed.

OTHER ITEMS

Brian reported that the audit is nearly complete.

THE NEXT TECHNICAL MEETING WILL BE HELD JUNE 9, 1994 AT 10:00 A.M., FOLLOWED BY THE E-911 AUTHORITY BOARD MEETING AT 1:00 P.M. IN THE COMMISSIONER'S 5TH FLOOR CONFERENCE ROOM.

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

June 9, 1994

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

**Director Bud Van Gundy, Chairman, Municipal Representative
Director Jack A. Chism, Municipal Representative
Director Mac McConnell, Municipal Representative
Director Dick Crain, Fire District Representative
Mary Lynn Tucker, Counsel to the Board
Lori O'Neall, Secretary**

Also Present:

**Gene Porter, Lakewood Fire Department
Randy Smith, U. S. West
Randy Smith, Jefferson County Sheriff's Department
Julie Miller, Arvada P. D.
Ione Montoya, Arvada P. D.
Debra Grainger, Arvada P. D.
Janice Kraft, Westminster Police
Jerry Lavach, Broomfield Police
Steven Kabalis, Lakewood Police
John Wilding, S.C.C.
Shawn Hegarty, Insurance of Denver**

APPROVAL OF MINUTES

The meeting was called to order at 1:00 p.m. Roll call was taken and guests were introduced. Upon motion of Director McConnell and seconded by Director Chism, the minutes of April 14, 1994 were approved with an amendment to the Treasurer's report of an additional 9 invoices for \$1,300.00 for a total of \$72,761.40.

TREASURER'S REPORT

Upon motion of Director Chism and seconded by Director Crain, the Board authorized payment for the City of Arvada for 2 additional TDD Devices for \$2,282.94; City of Arvada, 1/4 cost of TDD software Interface for \$2,088.53; The Board also authorized payment of line charges in May for \$32,026.30; U. S. West (service & equipment) for \$3,218.00; Informer Computer Systems, Inc. in the amount of \$453.76; AT & T Language Line Services for \$85.75; Powerphone, Inc., (Arvada Police - 2 dispatchers to training) for \$358.00; Westminster (1 add.) for \$2,025.00 for a grand total of \$42,538.28.

OLD BUSINESS

BROOMFIELD PROPOSAL

Upon motion of Director McConnell and seconded by Director Chism, the Board authorized payment of \$62,781.76 for Positron LIFELINE and IAP E9-1-1 equipment to replace their current equipment

LAKWOOD/ARVADA PROPOSAL

Upon motion of Director McConnell and seconded by Director Chism, the Board voted to approve requests for voice logging recording equipment capable of recording conversations of incoming E911 calls in the amount of 1/6th of the cost, regardless of the agency, effective immediately and to be applied to all future similar requests.

JOHN WILDING

Upon motion of Director McConnell and seconded by Director Chism the Board, upon advice of Counsel, accepted the letter of agency as proposed and that the Chairman and Treasurer be authorized to officially execute the document.

2ND AMENDMENT TO IGA

Director Crain will contact Genesee Fire Protection District and get the IGA signed.

NEW BUSINESS

SHAWN HEGARTY - INSURANCE OF DENVER

Sean
Sean Haggerty spoke about the renewal of policies for the E911 Authority Board. For the general liability policy he stated that based on the updated budget the board has a slightly lower amount of the operating margin so he would see if we can't get a reduction on that portion. For the director's coverages there will be a change in companies this year because of the restructuring of the insurance companies providing the coverage. The Board has been with International Insurance Company, which was a part of the U. S. Insurance Group of Crum Forester. They've broken themselves into 4 separate companies. The company that will now be taking over these coverages is Regis. Sean will get with Mary Lynn to finalize these documents.

JEFFERSON COUNTY SHERIFF'S DEPARTMENT

Upon motion of Director McConnell and seconded by Director Chism the Board accepted the request from Jefferson County Sheriff's Department for funding in the amount of \$142,299.69 as represented in their letter of request.

911 STICKERS

Upon motion of Director Chism and seconded by Director McConnell, the board was authorized to call the various departments for requests for 911 supplies. Once that number is achieved the order will be presented to Director Crain for purchase.

PLAQUE FOR BRIAN UTZMAN

Mary Lynn suggested that Director Van Gundy speak with Jo Bryant, Administrative Assistant to Commissioner Miller about a plaque for Brian.

BOARD REPLACEMENTS

Director Crain stated that his term will be up in January of 1995. He suggested they solicit nominations from the various entities so there would be time for the new treasurer to learn the job. Director Van Gundy has turned in a letter of resignation and hopes to have a replacement at the next meeting.

RANDY SMITH - US WEST

Randy had a bill for 911 services from U.S. West. Janice Kraft had brought to his attention that the bill may be a U. S. West problem. 32 hours were utilized of tech time at \$65.00 an hour to help get the Zetrans working at Westminster. The bill was for \$2080.00. Randy went back to U. S. West internally, and based on Janice's arguments the bill was voided. He did ask though if a situation arises where they are using multiple vendors at the PSAP, keep Randy or Nancy Mochizuki posted about it.

Upon motion of Director Crain and seconded by Director McConnell, the board adjourned the meeting.

THE NEXT TECHNICAL MEETING WILL BE HELD AUGUST 11, 1994 AT 11:00 A.M., FOLLOWED BY THE E-911 AUTHORITY BOARD MEETING AT 1:00 P.M. IN THE COMMISSIONER'S 5TH FLOOR CONFERENCE ROOM.

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

August 11, 1994

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

**Director Mac McConnell, Municipal Representative
Director Jack A. Chism, Municipal Representative
Director Dick Crain, Fire District Representative
Director Joe Schumacher
Mary Lynn Tucker, Counsel to the Board
Kristen Helfer, Secretary**

Also Present:

**Randy Smith, U. S. West
Randy Smith, Jefferson County Sheriff's Department
Ione Montoya, Arvada P. D.
Debra Grainger, Arvada P. D.
Jerry Lavach, Broomfield Police
Steven Kabalis, Lakewood Police
Larry Statton, Wheat Ridge Police
Bud Van Gundy, Lakewood/Bancroft**

APPROVAL OF MINUTES

The meeting was called to order at 1:00 p.m. Roll call was taken and guests were introduced. Upon motion of Director Crain and seconded by Director Chism, the minutes of June 9, 1994 were approved with instructions to check on amounts stated at the meeting regarding the amounts to be paid for voice logger recording equipment.

TREASURER'S REPORT

Upon motion of Director Crain, seconded by Director Chism, the Board authorized payment to Jefferson County for \$130.00; Line charges for June, July and August in the amount of \$93,102.30; Insurance of Denver, Inc. (GenLiab E/O), \$5,186.80; AT&T Language Line Services (June/July) in the amount of \$100.00; and City of Westminster - 911 Share Tel Equipment in the amount of \$5,945.98 for a grand total of \$107,465.08.

OLD BUSINESS

2ND AMENDMENT TO IGA

Mary Lynn Tucker stated she has not received the signature page for Genesee. Dick Crain said he would check on it by the next meeting.

911 STICKERS

Bud Van Gundy stated that it would cost \$80,000 for a 3 year supply of 911 stickers, coloring books and pencils. The board decided to recontact the different entities to determine if they would consider ordering one or two items or a smaller supply. Joe Schumacher is going to make the contacts.

PLAQUE FOR BRIAN

The board agreed that a letter should be sent to Brian instead of a plaque and asked the secretary to check on the status of a letter to Brian.

AUDIT

The board discussed the auditing firm that was approved in February 1994 to audit the E-911 Emergency Telephone Authority Board, but have not received any additional information on the audit. Dick Crain will check on the status with the firm Grant Thornton.

NEW BUSINESS

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Upon motion of Director Chism and seconded by Director Crain, the Board elected Mac McConnell Chairman of the E-911 Emergency Telephone Service Authority Board.

Upon motion of Director Crain and seconded by Director Schumacher, the Board elected Jack Chism as Vice Chairman of the E-911 Emergency Telephone Service Authority Board.

Director Crain stated that as of January 15, 1995 he would no longer be eligible to serve on the E911 Emergency Telephone Service Authority Board. He suggested to the board that recruiting begin soon because the job of treasurer was not easy to replace. Director Schumacher agreed to begin learning the job of treasurer to see if he would be interested in becoming the treasurer. Director McConnell stated he would check with Jo Bryant, Administrative Assistant to Commissioner Miller, who is responsible for soliciting nominations from the various entities for replacement.

Mary Lynn Tucker advised the board that the bylaws would allow the board to hire an employee that would be responsible for specific duties assigned by the E911 Emergency Telephone Service Authority Board.

TECHNICAL COMMITTEE REPORT

Debra Grainger reported that Janice Kraft is working on a proposal to submit to the authority board.

Steve Kabalis questioned why a bill had not been paid to Power Phone, Inc. for the training of two dispatchers for Lakewood Police in the amount of \$358.00. Director Crain made a motion and Director Chism seconded and the board voted to amend the previous motion to include the payment of \$358.00 to Power Phone, Inc.

Steve Kabalis advised the board that the Lakewood Police Chief is holding a meeting on August 17, 1994 at 2:00 p.m. at the Lakewood Municipal Building to discuss the proposed building of a T.V. transmitter on Mt. Morrison for channel 14, the home shopping channel, it could interfere with emergency transmissions. Anyone can attend the meeting.

OTHER BUSINESS ITEMS

Mary Lynn Tucker suggested to the members to send all agenda items to Mac McConnell and he can forward to Lori O'Neill to put on the agenda. This should be done at least 10 days before the meeting.

Bud Van Gundy read a letter he wrote to the board. He thanked everyone he has served with on the emergency authority board and others involved with the board. Mac McConnell thanked Bud Van Gundy for his service on the board.

Upon motion of Director Crain and seconded by Director McConnell, the board adjourned the meeting.

THE NEXT TECHNICAL MEETING WILL BE HELD OCTOBER 13, 1994 AT 11:00 A.M., FOLLOWED BY THE E-911 AUTHORITY BOARD MEETING AT 1:00 P.M. IN THE COMMISSIONER'S 5TH FLOOR CONFERENCE ROOM.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

OCTOBER 13, 1994

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Mac McConnell, Municipal Representative
Director Jack A. Chism, Municipal Representative
Director Dick Crain, Fire District Representative
Lily Oeffler, Counsel for Board
Lori O'Neill, Secretary

Also Present:

Julie Miller, Arvada Police Communications
Ione Montoya, Arvada P. D.
Leah Kiekbusch, Arvada
Bud Van Gundy, Lakewood/Bancroft
Randy Smith, U. S. West
Debra Grainger, Arvada P. D.
Gene Porter, Lakewood/Bancroft
Larry Stodden, Wheat Ridge Police
Steven Kabalis, Lakewood Police
Jerry Lavach, Broomfield Police
Betty Miller, Jefferson County Commissioner

RECOGNITION OF BUD VAN GUNDY

Commissioner Betty Miller presented Bud Van Gundy with a plaque that said "To Lieutenant Ron Van Gundy with deep appreciation for your years of dedicated service as a member of the Jefferson County E911 Emergency Telephone Service Authority Board, Jefferson County Board of Commissioners".

A plaque will be mailed to Brian Utzman, former counsel for the E911 Board.

APPROVAL OF MINUTES

Upon motion of Director Crain and seconded by Director Chism, the minutes of August 11, 1994 were approved.

TREASURER'S REPORT

Upon motion of Director Crain, seconded by Director Chism, the Board authorized payment to U. S. West Communications in the amount of \$54,450.37; Line Charges in the amount of \$64,076.00; other payables in the amount of \$14,161.33. Total payables - \$132,687.70.

OLD BUSINESS

2ND AMENDMENT TO IGA

Director Crain talked with Genesee and they will sign the 2nd amendment to the IGA at their next meeting, which is Monday, August 15, 1994.

STATUS OF AUDIT

A contract was signed with Grant Thornton on February 7th and the actual audit was done in June. Two copies were filed with the Division of Local Governments on September 30, 1994.

STATUS OF REPLACEMENT FOR DICK CRAIN

Director McConnell reported that the letter asking for nominations had been sent out by Jo Bryant, Betty Miller's assistant. The votes have to be cast by October 26, 1994.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

The Technical Committee did not meet today.

OTHER BUSINESS ITEMS

Director Chism stated they had received notice from the North Metro Fire Rescue Authority that the West Adams County Fire District and the City of Thornton have combined into one fire authority.

He also reported that a new tower had been put up at the police department and during construction Cellular One had cut all the lines. Cellular One has since paid the city and the 911 Authority Board will be reimbursed in the amount of \$3,857.40. Also, there will be a bill from U. S. West for \$520.00 for 8 hours labor to replace equipment.

911 STICKERS

Director Crain reported that Joe Schumacher had polled the entities again to come up with a more reasonable figure for booklets, pencils and stickers. He came up with a total of 65,000 booklets, 60,000 pencils, and 38,000 stickers. Booklets, \$18,200 plus freight of \$2,115.00; Pencils, 5,400.00 plus freight of \$252.00; Stickers, approximately \$1,800.00 for a total of \$27,767.00.

Upon motion of Director Chism, seconded by Director Crain, the Board authorized payment for the purchase of booklets, pencils and stickers.

PROPOSAL

Steve Kabalis from Lakewood Police asked if the Authority Board would support them in sending one of their people to the APCO Telecommunicator Instructor Course. The advantage would be to have that person do in-house training for them in the future. The cost is \$425.00 per person.

The Board approved the concept as presented and would look favorably at any future request for funding.

No other business to come before the Board, the meeting was adjourned.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

DECEMBER 8, 1994

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Jack A. Chism, Municipal Representative
Director Dick Crain, Fire District Representative
Director Gary Laura, Board of County Commissioners
Lily Oeffler, Counsel for Board
Lori O'Neill, Secretary

Absent:

Director McConnell
Director Schumacher

Also Present:

Randy Smith, U. S. West
Gene Porter, West Metro Fire Rescue
Patty Jo Ryan, U. S. West
Nancy Mochizuki, U. S. West
Steve Kabelis, Lakewood Police

INTRODUCTION OF NEW DIRECTOR

Gene Porter is the new director for the E911 Authority Board, replacing Dick Crain whose term is up January 15, 1995.

APPROVAL OF MINUTES

Upon motion of Director Laura and seconded by Director Crain, the minutes of October 13, 1994 were approved.

TREASURER'S REPORT

Upon motion of Director Crain, seconded by Director Laura, the Board authorized payment to U. S. West Communications in the amount of \$137,113.46; U. S. West Communications Line Charges for November in the amount of \$32,038.00; Other payables in the amount of \$28,060.20. Total Payables in the amount of \$197,211.66.

OLD BUSINESS

2ND AMENDMENT TO IGA

Genesee has signed the 2nd amendment to the IGA. All the entities have now signed.

STATUS REPORT ON 911 STICKERS

65,000 books, 60,000 pencils and 38,000 stickers were delivered to Wheat Ridge. Jack Chism contacted the individual people and they will pick up the materials.

LEGAL OPINION DUE

Lily Oeffler, Counsel for the Authority Board, is doing some research with regard to keeping track of the current inventory and depreciation.

NEW BUSINESS

1995 BUDGET

Upon motion of Director Crain, seconded by Director Laura, the Board approved the budget as revised.

HIRE ACCOUNTANT FOR BOARD

There was a discussion on hiring an accountant for the Board and possibly some part time clerical work. There is enough money in the budget for it now. It will be discussed at a future meeting.

PROPOSAL

Lakewood is replacing it's entire phone system. Randy Smith from U. S. West proposed to replace it with equipment similar to what Jeffco Sheriff just put in. It is

a "Positron Friend" and eleven 911 integrated answering positions.

The total percentage the City of Lakewood would pay for is 14/23rds of \$42,545.00 or 25,897.00. The Authority Board's portion would be \$141,488.00.

Upon motion of Director Laura, seconded by Director Chism, the Board approved the request for \$141,488.00 for the City of Lakewood's new system. There will be two contracts that will need to be negotiated. One with the City of Lakewood for the integrated answering positions and one with the Authority Board for the Positron Friend.

KNOCKS-BOX

Patty Jo Ryan from US West talked to the Board about a "Knocks-Box". Lakewood had lost their 911 service due to a water leakage. The "Knocks-Box" is an option to prevent that from happening in the future. A van that is fully loaded would be needed. The van would then pull up to the US West central office and plug in.

No other business to come before the Board, the meeting was adjourned.

**THE NEXT MEETING WILL BE HELD ON THURSDAY, FEBRUARY 9, 1995
AT 1:00 P.M.**