

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

FEBRUARY 15, 1996

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

Present: Director Gene Porter
Director Steve Kabelis
Director Joe Schumacher

Absent: Director Gary Laura
Director Jack Chism

Also Present:

Kathy Cline, Golden Police
Dianna Wilson, Broomfield Police
Larry Stodden, Wheat Ridge Police
Ione Montoya, Arvada Police
Bill Kilpatrick, Golden Police
Linda McKelvey, U.S. West
Patty Jo Ryan, U. S. West

APPROVAL OF MINUTES

Upon motion of Director Schumacher and seconded by Director Porter, the Minutes of December 14, 1995 were approved.

TREASURER'S REPORT

Director Porter stated that the year end report for 1995 had been completed. The statement of Financial Condition was approved as modified, to include an additional \$50.00 for the AT & T Line. Payables were approved in the amount of \$76,668.99.

OLD BUSINESS

Cost of Safety Materials

Upon motion of Director Kabelis and seconded by Director Schumacher, the Board accepted the recommendation of the Technical Committee regarding the following purchases: Coloring books at \$8,579.50 with an approximate delivery cost of \$785.88; pencils at \$7,804.50 with an approximate delivery cost of \$346.70; decals at approximately \$7,000.00; stickers at \$2,500.00; and the purchase of 40 videos at \$1,960.00.

Net Time Clocks for PSAP'S

Upon motion of Director Schumacher and seconded by Director Porter, the Board approved expenditures in the amount of \$10,400.00 for the purchase of two net time clocks for the PSAP's at Arvada and Wheat Ridge.

NEW BUSINESS

Contingency Plans for PSAP'S Regarding Cell Phones

Diane Callahan is putting together a contingency plan or a format that would be standard among all E911 agencies. Directors Kabelis and Porter will get back with the Task Force and see what their time lines are. This item was tabled for further discussion.

TECHNICAL COMMITTEE REPORT

Requests from Wheat Ridge

Upon motion of Director Schumacher and seconded by Director Porter, the Board approved payment of 100% of the costs relating to 911 recording equipment, playback recorders, instantaneous playback machines, telephone keysets and associated supplies including tapes and headsets and other supplies that can be directly related to 911.

The Board upon motion of Director Schumacher and seconded by Director Porter, instructed US West to conduct the site survey for Arvada Fire Department to determine the needs of that department; that US West site survey Evergreen: that US West provide to this Board the results of those site surveys and the generic pricing of equipment in the same manner as Golden and Wheat Ridge. The Board also approved the purchase of up to four (4) POSITRON 911 phone systems equipment, not to exceed \$360,000.00 for Wheat Ridge, Evergreen, Arvada Fire and Golden P.D.

Dianna Wilson brought a brochure on the 911 Nation Conference that will be held in Denver at the Convention Center on June 16-20. She will make the presentation to each agency and come back to the Board meeting in April with the results of who would like to attend. It will be limited to two people per agency.

State Task Force Meeting

The Task Force reported on the power outage in the southeastern part of the city. It was caused by two surges that froze the switch on the generator. This resulted in no phone service.

PUC is considering the 911 Task Force. They want to get some more people on the task force to represent more of the vendors and more PSAP people to help them out with writing the rules.

The Wireless Committee reported that the testing of 911 cellular calls being routed through 911 has been moved into late February or the early part of March.

There have been talks on how wireless can provide ANI and ALI information. They also have the support for surcharge on wireless. AT & T had some reservations about how they will base the surcharge.

The Legislative committee is looking for a representative to be involved with the 911 surcharge and help getting it through the legislature. If anyone is interested, please let Gene Porter know.

Audit for 1995

The Board upon motion of Director Porter and seconded by Director Schumacher, authorized the Treasurer of the Board to engage an auditor to perform an audit of the 1995 finances. The Board also asked US West to perform an inventory of the equipment.

Request from Golden

The Board upon motion of Director Kabelis and seconded by Director Schumacher, approved the expenditure of \$150.00 to send one person to the 40-hour APCO Basic Training Course for the City of Golden.

E911 Stationary

Director Schumacher inquired about purchasing E911 stationary for official letters. He will get an estimate and present it at the next meeting.

Next week, Arvada Fire Department will recognize three mentally challenged people for a 911 call they made. He would like the Board to look at awards and presentations for these instances.

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

THE NEXT MEETING WILL BE HELD THURSDAY, APRIL 18, 1996 AT 1:00 P.M.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

APRIL 18, 1996

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

Present: Director Gene Porter
Director Steve Kabelis
Director Joe Schumacher
Director Jack Chism

Gay Ummel, Counsel for Board
Teri Schmaedecke, Secretary

Absent: Director Gary Laura

Also Present:

Kathy Cline, Golden Police
Dianna Wilson, Broomfield Police
Larry Stodden, Wheat Ridge Police
Ione Montoya, Arvada Police
Patty Jo Ryan, U. S. West
Randy Smith, Jeffco Sheriff's Department

APPROVAL OF MINUTES

Upon motion of Director Schumacher and seconded by Director Porter, the Minutes of February 15, 1996 were approved.

TREASURER'S REPORT

Upon motion of Director Porter, seconded by Director Kabelis the Board accepted the Statement of Financial Condition and approved payables for \$96,348.14 and to transfer the total amount into County checking account for payment and authorization for Treasurer and Chairman to sign payables.

OLD BUSINESS

Cost of Safety Materials

Director Schumacher reported that the Stickers came in under bid. The low bid from Art works came it at \$2,501.50 they require a 50% deposit. Director Porter stated the soonest we can pay the amount will be after the next E-911 meeting.

Director Schmuacher stated that U.S. West had not been to Arvada for a site survey. Patty Jo Ryan stated that a man had been to Arvada to survey and his name was "Mike Adams". Patty Jo stated she would send a foreman to Arvada to look into the situation.

NEW BUSINESS

INVENTORY EQUIPMENT AND OWNERSHIP

Director Chism asked Randy Smith to talk about how the Board purchased all the equipment for all of the PSAP'S in Jefferson County. Randy stated that all the equipment was assigned for use of those PSAP'S but the Board actually retained ownership. The obligation of the PSAP was to insure that they carried adequate Hazard Insurance. Once a year the Agency was to prove to the Board that they were complying with that standard. But actual ownership was always retained by the Board. The problem now is keeping an accurate inventory for all this equipment. Gay Ummel volunteered to draft a letter of notification that would be sent to all the entities, notifying them of the amending of the Intergovernmental Agreement regarding this issue. Director Chism asked for the draft letter by the next meeting.

WEST METRO VOICE LOGGER PROPOSAL

Upon motion of Director Schumacher and seconded by Director Kabelis, the Board approved the expenditures for \$33,619 for a Voice Recorder and Z-tron Logging Instant Playback for Wheat Ridge.

Upon motion of Director Kabelis and seconded by Director Schumacher the Board accepted the proposal for West Metro Fire Protection District's replacement of their existing voice recording system, the Board committed to expenditures not to exceed \$32,000.

STATE TASK FORCE MEETING

The Task Force reported on the Revision of E911 Rule which is approved and in effect.

There have been no updates from the various Committee's since the last meeting.

The Task Force membership needs to be increased to 25 members. The overall makeup of that committee will be decided in the May meeting.

PUC feels since there is a lot of new entrance into the telephone industry they would like more representation. They are also looking at increasing the PSAP membership.

U.S. West billing and Accounting has changed the billing cycle to the 24th of the month instead of the 30th. A letter from U.S. West was mailed to all Authority Boards explaining the reason for the change.

TECHNICAL COMMITTEE REPORT

BUDGET PLANNING DOCUMENT

Director Kabelis stated 6 months ago he requested information from all the PSAP'S and Agencies regarding the purchase of equipment in the future and funds that would be needed from the Board. Some Agencies responded. Director Kabelis presented to the Board a planning document for a ten year forecast for budgeting purposes so the Treasurer will have an idea of what the projected expenditures are per year.

NET CLOCKS

Director Kabelis stated that the Net Clocks were supplied with the wrong cable and that replacement cable is coming and the Net Clock's are now being installed.

DIGITAL MAPPING STUDY

Director Porter stated that the State Department of Health had a study done by Elert and Associates on E.M.S. approximately 1 and 1/2 years ago. They contacted Director Porter and asked him if the Board would be interested in having a new study done on the possible use of Digital Mapping as it applies to G.I.S. and G.P.S. giving the various PSAP'S the opportunity to use this information. Director Porter asked Elert and Associates to prepare a proposal to be submitted to the Board.

PUC RULE

Director Kabelis reported that U.S. West gave the Board a copy of the new U.S. West PUC rules effective May 1, 1996 stating that U.S. West is the responsible party for 911 diverse routing and maintenance of system. Director Kabelis stated the outage reporting time has been changed to 15 minutes verses previous time of 4 hours.

E-LINK

Patty Jo Ryan with U.S. West stated that on July 1, 1996 S.C.C. will take over all the agencies data bases. The main change that will come from S.C.C., will be E-Link services. E-link will be upgraded and give each agency a lot more information then the present E-link system.

NENA CONFERENCE

Upon motion of Director Chism and seconded Director Schumacher, the Board approved expenditures of \$4,800 for the agencies to attend the NENA Conference and the 6 Pre-conference Courses.

NENA MEMBERSHIPS

Following a general discussion it was decided that memberships to NENA should be paid by individuals and not the E911 Board.

APPCO TELECOMMUNICATIONS COURSE

Upon motion of Director Porter and seconded by Director Schumacher, the Board approved the expenditure for \$998.00 for two Lakewood Dispatchers to attend the APPCO Telecommunications Course.

TELECOMMUNICATIONS COURSE

Upon motion of Director Kabelis and seconded by Director Porter, the Board approved the expenditure for \$300.00 to send 2 dispatchers from the City of Westminster to a Telecommunications Course in May.

CITY OF WESTMINSTER

Upon motion of Director Chism and seconded by Director Schumacher, the Board approved the expenditures for the City of Westminster for a total of \$3,245 for a Z-tron play back unit and 3 time taps to connect into the Netclock.

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HEADSETS FOR JEFFERSON COUNTY

Upon motion of Director Schumacher and seconded by Director Porter, the Board approved the expenditure of \$5,063.45 for 28 Headsets for the Jefferson County Sheriff's Department.

AUDIT

Director Porter reported that the Audit is almost completed and will be turned in on time. Director Porter also stated the insurance is coming up for renewal in June. He stated that the financial information need to updated for the renewal and has been completed. One policy is for General Liability Insurance and the other is Public Official Insurance.

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

THE NEXT MEETING WILL BE HELD THURSDAY, June 20, 1995 AT 10:00 P.M.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

JUNE 20, 1996

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

Present: Director Gene Porter
Director Steve Kabelis
Director Joe Schumacher
Director Jack Chism

Gay Ummel, Counsel for Board
Debbie Quinn, Secretary

Absent: Director Gary Laura
Director Steve Kabelis

Also Present:

Dianna Wilson, Broomfield Police
Ione Montoya, Arvada Police
Randy Smith, Jeffco Sheriff's Department
David Bourgeois, Lakewood Police
Carol Bohannon, Westminster Police Department
Julie Miller, Arvada Police
Jon Greer, Arvada Fire
Patrick Healy, West Metro Fire
Gary Muck, Westminster Police

APPROVAL OF MINUTES

Upon motion of Director Schumacher and seconded by Director Porter, the Minutes of April 18, 1996 were approved.

Director Kabelis, present.

TREASURER'S REPORT

Upon motion of Director Schumacher, seconded by Director Kabelis the Board accepted the Statement of Financial Condition and approved payables for \$155,898.41 and to transfer the total amount from the County into ETSA checking account for payment and authorization for Treasurer and Chairman to sign payables.

OLD BUSINESS

Safety Materials

Director Schumacher reported that the letters for materials were sent out and all requests were filled. Director Kabelis requested safety materials at the meeting.

Proposed Amendments to I.G.A.

Gay Ummel drafted a letter for the IGA amendment to send out to all authorities. Director Porter submitted the list of participating agencies. The agencies have 60 days to respond. 50% of the agencies must respond; 75% of the 50% must approve the IGA and it will take effect 90 days from the date of the notice. It was agreed that Director Schumacher, Secretary of the Board would print up the letters on letterhead and Director Chism would sign them. Director Schumacher made a motion authorizing the letter and the third amendment pursuant to the IGA agreement; duly seconded by Director Chism and unanimously approved.

Proposal from U.S. West for Purchase of Phone System

The proposal from U.S. West was discussed in great detail. The Board was very concerned because there is no contract with U.S. West at this time. Director Porter offered to look over the contract when it is received.

Computer for the Treasurer

A discussion ensued about upgrading an existing computer system or purchasing a stand alone unit for the Board. Director Schumacher made a motion, seconded by Director Chism and by unanimous vote to spend no more than \$2500.00 to purchase a computer which Director Porter will keep at his house as long as he is the Treasurer for the Board.

Eiert & Associates Projects Task Study

After a brief discussion about the Projects Task Study the Board agreed to table the matter indefinitely.

NEW BUSINESS

Insurance Renewal

The Board received the insurance policy renewal. Gay Ummel expressed concern about the professional liability exclusion. She has made several phone calls but has not been able to get any answers. Upon motion of Director Chism, duly seconded by Director Porter and by unanimous vote, the Board agreed to pay the bill and possibly look for a new vendor in the future.

Arvada Voice Logger Proposal

Upon motion of Director Chism, seconded by Director Porter with Director Schumacher abstaining, the Board agreed to purchase the Voice Logger from Lanier for \$13,500.20 for the Arvada Fire Protection District.

State Task Force Meeting

Directors Porter and Kabelis attended the State Task Force Meeting. Director Kabelis passed out minutes and the program from the meeting. The next meeting will be in La Junta on August 8, 1996.

Technical Committee Report

The status of the net clocks was reviewed at the Technical Committee Meeting. The group went over the correspondence with U.S. West. Dianna Wilson will bring a proposal to the next meeting.

New Expenditures

A letter of request to replace headsets for \$2,625.00 was presented. Upon motion of Director Kabelis, seconded by Director Schumacher, the Board unanimously approved the purchase.

Several enquiries were made about purchasing new tapes for the logger. More research will be done on the price and location of tapes.

Executive Session For Legal Advice On The IGA

Upon motion of Director Chism, seconded by Director Kabelis and by unanimous vote it was agreed to go into executive session. Upon motion of Director Kabelis, seconded by Director Schumacher and by unanimous vote it was agreed to adjourn from executive session and close the E-911 meeting.

THE NEXT MEETING WILL BE HELD THURSDAY, AUGUST 15, 1996 AT 1:00 P.M.

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

AUGUST 15, 1996

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

Present: Director Gene Porter
Director Steve Kabelis
Director Joe Schumacher
Director Jack Chism

Gay Ummel, Counsel for Board
Lori O'Neill, Secretary

Absent: Director Gary Laura

Also Present:

Dianna Wilson, Broomfield Police
Ione Montoya, Arvada Police
Randy Smith, Jeffco Sheriff's Department
Patty Jo Ryan, U. S. West
Julie Miller, Arvada Police
Patrick Healy, West Metro Fire
Gary Muck, Westminster Police
Kathy Kline, Golden Police
Bill Kilpatrick, Golden Police
Larry Stodden, Wheat Ridge Police
David Bourgeois, Lakewood Police

APPROVAL OF MINUTES

Upon motion of Director Schumacher and seconded by Director Porter, the Minutes of April 18, 1996 were approved as verbally amended by Director Porter.

INSURANCE

Gay Ummel reported that she had received a letter from Shawn Hagerty stating that he could not get an opinion from the insurance company on what the professional liability exclusion meant. Gay gave the letter to the Jefferson County Risk Management people, who had raised the issue to begin with. She also received a flyer from another company that issues this kind of insurance which she also gave to Risk Management to look at. She has not heard anything back from them at this time.

TREASURER'S REPORT

Upon motion of Director Schumacher, and seconded by Director Kabelis, the Board accepted the Statement of Financial Condition and approved payables for \$121,537.14 and to transfer the total amount from the County into E.T.S.A. checking account for payment and authorization for Treasurer and Chairman to sign payables.

Director Porter said the audit had been received. He distributed copies to the board members.

OLD BUSINESS

Proposed Amendments to IGA

The deadline for the IGA is August 30, 1996. Gay stated that they would need 50 % of the entities to respond by the deadline. It then needs two-thirds majority of the number that responded to agree to the amendments.

Director Chism explained to the Technical Committee that one of the amendments to the IGA was the Board's authority to purchase safety materials and pay for training classes. The interpretation is that the Board may have been exceeding their authority in paying these things. They will no longer pay for any safety classes, materials or dispatch training.

Proposal from U.S. West for Purchase of Phone System

The proposal from U.S. West was given to Gay today for her to review. Patty Jo Ryan said that they are not bills, they are contracts that need to be signed. The bills will not arrive until the letters of acceptance are signed by Wheat Ridge and Golden.

Upon motion of Director Porter and seconded by Director Schumacher, the chairman is authorized to sign the contract once the attorney for the authority has approved the contract as to form.

NEW BUSINESS

State Task Force Meeting

No one from the Authority Board was able to attend the meeting. Patty Jo Ryan did attend and said that Gene Porter had been recommended to be a member of the PUC Task Force. These recommendations will go to the Commission itself and they will determine who is accepted. They also went over the new local exchange carriers. They are MCI and TCI. The next meeting will be in October and it will be held at the Training Center on Old Santa Fe. It is being hosted by Douglas and Arapahoe County.

Technical Committee Report

Larry Stodden asked if US West billed for time and materials for repairs. Gene said the bill was for approximately \$10,000 every two months and that the bulk of the bills were from Broomfield and Wheat Ridge. Larry asked if the Board had looked into a yearly fee instead of time and materials. Patty Jo said it was something they offer, but this Board has never wanted to entertain. The new systems that are going in now are being offered 5 year maintenance contracts. The Board will look into it.

There was a discussion on timing clocks. Arvada Police, Jeffco Sheriff and Westminster are not ready yet.

Kathy Cline of Golden Police made a proposal to the Board for the purchase of a replacement recorder for the 911 phones and radios. Upon motion of Director Schumacher and seconded by Director Porter, the Board approved the proposal for up to \$28,000.00. They will not pay for the maintenance contract.

Deanna Wilson of the Broomfield Police made a request for a simulator. It was decided that since it would be under the category of "training", they would table the matter until the IGA amendments are made.

Gary Muck of Westminster Police made a proposal requesting headset replacements from Plantronics Encore. Upon motion of Director Porter and seconded by Director Kabelis, the Board approved the proposal for a total of \$1275.00

Lt. Pat Healy of West Metro requested the purchase of 7 new dispatcher headsets. Upon motion of Director Kabelis and seconded by Director Porter, the Board approved the proposal for a total of \$483.00

Upon motion of Director Schumacher and seconded by Director Porter, the Board authorized payment for one phone and one radio at each console for a price not to exceed \$15,000.00 for Arvada Police.

Director Schumacher would like the Technical Committee to consider finding someone who could help with the purchasing of equipment and getting bids.

Executive Session For Legal Advice On the 1997 Surcharge

Upon motion of Director Kabelis, seconded by Director Porter and by unanimous vote it the Board went into executive session.

Upon motion of Director Schumacher, seconded by Director Porter and by unanimous vote the Board came out of executive session and into public session to discuss the 1997 tariff rate.

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Director Porter suggested that the tariff be lowered.

Director Kabelis said that based on the information provided in executive session, he feels it is unclear as to whether or not the Board has the authority to lower the tariff. He feels the tariff should not be lowered.

Upon motion of Director Schumacher and seconded by Director Kabelis, the Board authorized Gay Ummel to draft a written resolution certifying the tariff remain at 28 cents for 1997. Director Porter voted, "Nay".

NO OTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED.

NEXT MEETING WILL BE HELD THURSDAY, OCTOBER 17, 1996 AT 1:00 P.M.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

OCTOBER 17, 1996

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

Present: Director Gene Porter
Director Steve Kabelis
Gay Ummel, Counsel for Board
Teri Schmaedecke, Secretary

Absent: Director Gary Laura
Director Joe Schumacher
Director Jack Chism

A quorum was not present of the Emergency Telephone Authority. The meeting will be continued to Thursday, October 31, 1996 at 1:00 p.m.

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD
OCTOBER 31ST AT 1:00 P.M.
5TH FLOOR - COMMISSIONERS' CONFERENCE ROOM

AGENDA

CALL TO ORDER AND ROLL CALL
APPROVAL OF MINUTES OF AUGUST 15, 1996
TREASURER'S REPORT

OLD BUSINESS

- Proposed Amendments to I.G.A.
- Insurance Review

NEW BUSINESS

- Technical Committee Report

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

OCTOBER 31, 1996

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

Present: Director Gene Porter
Director Steve Kabelis
Director Joe Schumacher
Director Jack Chism

Gay Ummel, Counsel for Board
Teri Schmaedecke, Secretary

Absent: Director Gary Laura

Also Present:

Patty Jo Ryan, U. S. West
Julie Miller, Arvada Police
Patrick Healy, West Metro Fire
Gary Muck, Westminster Police
Larry Stodden, Wheat Ridge Police
David Bourgeois, Lakewood Police
Mark Widey, West Metro Fire

APPROVAL OF MINUTES

Upon motion of Director Schumacher and seconded by Director Kabelis, the Minutes of August 15, 1996 were approved.

TREASURER'S REPORT

Upon motion of Director Kabelis, seconded by Director Schumacher and by majority vote, the Board accepted the Statement of Financial Condition and approved payables for \$282,537.14 and to transfer the total amount from the County into E.T.S.A. checking account for payment and authorization for Treasurer and Chairman to sign payables.

BUDGET

Director Porter said the Budget is posted and notice will be published in the newspaper. The Budget hearing will be held at the next E911 meeting on December 19, 1996

OLD BUSINESS

Proposed Amendments to IGA

Director Chism stated that 50% of the entities did not respond to the Proposed Amendments to the IGA. The Board tabled this issue until the December meeting for further discussion.

Insurance Review

Sharon Floistad of Risk Management presented to the Board a review of E911's current insurance coverage. Sharon reviewed the different types of Insurance Policies available as well as current coverage. In summary, she felt the current coverage was acceptable, except for General Liability which should include coverage for independent contractors.

NEW BUSINESS

PROPOSED JOINT VENTURE BETWEEN WEST METRO FIRE AND LAKEWOOD

David Bourgeois stated that the Technical Committee discussed a proposal from the City of Lakewood for a request for funding to assist in the combined communication center that is proposed and being formulated and acted on at this point in time. The combined location would be at an existing location that West Metro currently uses on West Jewell. E911 equipment that is currently at Lakewood City Hall will be moved to the West Jewell location. Bourgeois continued to say that some additional equipment will need to be added to the existing equipment to make the 911 system function with the computer aided dispatch system.

Upon motion of Director Schumacher, seconded by Director Porter and by majority vote with Director Kabelis abstaining, the Board approved the City of Lakewood proposal for expenditures not to exceed \$91,900 for the purchase of equipment for the combining of the Lakewood Police Department and the West Metro Fire Protection District centers communications equipment, dispatch centers and training E911 operations.

HEAD SETS FOR CITY OF LAKEWOOD

Upon motion of Director Porter, seconded by Director Schumacher and by majority vote with Director Kabelis abstaining, approved the proposal from the City of Lakewood for the purchase of 30 headsets and 29 amplifiers not to exceed \$4,000. The headsets are being purchased to replace existing damaged headsets.

CITY OF ARVADA REQUEST FOR TAPES FOR RACAL RECORDER SYSTEM

Upon motion of Director Schumacher, seconded by Director Kabelis and by majority vote approved the purchase of 365 tapes for \$2,171.75 for the City of Arvada.

WESTMINSTER REQUEST FOR EQUIPMENT

Upon motion of Director Schumacher, seconded by Director Kabelis and by majority vote approved the City of Westminster's request for a Positron IAP PLUS Workstation, for expenditures not to exceed \$8,700.

WEST METRO REQUEST FOR EQUIPMENT

Upon motion of Director Kabelis, seconded by Director Schumacher and by majority vote with Director Porter abstaining authorized the purchase of 2 Positron console telephone sets, 2 Positron SDT E911 displays and 2 TDD devices plus 4 Positron call checks not to exceed \$29,000 for West Metro Fire Protection District.

EVERGREEN FIRE PROTECTION DISTRICT REQUEST FOR FUNDS

Upon motion of Director Porter, seconded by Director Kabelis and by majority vote approved the request for purchase of a Recording System and Desk Top Computer with the 911 Net Program for a total of \$35,115.00 for Evergreen Fire Protection District.

TECHNICAL COMMITTEE REPORT

Director Kabelis stated that cell phone charges will potentially start accruing in the Summer of 1997. The potential rate will be .28 per telephone.

Director Kabelis advised the Board that there might be a revision of the State Statute regarding E911. Director Kabelis stated that he is going to meet with Mark Shonk at the next task force meeting in hopes to clarify training issues and clairfy surcharge tax.

Director Chism informed the Board that his term will be ending on January 13, 1997 and he will not be reapplying for the position. He said that a notice will be sent to all the Agencies to see if there is any interest in the Board position.

NO OTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED.

NEXT MEETING WILL BE HELD THURSDAY, DECEMBER 19, 1996 AT 1:00 P.M.

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

DECEMBER 19, 1996

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

Present: Director Gene Porter
Director Steve Kabelis
Director Joe Schumacher
Director Jack Chism

Lily Oeffler for Gay Ummel, Counsel for Board
Debbie Quinn, Secretary

Absent: Director Gary Laura

Also Present:

Gary Muck, Westminster Police
David Bourgeois, Lakewood Police
Randal Smith, Jefferson County Sheriff's Department
Jim Kierhaefer, Lakewood Police
Kathy Cline, Golden Police
Ione Montoya, Arvada
Carol Bohannon, Westminster Police
Wade Hammond, Wheat Ridge Police

APPROVAL OF MINUTES

Upon motion of Director Schumacher and seconded by Director Kabelis, the Minutes of October 31, 1996 were approved.

TREASURER'S REPORT

A bill from the City of Lakewood was presented by Director Porter for \$19,014.00. It was for the remaining cost of E911 telephone equipment cost. The money had been budgeted for 1995 but the bill was mistakenly not provided until 1996 and the funds were no longer available. Upon motion of Director Kabelis, seconded by Director Schumacher and by unanimous vote, the Board accepted the Statement of Financial Condition and approved payables for \$313,200.36 and to transfer the total amount from the County into E.T.S.A. checking account for payment and authorization for Treasurer and Chairman to sign payables. This amount included Lakewood's phone system bill.

BUDGET

The County Attorney advised that a portion of the Budget funds be moved from the reserves into a category where it will be easily accessed. Legally the money that is spent must be appropriated in the budget unless an emergency situation arose. It was decided that since most of the money is spent on phone equipment the reserve money should be added to that section of the Budget. After some discussion the Board decided to amend the 1997 Budget so that the money would be there if it was needed. Upon motion of Director Porter, seconded by Director Kabelis the Board unanimously approved the Budget, Resolution Number ETS 96-2 with a total appropriation of \$1,215,880.00.

OLD BUSINESS

INSURANCE REVIEW

Director Porter stated that he would continue to shop for a new insurance carrier. The Board tabled this issue until the next meeting for further discussion.

NEW BUSINESS

STATE E911 MEETING

Director Porter attended the November 7th meeting but not the one in December. There are two new carriers ready to be certified to do phone service. They are TCG and AT&T. They don't have a tariff rate yet, and they must provide the PUC with the method for handling E911. State Statute requires the calls to go through U.S. West as the Basic Emergency Service Provider (BESP). Tariffs for Cell Phones will be in place by mid-year. They are still working out a way to pay the tariff to the proper authority in which the call is made.

1997 E911 MEETING DATES AND BOARD MEMBERS

Director Chism again informed the Board that this was his last meeting. Wade Hammond will be applying for the position. Director Schumacher's term is also ending. Julie Miller's name was mentioned as a replacement for him, but Director Schumacher reminded the Board that his replacement must be either from the Fire Department or a Special District. Director Chism was going to check into the situation and hopefully get the Board vacancies filled. There will be an election of officers at the next meeting. Meeting dates were discussed. Upon motion of Director Porter, seconded by Director Kabelis, it was unanimously decided to continue to meet the third Thursday, every other month at 1:00 p.m. Those dates are:

February 20, 1997
April 17, 1997
June 19, 1997
August 21, 1997
October 16, 1997
December 18, 1997

TECHNICAL COMMITTEE REPORT

The Technical Committee is still working on their position paper for the Task Force. There is no prohibition now on how many servers there may be. They would like only one BESP. They also want one single transport data. The collection of the surcharge should have an administrative fee of 2% and submit it directly to their Authority Board. They specified that the data format need to be up to NENA standards and FCC standards. They want only one database for the state of Colorado. They discussed Cellular Surcharge collection. They will use the home County as the Cell Site for collection purposes. This will not be equitable for corporate customers but there is no easy way to work that out. Cellular Services need to provide full enhanced 911 services. TCG is going after corporate service so the effect on Jefferson County will be minimal.

WESTMINSTER REQUEST FOR EQUIPMENT

Upon motion of Director Porter, seconded by Director Schumacher and by unanimous vote, approved the City of Westminster's request for Recorder Tapes and Net Clock Connection and for these expenditures not to exceed \$33,841.00.

HEADSETS FOR CITY OF WHEAT RIDGE

Upon motion of Director Kabelis, seconded by Director Schumacher and by majority vote with Director Chism abstaining, approved the proposal from the City of Wheat Ridge for the purchase of headsets in an amount not to exceed \$1920.00.

NO OTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED.

NEXT MEETING WILL BE HELD THURSDAY, FEBRUARY 20, 1997 AT 1:00 P.M.