

MINUTES OF THE E911 EMERGENCY TELEPHONE SERVICE AUTHORITY
BOARD OF JANUARY 28, 1999

SPECIAL SESSION

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

Present: Director Steve Kabelis
Director Gene Porter
Director Julie Miller
Director Judy Peratt
Dennis Tharp, Attorney for Board
Teri Schmaedecke, Secretary

Absent: Director Brad Ruder

APPROVAL OF FUNDING

The Board upon motion of Director Miller, duly seconded by Director Porter and by majority vote, with Director Ruder absent, adopted a resolution approving West Metro Fire's request for a new Plant telephone system not to exceed \$313,443.12.

CONTRACT APPROVAL

Following a general discussion and proper review of the contract by Dennis Tharp, the Board upon motion of Director Porter, duly seconded by Director Miller and by majority vote, with Director Ruder absent, approved the three part contract with U.S. West and West Metro Fire regarding the purchase of the Plant equipment.

The Meeting was adjourned.

**Next Regular Meeting will be held on
February 18, 1999 at 1:00 P.M.
In the Commissioner's 5th floor conference room**

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

February 18, 1999

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

Present:

Director Steve Kabelis
Director Gene Porter
Director Julie Miller
Director Judy Peratt
Dennis Tharp, Attorney
Debbie Quinn, Secretary

Absent: Director Brad Ruder

Also Present:

Ione Montoya, Arvada PD
Karen Vitgenos, Jeffco Sheriff
Mark Wildey, West Metro
Jill DeCino, Arvada FD
Kathy Cline, Golden PD
Dana Hansen, Lakewood PD
Andrea Joo, Lakewood PD

MINUTES

Upon motion of Director Porter, and duly seconded by Director Miller, the Board approved the Minutes of December 17, 1998 as amended by Director Kabelis on Page 2.

TREASURER'S REPORT

The Board upon motion of Director Miller, duly seconded by Director Peratt and by unanimous vote approved the Treasurer's Report (see attached report). Director Porter passed out copies of the year end report to the Board.

OLD BUSINESS

CELL PHONE ISSUES

Director Kabelis asked that the cell phone issues be deferred to the end of the agenda so the Board could go into executive session for legal advice on this matter.

NEW BUSINESS

ELECTION OF BOARD MEMBERS

Director Kabelis asked for nominations for Board Members for 1999.

Director Porter nominated Director Kabelis for Chairman of the Board and Director Miller seconded the nomination. The Board approved the nomination and Director Kabelis accepted the office.

Director Porter nominated Director Miller for Vice-Chairman of the Board and Director Peratt seconded the nomination. The Board approved the nomination and Director Miller accepted the office.

Director Kabelis nominated Director Porter for Treasurer of the Board and Director Miller seconded the nomination. The Board approved the nomination and Director Porter accepted the office.

Director Miller nominated Director Ruder for Secretary of the Board and Director Porter seconded the nomination. The Board approved the nomination but Director Ruder was absent.

TECHNICAL COMMITTEE REPORT

Mark Wildey, from West Metro gave the technical committee report. They are working on an equipment list and will have the list finalized for the next meeting.

They are also working on items to be funded for the next hearing. The committee is working on a plan to make training dollars more equitably distributed for all PSAP's. Once they have a plan worked out they will present it to the Board.

The committee had the wireless maps for the SCC. They just needed a sign off for the agencies to agree that the maps were correct. Lakewood Police Department and the SCC have begun the MSAG training.

The next Technical Committee meeting will be held March 18th at 10:00 a.m. at the new Jefferson County Communications Center which is at the old Coroner's Building.

The last item of business for the Technical Committee to report was the requests for expenditures for the April meeting.

Ione Montoya, Arvada Police is requesting a new phone system. They are looking at two systems, Postitron and Plant and will let the Board know which system they want before the next meeting.

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Karen Vitgenos, Jeffco Sheriff presented a request for a Dictaphone upgrade and the Digital fax system (Visual Electronics) that is the same as the system that Lakewood just ordered.

Dana Hansen, Lakewood Police, presented a letter of thanks to the Board for their new equipment.

AUDIT

Director Porter made a request for approval to begin the audit. He would like to stay with Grant Thornton as long as they don't raise their prices too high. Upon motion by Director Miller, duly seconded by Director Peratt, the Board authorized Director Porter to approach Grant Thornton to perform the audit for 1998 with permission for the Board to sign a letter of engagement.

EXECUTIVE SESSION

Director Porter made a motion, duly seconded by Director Peratt, and approved by the Board to go into executive session for legal advice on the ATT Wireless Contract.

The Board came out of executive session.

ADJOURNMENT

Upon motion of Director Porter, duly seconded by Director Miller, and unanimously approved, the Board adjourned.

Next Regular Meeting will be held on
April 15, 1999 at 1:00 P.M.
In the Commissioner's 5th floor conference room

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

April 15, 1999

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

Present:

Director Steve Kabelis
Director Gene Porter
Director Brad Ruder
Director Julie Miller
Dennis Tharp, Attorney
Teri Schmaedecke, Secretary

Absent:

Director Judy Peratt

MINUTES

Upon motion of Director Porter, and duly seconded by Director Miller, the Board approved the Minutes of January 28, 1999 and February 18, 1999.

TREASURER'S REPORT

The Board upon motion of Director Ruder, duly seconded by Director Miller and by unanimous vote approved the Treasurer's Report and Payables totaling \$116, 164.39 (see attached report).

OLD BUSINESS

CELL PHONE ISSUES

The Board upon motion of Director Ruder, duly seconded by Director Porter and by unanimous voted adopted a resolution approving the Phase I Contract with AT&T Wireless contingent upon the Technical Committee giving their consensus on the default routing switch issue.

AUDIT

Director Porter stated that the audit is in progress. The audit should be complete by the end of June.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

Mark Wildey, from West Metro gave the Technical Committee report. The City of Westminster and the City of Lakewood have turned in their Wireless Service maps and should be submitted by April 19, 1999. The SCC will then reproduce the maps with the corrections that the agencies have made. The Technical Committee will see to it that the E911 Board receives a copy of the map for the record.

The FCC will provide training to the Technical Committee for E-Link.

As requested by the Board at a previous meeting, the Technical Committee submitted a draft of what types of equipment had been paid for by the different Agencies. The final report will be given at the next E-911 meeting. Demonstrations of equipment, the costs and what various Vendors can offer will be given to the committee. The committee will choose two Vendors, that offer the best price and best equipment. The Technical Committee will then prepare a list of preferred Vendors and submit that List to the E-911 Board.

The next Technical Committee will be held May 19th at 9:00 a.m. at the Westminster Police Department.

REQUEST FOR EQUIPMENT FROM JEFFERSON COUNTY SHERIFF'S OFFICE

The Board upon motion of Director Porter and seconded by Director Miller voted to approve the purchase for \$9,702.00 to activate the TDD features on all answering positions.

The Board upon motion of Director Ruder and seconded by Director Miller approved the expenditure not to exceed \$58,000.00 for Jefferson County Sheriff's Office Dictaphone purchase contingent upon information if options are included in the originally submitted cost of \$54,000.00.

The Board upon motion of Director Ruder, and seconded by Director Miller approved the approved the purchase of a Digital-Fax Display system (Visual Electronics) for the Jeffco Sheriff's Office for an amount not to exceed \$31,175.00.

REQUEST FOR EQUIPMENT FROM CITY OF ARVADA POLICE DEPARTMENT

Upon motion of Director Porter and seconded by Director Ruder, with Director Miller abstaining approved the purchase of Plant System for an amount not to exceed \$246.089.00 for Arvada Police.

The Board upon motion of Director Ruder and seconded by Director Porter approved the purchase for Arvada Police for 175 VHS tapes for an amount not to exceed \$866.25.

REQUEST FOR EXPENDITURES FOR CITY OF LAKEWOOD POLICE DEPARTMENT

Upon motion of Director Miller and seconded by Director Ruder and by unanimous vote approved the fees for the APCO Conference for an amount not to exceed \$720.00.

The Lakewood Police Department brought a request to the Board to send two employees to the NENA Conference in June. The Board upon motion of Director Porter, duly seconded by Director Miller and with unanimous approval, the Board approved the expenditure of \$1040.00 for two employees to attend the NENA Conference.

Upon motion of Director Porter and seconded by Director Ruder approved the reimbursement to Lakewood Police Department for a total of \$500.00 for a Post training course.

The Lakewood Police Department requested reimbursement for cellular phones purchased for Y2K contingency. The Board upon motion of Director Porter, duly seconded by Director Miller and with unanimous approval the Board approved the reimbursement for a total of \$2419 for the Y2K contingency Cell phones.

REQUEST FOR EXPENDITURE FOR ARVADA FIRE DEPARTMENT

The Board upon motion of Director Ruder and seconded by Director Porter approved the expenditure not to exceed \$5,752.40 for two Zetron Model #3022 Instant Recall Recorders.

The Board upon motion of Director Ruder and seconded by Director Porter authorized the expenditure of \$17,850 for Arvada Fire for the purchase of a 16 Channel Dual Magneto Optical Digital Voice Logger.

REQUEST FOR EXPENDITURE FOR EVERGREEN FIRE DEPARTMENT

The Board upon motion of Director Miller and seconded by Director Porter approved the expenditure for \$1,879.00 for a Y2K compliant MSAG computer for the Evergreen Fire Department.

REQUEST FOR EXPENDITURE FOR WEST METRO FIRE PROTECTION DISTRICT

The Board upon motion of Director Miller and seconded by Director Ruder and by unanimous approved the expenditure for an amount not to exceed \$2,579.82 for the purchase of 18 Unex Headsets and amplifier base units for West Metro Fire.

Mark Wildey for the West Metro Fire Protection District brought a request to the Board for the purchase of Prolog Recording System. The Board upon motion of Director Ruder and seconded by Director Miller with Director Porter abstaining, authorized the expenditure for an amount not to exceed \$40,668.00 for the Prolog Recording System.

The Board upon motion of Director Porter and seconded by Director Miller approved the expenditure not to exceed \$738.00 for tuition for two supervisors to attend the APCO Instructor Course for West Metro Fire.

The Board upon motion of Director Miller and seconded by Director Ruder approved the expenditure of \$295.00 for one employee from West Metro Fire to attend the NENA Conference.

Upon motion of Director Ruder and seconded by Director Miller authorized the expenditure for West Metro Fire to send two Dispatchers to the Basic EMD Training for an amount not to exceed \$410.00.

ADJOURNMENT

Next Regular Meeting will be held on

June 17, 1999 at 1:00 P.M.

In the Commissioner's 5th floor conference room

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

June 17, 1999

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

Present:

Director Steve Kabelis
Director Gene Porter
Director Brad Ruder
Director Julie Miller
Director Judy Peratt
Dennis Tharp, Attorney

Also Present:

Bruce Roome, Arvada Fire Department
Steve Smith, Arvada Fire Department
Ione Montoya, Arvada Police Department
Andrea Joo, Lakewood Police Department
Dana Hansen, Lakewood Police Department
Kathy Cline, Golden
Carol Bohannon, Westminster Police Department
Gary Muck, Westminster Police Department
Ione Montoya, Arvada Police
Mark Wildey, West Metro Fire
Dorothy Gorden, Secretary

MINUTES

Upon motion of Director Ruder, and duly seconded by Director Miller, the Board approved the Minutes of April 15, 1999, with minor corrections.

TREASURER'S REPORT

The statement of financial condition was discussed by Director Porter.

The Board upon motion of Director Miller, duly seconded by Director Ruder and by unanimous vote approved the Treasurer's Report and Payables totaling \$498,665.18. (see attached report).

OLD BUSINESS

CELL PHONE ISSUES

Dennis Tharp presented information on the three contracts for the Phase I wireless services with Airtouch, Voicestream and US West Wireless. He stated the contracts had been reviewed and were ready to be signed. No contract was received from Sprint.

A motion was made by Director Porter and seconded by Director Ruder and by unanimous approval the Board approved the Phase I contracts for wireless services by Airtouch, Voicestream and US West Wireless services.

AUDIT

Director Porter presented a draft of the E911 audit. The final audit will not be available until the County information is received the middle of July. The County will send a letter with detailed financial information in relationship to the County's funds. A final draft will be available for the next meeting.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

The Technical Committee Report was given by Mark Wildey. He reported that training guidelines for communications employees were developed. The guideline subjects were:

NT work stations	NEENA technical forms
GIS training	Emergency Preparedness
Stress management	Colorado Law Enforcement
ADA requirements for TTY	Officers Assoc. (CLEOA)
Live Burn	Hostage negotiation
Telephone interview preparation	

The Committee tried to identify the scope of training and what is relevant to E911 training. If approved today the committee would move ahead and recommend the dispersal of funds.

A discussion ensued regarding what fees should be paid. It was agreed training courses and conference fees should be paid but membership dues were questionable. The Board decided to table the discussion on training courses and continue the discussion to the next meeting. This item will be added to the agenda for the next meeting.

Regarding the Wireless PSAP Boundary Maps, there was some confusion as to where things are on that. Arvada is checking into the status and will send the information immediately. Mark Wildey received signed boundaries for Golden, Wheat Ridge and Lakewood. He was working on a sign-off letter with Westminster. They sent a map last week and was working on it.

He had not heard from Broomfield. He sent a letter to them in February and called them several times and had no response. He discussed JeffCo Sheriffs Office and believed that they are not within the other PSAP jurisdictions.

That is the status from the FCC as of June 3. Their direction was to go back to the Technical Committee and find out what's going on. The Broomfield boundary is real critical because the boundaries are not only in JeffCo, the entire city boundary is covered by the E911 Agreement. The Board determined that it would be appropriate to send a letter or give them a call.

REQUEST FOR REIMBURSEMENT FOR CITY OF WESTMINSTER POLICE DEPARTMENT

A request for reimbursement was submitted for \$2,730.19 from the City of Westminster Police Department for electrical services necessitated by the installation of the new Plant phone system. This was over the board's initial cost approval.

Upon motion of Director Miller and seconded by Director Porter, the Board approved reimbursement in the amount of \$2,730.19 for the Westminster Police Department. Director Kabelis opposed the motion.

REQUEST FOR REIMBURSEMENT FOR CITY OF LAKEWOOD POLICE DEPARTMENT

The Lakewood Police Department Communications Section requested two reimbursements: \$353.10 for data tapes and \$4,805.25 for headsets. These items were presented today for approval at the October meeting.

REQUEST FOR EXPENDITURE FOR ARVADA FIRE DEPARTMENT

The Arvada Fire Department presented an invoice from U. S. West in the amount of \$780.00 for assisting in moving the phone units from the old console to the new console. The Board upon motion of Director Porter and seconded by Director Miller unanimously approved payment to U. S. West in the amount of \$780.00.

The Technical Committee wanted to know what amount, if there is an amount, needs to be pre-approved by the attorney before going before the Board? The Board agreed that all contracts should go to the attorney first before going to the Board for approval.

Finally, the next Technical Committee meeting will be held July 16, 1999 at 10:00 a.m. at West Metro Fire Department on West Jewell.

Director Porter asked if there was a legal limit on paying a bill? Dennis Tharp replied that if the services were performed with authorization then there is nothing we can do but pay the bill. If the services were not approved and the services were performed the Board could object to paying.

If you need any educational training aids, 911 coloring books, pencils etc., check with the DARE office.

Upon motion of Director Porter, duly seconded by Director Miller, and unanimously approved, the Board adjourned.

ADJOURNMENT

Next Regular Meeting will be held on

August 19, 1999 at 1:00 P.M.

In the Commissioner's 5th floor Conference Room

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

August 19, 1999

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

Present:

Director Steve Kabelis
Director Gene Porter
Director Julie Miller
Director Judy Peratt
Dennis Tharp, Attorney
Debbie Quinn, Secretary

Absent: Director Brad Ruder

Also Present:

Ione Montoya, Arvada PD
Barb Farland, Jeffco Sheriff
Mark Wildey, West Metro
Bruce Roome, Arvada FD
Dianna Wilson, Broomfield PD
Andrea Joo, Lakewood PD

MINUTES

Upon motion of Director Porter, and duly seconded by Director Miller, the Board unanimously approved the Minutes of June 17, 1999.

TREASURER'S REPORT

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

OLD BUSINESS

CELL PHONE ISSUES

Director Tharp said he had nothing new to report on the cell phone issues. Nextel and Sprint are working with U.S. West to get their interconnect agreement finalized. Director Porter brought a list of the tariffs collected at this time and the average amount received is \$150,000.

AUDIT

The audit is completed. Director Porter passed out copies to the Board. He said he would send copies to all the entities and the State Auditor. Upon motion by Director Porter, duly seconded by Director Peratt and by unanimous vote, the Board approved the audit as presented.

NEW BUSINESS

TECHNICAL COMMITTEE REPORT

Mark Wildey, from West Metro gave the technical committee report. Kathy Cline brought in a copy of a PUC meeting notice with the 911 Task Force to be held at the U.S. West Building on August 31, 1999 from 8:00 a.m. to 4:30. The Technical Committee requested that a board member attend along with one of their members. Director Porter volunteered to go.

Mark Wildey reported that an informational study is in place for Phase 2. AVCO and NENA have split over theories with AVCO using GPS and NENA triangulation. The CTIA said that at this point there is no incentive for the vendors to move forward.

Dianna Wilson, Broomfield Police asked if the PUC had established a non U.S. West standard for service. Mark Wildey suggested that she contact Phil Avery and the Board recommended that she go forward with the test on the Telecomm system and see what they will agree to do.

Mark Wildey announced that the next Technical Committee will be September 16, 1999 at Westminster. At that meeting the committee will gather their costs to present to the Board.

SETTING EMERGENCY TELEPHONE CHARGE

Director Porter distributed a Revenue/Expenditure comparison sheet. He announced that revenue has exceeded expenditures over a five year period. Director Kabelis raised the question of the rate charge, whether to raise it, lower it or keep it the same. A brief discussion ensued with each Board member stating their opinion on the matter. Director Porter suggested that lowering the tariff was the way to go but the other Board members felt strongly that the future is unknown and a reserve should be maintained. Upon motion by Director Miller, duly seconded by Director Peratt and approved by the Board with Director Porter opposed, the Board approved keeping the emergency telephone charge at 28 cents.

DESIGNATION OF LOCATION FOR POSTING NOTICE OF HEARING

Following a brief discussion of posting notice of E-911 hearings the Board upon motion of Director Miller, duly seconded by Director Porter and by unanimous vote, agreed to post the agenda in the Jefferson County Administration Building on the first floor notice board.

REQUEST FOR EXPENDITURES

Andrea Joo, Lakewood Police said the City of Lakewood will be bringing a request to the next meeting for Visual Electronics because of two emergency situations that took place recently. Director Kabelis replied that a request can be brought forward but that the Board may defer it to a later time.

TRAINING GUIDELINES

A brief discussion ensued regarding how to handle the training guidelines. The Board agreed to go down the list one by one and decide which items to keep on the training list. Each item was discussed and several were grouped into another category and a few were discarded. The general rule of thumb was that the Board would cover anything that pertained directly to E-911 issues or training but the Board would not pay any membership fees, travel expenses, or per diem expenses.

Director Kabelis agreed to send out a final list to the agencies along with a memo reiterating what the Board will consider. The Technical Committee will then finalize the request procedure and hopefully the new guidelines will be in place by the end of the year.

ADJOURNMENT

Upon motion of Director Porter, duly seconded by Director Miller, and unanimously approved, the Board adjourned.

Next Regular Meeting will be held on
October 21, 1999 at 1:00 P.M.
In the Commissioner's 5th floor conference room

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

OCTOBER 21, 1999 AT 1:00 P.M.

5TH FLOOR – COMMISSIONER’S CONFERENCE ROOM

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES OF AUGUST 19, 1999

OLD BUSINESS

Cell Phone Issues

Guidelines for Training

NEW BUSINESS

Technical Committee Report

Request for Expenditures

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

October 21, 1999

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

Present:

Director Steve Kabelis
Director Gene Porter
Director Julie Miller
Director Brad Ruder
Dennis Tharp, Attorney
Teri Schmaedecke, Secretary

Absent: Director Judy Peratt

Also Present:

Ione Montoya, Arvada PD
Karen Vitgenos, Jeffco Sheriff
Bruce Roome, Arvada FD
Dianna Wilson, Broomfield PD
Andrea Joo, Lakewood PD
Dana Hansen, Lakewood PD
Kathleen Cline, Golden PD
Carol Workman, Westminster PD

MINUTES

Upon motion of Director Ruder, and duly seconded by Director Porter, the Board unanimously approved the Minutes of August 19, 1999, with a minor correction.

TREASURER'S REPORT

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

OLD BUSINESS

TRAINING GUIDELINES

Dana Hansen, Co-Chair of the E911 Technical Committee presented to the Board training guidelines (see attached) and reported that there are few E911 courses available. Hansen asked the Board on behalf of the Technical Committee to broaden their prospective and supplement related training courses.

Following a general discussion the Board decided to defer the Training decision until the December 16th E911 meeting. A special meeting specific to this issue will be held on November 11, 1999 at 10:00 at the Golden Police Department.

NEW BUSINESS

REQUEST FOR EXPENDITURES
WESTMINSTER POLICE DEPARTMENT

Carol Workman from the Westminster Police Department brought the following request for Training Expenditures to the Board. Upon motion of Director Porter, duly seconded by Director Ruder and by unanimous vote, the Board approved:

- Funding for two (2) dispatchers to attend The 911 Customer Service Class for a total of \$178.00
- Funding for two (2) dispatchers to attend The Dispatchers Role In Domestic Violence Seminar for a total of \$338.00
- Funding for three (3) supervisors to attend the Annual NENA and APCO Vendor Show for a total \$100.00
- Funding for two (2) dispatchers to attend Suicide Intervention Class for a total of \$338.00

Carol Workman from the City of Westminster brought a request to the Board for the purchase of 22 headsets. Upon motion of Director Miller and seconded by Director Ruder approved the purchase of Plantronics Headsets for an amount not to exceed \$2,687.00.

Upon motion of Director Ruder and seconded by Director Miller approved the City of Westminster's request for six (6) Qualcomm 860 cellular telephones for an amount not to exceed \$839.94.

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Upon motion of Director Ruder and seconded by Director Porter, the Board approved the City of Westminster's request for three (3) Multiple Line Interface Units for Phone System in an amount not to exceed \$6,237.00.

Upon motion of Director Miller and seconded by Director Porter, the Board approved the City of Westminster's request for installation of Power Supply Unit for a total cost of \$1,139.00.

REQUEST FOR EXPENDITURES **ARVADA FIRE DEPARTMENT**

Bryce Roome from the Arvada Fire Department brought a request to the Board Upon motion of Director Miller and seconded by Director Ruder approved for the purchase of eight (8) Cellular Phones for the total cost \$2392.00 to work with existing Nextel Base Station.

Upon motion of Director Porter and seconded by Director Miller, with Director Ruder and Director Kabelis opposing, denied Arvada's request for reimbursement for a Nextel Base Station.

Upon motion of Director Miller and seconded by Director Ruder, the Board approved the expenditure of \$1,010.00 for ten (10) headsets and two (2) base units for Arvada Fire.

Upon motion of Director Ruder and seconded by Director Miller, the Board approved the expenditure of \$400.00 for two (2) enrollments in an EMD course.

Upon motion of Director Miller and seconded by Director Ruder, the Board approved the expenditure of \$800.00 for four (4) enrollments in an EMD course.

Upon motion of Director Ruder and seconded by Director Porter, the Board approved the reimbursement for a total of \$50.00 for The 911 Civil Liabilities class.

REQUEST FOR EXPENDITURES **CITY OF GOLDEN**

Kathy Cline from the City of Golden Police Department informed the Authority Board that the Golden Police Communications Center will be expanding to add a third work station in the year 2000, that will be a call taker station only and will require an additional Positron desk top phone set, as well as a TDD and instant call recorder. Firm prices for these items will be presented to the Board by the April 2000 meeting.

Upon motion of Director Ruder and seconded by Director Miller, the Board approved the expenditure for \$644.00 for installation costs for NetClock, the time tap for the LifeLine 100 and one power supply.

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the reimbursement for \$110.00 for the APCO International Conference.

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Upon motion of Director Miller and seconded by Director Ruder, the Board approved the request for training costs for \$240.30 for three (3) employees to attend the Customer Service the 911 Way Course.

Upon motion of Director Ruder and seconded by Director Porter, the Board approved the request for two (2) employees to attend the Power Phone Suicide Intervention Course for a total amount of \$338.00.

Upon motion of Director Porter and seconded by Director Miller, the Board approved the request for two (2) employees to attend the Power Phone Dispatch and Domestic Violence course for \$338.00.

Upon motion of Director Ruder and seconded by Director Miller, the Board approved the request for expenditure for a total not to exceed \$890.00 for the purchase of five (5) headsets and associated equipment.

EXPENDITURE REQUESTS FOR JEFFERSON COUNTY SHERIFF'S OFFICE

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the request for reimbursement for one (1) employee that attended a Power Phone Class for \$199.00.

Upon motion of Director Porter and with no second, the Board **denied** the request for reimbursement for one (1) employee that attended the Field Training & Evaluations Program (NAFTO) for the cost of \$285.00.

Upon motion of Director Miller and seconded by Director Ruder, the Board approved the request for reimbursement for \$500.00 to send four (4) employees to a 911 Dispatch Seminar.

Upon motion of Director Ruder and seconded by Director Miller, the Board approved the request for \$150.00 one (1) employee to attend the EMD Provider Course.

Upon motion of Director Porter and seconded by Director Miller, with Director Kabelis and Ruder opposing, **denied** the request for training reimbursement for \$356.00 to send four (4) dispatchers to attend the 911, Police, Fire and EMS Training for Dispatchers.

Upon motion of Director Ruder and seconded by Director Miller, the Board approved the request for reimbursement for \$99.00 for one (1) employee that attended the Conflict Management and Confrontation Skills Course.

**EXPENDITURE REQUESTS FOR
BROOMFIELD POLICE**

Dianna Wilson from the Broomfield Police Department informed the Authority Board that the Broomfield Police Department will be building a new building, that will be opened prior to the time Broomfield becomes a County on November 1, 2001. The new building will occupy the Police Department which will require a new Communication Center. At that time Broomfield Police will be requesting funding for a new phone system with four positions. Broomfield County will not be forming their own E911 Authority Board immediately.

**EXPENDITURE REQUESTS FOR
LAKEWOOD POLICE**

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the request for reimbursement for headsets for \$4,805.25.

Upon motion of Director Miller and seconded by Director Porter, the Board approved the reimbursement request for \$353.10 for date tapes for digital-logging recorder and 3 cleaning tapes.

Upon motion of Director Ruder and seconded by Director Porter, the Board approved the expenditure request for \$150.00 for five (5) employees to attend an APCO, NENA Conference.

Upon motion of Director Miller and seconded by Director Ruder, the Board approved the expenditure request for \$390.00 for two (2) employees to attend the "Sound Advice/ Effective Listening Yields Positive Results" Course.

Expenditure request for \$390.00 for two (2) employees to attend "Motivation for Peak Employee Performance" – **NO MOTION – FAILED**.

Upon motion of Director Miller and seconded by Director Ruder, the Board approved the request for expenditure for \$390 for two (2) employees to attend the "Dealing with Upset Citizens and Public" Course.

Expenditure request for \$390.00 for two employees to attend "Hire Right People" – **NO MOTION - FAILED**.

Upon motion of Director Ruder and seconded by Director Miller, the Board approved the request for expenditure of \$178.00 for two (2) employees to attend the "911 Customer Service for Dispatchers" Course.

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Upon motion of Director Porter and seconded by Director Miller, the Board approved the request or expenditure of \$338.00 for two (2) employees to attend the "Power Phone Suicide Intervention Program".

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the expenditure request for \$338.00 for two (2) employees to attend the "Dispatchers Role in Domestic Violence" Course.

Upon motion of Director Porter and seconded by Director Miller and by majority vote, with Director Ruder voting "no", approved the expenditure request for \$8,784.00 for a Supervisor Alarm, Dat Library and training the Nicelog Logging Recorder for Lakewood Police.

EXPENDITURE REQUEST FOR
WEST METRO FIRE

Upon motion of Director Porter and seconded by Director Miller, the Board approved the expenditure request for \$369.00 for the APCO Trainers Instructional Course.

Upon motion of Director Porter and seconded by Director Miller, the Board approved the expenditure for \$338.00 for two (2) dispatchers to attend the Powerphone/Suicide Prevention.

Upon motion of Director Porter and seconded by Director Miller, the Board approved the expenditure request for ten (10) Headset tops and amplifiers for \$2,890.

Following a general discussion the Board decided to **defer** their vote for West Metro Fire's 2000 request for Training funding (see below).

West Metro Fire's Year 2000 request for funding for Training

APCO Basic Telecommunicator Course, 4 employees @ \$200 each for a total of \$800.
APCO Trainers Instructional Course, 2 employees @ \$369 each for a total of \$738.
APCO Supervisors Training Course, 2 employees @ \$389 each for a total of \$778.
COLORADO EMD Provider, 4 employees @ \$200 each for a total of \$800.
COLORADO EMD Instructor, 1 employee @ \$350 for a total of \$350.
COLORADO NENA/APCO Forum, 2 employees @ \$75 each for a total of \$150.
NENA National Conference, 2 employees @ \$450 each for a total of \$900.
PowerPhone Seminars, 6 employees @ \$200 each for a total of \$1,200.
TTY Instruction/Deaf Community Seminar, 2 seminars on site for a total of \$500.
NENA Technical Forum, 1 seminar for \$390.

**EXPENDITURE REQUEST FOR
ARVADA POLICE**

Upon motion of Director Ruder and seconded by Director Porter, the Board approved the expenditure not to exceed \$2100 the purchase of twelve (12) replacement Plantronics Starset II headsets.

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the expenditure not to exceed \$38,474 for Digital Voice Logging System.

2000 PROPOSED BUDGET

Upon motion of Director Porter and seconded by Director Miller accepted the Proposed Budget as presented for the year 2000. The Budget adoption will be at the December 16, 1999 meeting.

ADJOURNMENT

**Next Regular Meeting will be held on
December 16, 1999 at 1:00 P.M.
In the Commissioner's 5th floor conference room**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

DECEMBER 16, 1999 AT 1:00 P.M.

5TH FLOOR – COMMISSIONER'S CONFERENCE ROOM

OLD BUSINESS

Approval of Annual Budget

Guidelines for Training

NEW BUSINESS

Schedule for Expenditure Request

Technical Committee Report

Training Aids Request

SCC Presentation

MINUTES OF THE

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

December 16, 1999

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

Present:

Director Steve Kabelis
Director Gene Porter
Director Julie Miller
Director Judy Peratt
Dennis Tharp, Attorney
Dorothy Gorden, Secretary

Absent: Director Brad Ruder

Also Present:

Ione Montoya, Arvada Police Department
Karen Vitgenos, Jefferson County Sheriff's Department
Andrea Joo, Lakewood Police Department
Dana Hansen, Lakewood Police Department
Kathleen Cline, Golden Police Department
Larry Stodden, Wheat Ridge Police Department
Eric Rickman, Wheat Ridge Police Department
Kathy Cline, Golden Police Department

A brief discussion was held regarding the meeting schedule of the E911 Board for the year 2000. The Board decided to keep the meeting schedule the same as last year: third Thursday of February, April, June, October and December. No vote was taken.

Director Kabelis announced that the E911 Board would meet in Commissioners' Hearing Room Two on the first floor of the Jefferson County Courts and Administration Building. The E911 Technical Committee will meet in Conference Room 1561 of the same building. Maps were provided showing the area of the conference room.

TREASURER'S REPORT

Director Porter stated there was one change from the report faxed previously. He received an additional bill from Language Line Services for \$357.60. This changed the total payables to \$403,409.97.

A motion to accept the payables and the Statement of Financial Condition was made by Director Porter, duly seconded by Director Miller. The resolution was adopted by unanimous vote (see attached report).

OLD BUSINESS

Annual Budget

The only change from the draft presented at the last meeting is training. Training was increased to \$25,000, approximately \$4000 more than the amount of requests. Some agencies had not turned in their requests.

Director Porter read the resolution for the 2000 Annual Budget into the record. He stated publication was made and a certified copy of the resolution would be filed with the Division of Local Government. Upon motion of Director Porter and a second by Director Peratt the 2000 Annual Budget was adopted and approved by unanimous vote. A certified copy will be filed with the Division of Local Government.

Minutes

Upon motion of Director Porter, duly seconded by Director Miller, the Board accepted and unanimously approved the Minutes of October 21, 1999.

Guidelines to Training

The Chairman asked for any additional information pertinent to the guidelines for training not discussed at the November 11, 1999 meeting. The Technical Committee had no additional information.

The guidelines were divided into four course work levels: beginning, intermediate, advanced and supervisory. Based on the last meeting, Director Kabelis asked that a member of the Technical Committee read through the information one final time. By eliminating the courses the Board said "no" to and "combining" courses that can be combined, this will be specific information as to what the Board will approve or disapprove and leave no room for discussion. A final report will be given at the next meeting and recorded in the minutes.

NEW BUSINESS

Expenditure Requests

A brief discussion regarding the timing of expenditure requests was held. The Board agreed to revisit the pros and cons in April and make a determination of whether to continue doing expenditure requests twice a year or handle them at each meeting. Emergency requests will be taken care of at the time they are requested.

Ione Montoya, Arvada Police Department, submitted an expenditure request.

Minutes of December 16, 1999
Page 3

Lakewood requested a special consideration of funding prior to the April meeting. They priced the upgrade in the equipment that will help with the multiple-queing problem. A letter and a funding request will be presented to the Board before the meeting in February. Early consideration will allow enough time for the equipment to be ordered and installed by U.S. West before May. A decision to approve or disapprove in February versus a decision in April will enable Lakewood to better handle the numerous calls. If they had to wait for a decision in April they wouldn't be up and running at the start of the busy E911 calling season.

E11 Logo/Training Aids

Director Kabelis passed around various items with the E911 logo that he had received by courier. Coloring books, pencils, pens, stamps, key chains, E911 stickers and reflectors. These reflectors can be worn on safety apparel or put on bikes. The reflectors can be seen 600 feet away. The pencils are the same as last year.

Director Kabelis will contact the various PSAPS to see if they are interested in acquiring any of the E911 training aids. Lakewood Police Department has already put in a request for some of these training aids.

End of Year Report

Director Porter stated that according to the IGA, the year-end report should be distributed by the end of January. The copy of the budget is part of that report. The budget has already been approved so it is a mere formality to submit the report. Director Miller offered to assist Director Porter with the distribution if help was needed.

SEC Presentation

Three SEC representatives arrived to for the PSAP routing meeting. Director Kabelis asked them to introduce themselves. Tina Metevia is a Program Manager with SEC Communications and works with ATT Wireless and other small companies. Dan Will (sp/name) Wiring Implementation Specialist and Annette Rousch, SEC Program Manager, works with one of the larger carriers, NexTel.

ADJOURNMENT



Next Regular Meeting will be held on
February 17, 2000 at 1:00 P.M.
In Commissioners' Hearing Room #2

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

FEBRUARY 17, 2000 AT 1:00 P.M.

1ST FLOOR – COMMISSIONERS' HEARING ROOM #2

A G E N D A

Call to Order

Approval of Minutes

OLD BUSINESS

Guidelines to Training

Year-End Report

NEW BUSINESS

Election of Officers

Chief of Red Rocks Community College

Technical Committee Report

City of Lakewood