

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

**February 16, 2006**

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

Present:                Director Don Angell  
                             Director Bill Kilpatrick  
                             Director Judy Peratt  
                             Director Joe Cassa  
                             Dennis Tharp, Attorney  
                             Joyce Woodley, Secretary

Absent:                 Director Bill Lucatuorto

Also Present:         Kimberly Culp, Golden PD  
                             Jaci Marie Louise, 911 Solutions  
                             Sue Steward, Arvada Fire  
                             Kristine Yost, Arvada Police  
                             Colleen Eyman, Lakewood PD  
                             Jodi Malpass, Lakewood PD  
                             Vicki Pickett, Westminster PD  
                             Shaina Lee, Evergreen Fire  
                             Tony Coraggio, Broomfield PD  
                             Jennifer Stewart, Stevens, Littman, Biddison, Tharp & Weinberg  
                             Wes Horn, Intrado  
                             Larry Stodden, Wheatridge PD

Director Kilpatrick called the meeting to order.

**MINUTES**

Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the Minutes of December 15, 2005.

**TREASURER'S REPORT**

Director Angell presented the Treasurer's Report. Director Cassa made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the Treasurer's Report for December 31, 2005 and January 31, 2006. (see attached)

**TECHNICAL COMMITTEE REPORT**

Kimberly Culp asked whether or not the Board should dissolve the Operations Manual that was adopted in 1985. Attorney Tharp advised that it is not within the scope of the Board to enforce the manual and that the Board should not support the document.

Director Angell made a motion, duly seconded by Director Peratt and by majority vote, with Director Lucatuorto absent, the Board voted to exclude the existing Operations Manual and allow the PSAP's to work under their standard operating guidelines.

Kimberly presented a request to modify the Technical Committee's by-laws. She asked Dennis to review these changes. She also told the Board that they have named Jeff Irvin from the Jeffco Sheriff's office to be the project manager for Disaster Recovery and Mark Krapf will assist him.

**Director Lucatuorto present.**

Kimberly Culp gave a PowerPoint presentation highlighting the GIS project. The Tech Committee was given the recent version of the RFP contract and feel confident in releasing it once it is approved by the Board. Known vendors will be contacted and invited to bid on the RFP. After receiving the responses from the RFP, the Tech Committee will put together a task force to review it, which will be comprised of representatives from each agency. They will then get together and pick the top three vendors to present to the Board. The warranty period is for one year which is typical industry standard. Director Angell asked if they had already determined their evaluation criteria and Kimberly said that they are still working on it. Attorney Tharp stated that there are some policy decisions that have come about from working with this project. Each PSAP will have the right to use the data as well as other governmental departments and other cities or districts connected to the PSAP. These entities would then pay their own license fee for the use of that data. Another policy decision to be made is the right to use the data and to limit it to the governmental entity or do they have the right to transfer it to 3<sup>rd</sup> party. Director Angell suggested that they limit it to the use of the PSAP entities that are represented by the Board and not allow third party use of it. Dennis suggested that they have a signed agreement from each agency and PSAP about the proprietary and confidential nature of the data. Jeff Irvin suggested that they also consider sharing the data with surrounding counties.

Following a general discussion, the Board upon motion of Director Angell, duly seconded by Director Lucatuorto and by unanimous vote, agreed to go forward with the RFP by February 20, 2006.

Kimberly asked to have a brief discussion about the budget. She stated that the Technical Committee still has some concerns that some of the monies were cut on very important critical equipment items. They are not sure how they are going to make those purchases happen because if you pull from the technical advancement line items, it will still not cover those purchases. Director Angell stated that no individual budget was either cut or approved and that no one should be concerned that critical equipment will not be funded. He suggested that they buy critical items early in the year and wait for any other items later in the year.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She reported that a total of 134 errors have been corrected and completed since her last report (see attached).

### **REQUEST FOR EXPENDITURES**

Tony Coraggio, Broomfield PD, presented the training request expenditures in the amount of \$22,043.00. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the training requests in the amount of \$22,043.00. Director Angell asked for an amendment to the motion that expenses are to be reimbursed upon proper documentation not to exceed \$22,043.00. Director Peratt seconded the amendment.

Tony also presented the minor equipment requests in the amount of \$35,317.75. There was a discussion on whether or not to fund the purchase of chairs. Director Cassa made a motion, duly seconded by Director Kilpatrick and by majority vote, the Board denied the motion in the amount of \$35,317.75. Director Angell made a motion, duly seconded by Director Peratt and by unanimous, the Board approved the minor equipment requests in the amount of \$18,097.00, not to include the chairs.

Colleen Eyman, Lakewood PD presented the Technical Committee's intention to set up a website to refer to for public information materials. They would like to put together a logo, but it will take some time to find someone who can do this. In the meantime, they would like to go ahead and register a domain name. She asked for an amount not to exceed \$3,000.00 to register domain names and to purchase additional education supplies. Director Angell made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the request in the amount of \$3,000.00.

Vicki Pickett, Westminster PD, requested the first headset purchase of the year in the amount of \$10,500.00. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the request in the amount of \$10,500.00.

Kimberly Culp, Golden PD presented a request for Golden PD for an electronic EMD ProQA software in the amount of \$18,145.00 and a CAD Interface in the amount of \$18,120.00 for a total of \$36,265.00. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the request in the amount of \$36,265.00.

Tony Coraggio, Broomfield PD presented a request in the amount of \$141,743.00 for critical upgrade for the Positron System upon the approval of the contract by Attorney Tharp. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the request in the amount of \$141,743.00.

Colleen Eyman, Lakewood PD requested \$52,000 for Plant software support. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the request for the software not to exceed \$52,000.00.

Colleen also talked about Plant Remote Managed Services that monitors the PSAP's equipment for errors that end users and Qwest would not know about. They will provide virus software, upgrades, remote technical monitoring and support. She asked for a 3 year request for all four agencies. She got a quote in the amount of \$271,000 and the breakdown would be about 36% per year budget. Following a general discussion and questions from the Board, it was tabled until the next meeting to give Colleen a chance to do some further investigation.

Wes Horn with Intrado presented a demonstration of the use of the First Responder module.

### **NEW BUSINESS**

Director Kilpatrick reminded everyone that the Awards Banquet is April 9, 2006 at the Arvada Center at 6:00 P.M.

Director Angell presented a funding request for legal postings for \$19.00. Director Peratt made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the request in the amount of \$19.00.

Director Angell asked the Board to consider moving the Board's funds currently with ColoradoTrust to Colorado Business Bank. Colorado Business Bank has offered a 30 day revolving 6 month CD with some of the funds. For example take \$3 million dollars, invest it in \$500,000.00 CD's, one comes due every 30 days, which are rollover CD's and be able to double the amount of interest that is currently being earned at Colorado Trust with no risk. They will also waive any fees associated with this move. Director Angell made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the move of the Board's funds to Colorado Business Bank.

Director Angell asked if the Board has done all they need to do regarding Phase II compliance. Kimberly Culp told the Board that they are all Phase II compliant.

### **ADJOURNMENT**

With no further business to come before the Board, Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the meeting was adjourned.

**Next Regular Meeting will be held on**

**April 20, 2006 at 1:00 P.M.**

**In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

April 20, 2006 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

TECHNICAL COMMITTEE REPORT

TRAINING EXPENDITURE REQUESTS

SMALL EQUIPMENT REQUESTS

MSAG COORDINATOR REPORT

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

GIS DISCUSSION

WEBSITE LOGO

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

**April 20, 2006**

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

Present:                Director Don Angell  
                             Director Bill Kilpatrick  
                             Director Judy Peratt  
                             Director Joe Cassa  
                             Dennis Tharp, Attorney  
                             Debbie Quinn, Secretary

Absent:                 Director Bill Lucatuorto

Also Present:         Kimberly Culp, Golden PD  
                             Jaci Marie Louise, 911 Solutions  
                             Sue Steward, Arvada Fire  
                             Kristine Yost, Arvada Police  
                             Colleen Eyman, Lakewood PD  
                             Vicki Pickett, Westminster PD  
                             Shaina Lee, Evergreen Fire  
                             Larry Stodden, Wheatridge PD  
                             Ira Cohen, Arvada PD  
                             Don Wick, Arvada PD  
                             Carla Milne, Jeffco Sheriff's Office  
                             Karin Hermosillo, Westminster PD  
                             Jennifer Stewart, Stevens, Littman, Biddison, Tharp & Weinberg  
                             Shari Foster Etheridge, Qwest  
                             Diana Dolan, West Metro Fire

Director Kilpatrick called the meeting to order.

**MINUTES**

Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the Minutes of February 16, 2006.

**TREASURER'S REPORT**

Director Angell presented the Treasurer's Report. Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the Treasurer's Report for February and March 2006. (see attached)

**ADVISORY COMMITTEE REPORT - formerly TECHNICAL COMMITTEE**

Kimberly Culp stated that the Committee had completed site visits for Contact One and Geo Comm. The special session is scheduled for Hearing Room 2 on Tuesday, May 2, 2006 at 9:00 a.m. Kimberly requested that all questions be submitted in writing by April Minutes of April 20, 2006

24, 2006 for her to then submit to the vendors. Director Kilpatrick and Attorney Tharp asked for some clear pricing information stating what is and is not included in the package for each vendor. Kimberly said that each vendor would have one hour to make their presentation and then the venue would be opened up for questions. Director Kilpatrick wanted to know who the Advisory Committee was favoring and Kim stated that it was pretty evenly split between the PSAPs and that they could live with either choice but that the Board would have the final decision. Director Kilpatrick suggested that each PSAP present a small written report as to who they can support and why and hopefully come to a consensus to help the Board make a decision on May 2nd if possible.

### **REQUEST FOR EXPENDITURES**

Kimberly Culp, Golden PD, presented a mapping reimbursement request for travel expenses on a site visit to GeoComm to the Board in the amount of \$815.30 for Jeffco, \$525.97 for Wheat Ridge and \$600.84 for Lakewood. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the reimbursement request.

Kimberly also presented a request for DRCOG 2006 Colored Imagery in an amount not to exceed \$26,000.00 for Broomfield and Jeffco for the regional map. Attorney Tharp is reviewing the contract to make sure that the PSAP's have a right to share the information. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the request in an amount not to exceed \$26,000 for DRCOG Colored Imagery contingent on Attorney Tharp's approval of the contract.

### **COPLINK**

Don Wick and Ira Cohen, Arvada PD, presented an update on the Coplink program and demonstrated how the information could be utilized. Director Cassa thanked both Don and Ira for their work. Don asked if they could come back and report on how the program is working and the Board stated they would be delighted to have them back.

### **REQUEST FOR EXPENDITURES**

Kimberly presented a request for the Perfex Testing Model with six new testing modules for dispatchers in the amount of \$24,000. She stated that there is a national problem with retention for dispatchers and this equipment might be helpful in screening and hiring of dispatchers. She offered the Golden training room to host and set up the six modules which would be shared among the PSAP's but could not house the equipment as it was too large. Director Angell wanted to know who would use the equipment. Kimberly stated that it was for screening dispatchers and not firefighters and would be used in addition to Criticall. Director Cassa asked if the PSAP's had checked with their Human Resources departments about the use of this training tool. Director Angell requested that each entity provide a permission letter from their Human Resources Departments and until that is done the equipment discussion will be tabled.

Shaina Lee, Evergreen Fire presented a request for a reappropriation of funds from the 2005 budget to 2006 and a sign off due to change order with no increase in money being requested. Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the rollover request.

Colleen Eyeman, Lakewood PD presented a request for public education materials in an amount not to exceed \$2,000. Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the \$2,000 request for educational materials.

Colleen introduced Sherri Etheridge the new Qwest representative. She mentioned that she is now hoping for a better working relationship with Qwest. Colleen presented a one year remote maintenance contract in an amount not to exceed \$100,000 for all four plant sites. Attorney Tharp asked what amount the Board paid for maintenance on a time and materials basis in 2005 and Sherri did not have the figures but said she would find out. He then asked what the advantages to this program would be? Colleen suggested that it would be helpful to have the preventive maintenance so the sites do not go down. Attorney Tharp asked for a detailed description of what the contract entails and what the price would be for a countywide maintenance contract. He asked for specifics and measurements to avoid the frustrations that the Board and PSAP's have experienced with Qwest in the past. Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the remote maintenance contract in the amount of \$48,000 replacing the \$52,000 previously requisitioned for Lakewood subject to the review of the contract deliverables per Attorney Tharp's recommendation.

Attorney Tharp then asked about the line charges. Sherry stated that Steve Parker is sending a letter to the Board listing the line charges.

Carla Milne and Dean Davis, Jeffco Sheriff's Office, presented a request for reallocation of a software upgrades request from 2005 of the remaining balance of \$72,000 to \$75,000. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the reallocation request.

Carla and Dean presented a CAD request in the amount of \$26,400 to replace 6 drives with 12 hard drives because they are running out of space on the system which needs to hold 4 years of backup data. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the enhancements to the CAD system.

Diana Dolan presented the training request expenditures in the amount of \$24,376.49. Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the training expenditure requests. Director Angell stated that the Advisory Committee needed to take a look at the budget for training expenditures because they were running out of money and when that  
Minutes of April 20, 2006

happened he would say no to further expenditure requests.

Sue Steward, Arvada Fire presented the minor equipment requests in the amount of \$1500 and \$160 for 500 expenditure report forms. Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the training expenditure requests.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She reported that the EPN errors would be fixed with the new mapping equipment. She also mentioned that for the Voiceover Internet that the customer must change their own addresses and most customers do not understand this concept. (see attached).

### **NEW BUSINESS**

Director Angell asked whether the 911 Authority owned any assets for the audit. Attorney Tharp stated that this was an accounting question and no management discussion was needed. Director Angell also mentioned that the amount for legal fees was quite high but that there was extra contract work involved and that he would like another Board member to sign the expenditure requests for those fees.

### **ADJOURNMENT**

With no further business to come before the Board, Director Peratt made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the meeting was adjourned.

**Next Regular Meeting will be held on**

**June 22, 2006 at 2:00 P.M.**

**In Hearing Room #2 on the 1<sup>st</sup> floor**

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

June 22, 2006 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

ADVISORY COMMITTEE REPORT

TRAINING EXPENDITURE REQUESTS

SMALL EQUIPMENT REQUESTS

REQUEST FOR EXPENDITURES

MSAG COORDINATOR REPORT

GIS DISCUSSION

WEBSITE LOGO

NEW TESTING EQUIPMENT

**NEW BUSINESS**

PUC TARIFF REVISION

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**  
**SPECIAL SESSION**  
**MAY 2, 2006**

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 Don Angell  
                             Director Bill Kilpatrick  
                             Director Joe Cassa  
                             Director Bill Lucatuorto  
                             Dennis Tharp, Attorney  
                             Joyce Woodley, Secretary

Absent:                 Director Judy Peratt

Also Present:         Kimberly Culp, Golden PD  
                             Jaci Marie Louise, 911 Solutions  
                             Colleen Eyman, Lakewood PD  
                             Vicki Pickett, Westminster PD  
                             Shaina Lee, Evergreen Fire  
                             Tony Coraggio, Broomfield PD  
                             Jim Bradley, Lakewood  
                             Andrea Joo, Lakewood  
                             Diane Russell, Arvada  
                             Kathy Lilyquist, GeoComm  
                             Stacy Gross, GeoComm  
                             Dan Rudningen, GeoComm  
                             John Brosowsky, GeoComm  
                             Patrick Purdy, West Metro Fire  
                             Brian Davis, Arvada  
                             Sargent McDonald, Arvada  
                             Karin Hermosillo  
                             Kim Coleman, Broomfield  
                             Jim Merlick, Contact One  
                             Jerry Steenson, Contact One  
                             Glen Stevins, Attorney

Director Kilpatrick called the meeting to order.

**PRESENTATION OF GIS MAPPING PROJECT**

**GEOCOMM**

GeoComm was represented by Dan Rudningen, Vice-President of Sales and one of the co-founders of GeoComm. He introduced Stacy Gross, District Account Manager, Kathy Liljequist, GIS Development Director and John Brosowsky, Product Development Director.

Their presentation covered an overview of their company, GIS Process, Software Overview and pricing, followed by a question and answer period. Director Lucatuorto asked about the proposed update of their aerial photography. Kimberly Culp said that at the last meeting, they had approved the funding for the 2006 imagery from DRCOG so they would purchase that and then supply it to any vendor they selected. Director Lucatuorto asked if the Advisory Committee looked at hardware issues. Kimberly stated that in the RFP they asked the vendors to come forward with the hardware specifications and they provided their vendors with their current hardware structure, so they did not look at funding at this time. That would be a separate request that would come before the Board.

### **Recess**

### **CONTACT ONE**

The meeting reconvened with the presentation by Contact One. They were represented by Jerry Merlick and Jerry Steenson. They also presented a company overview, Process Overview, Software Showcase and pricing, followed by a question and answer period. Attorney Tharp asked a question relating to the MapObjects versus ArcObjects and made reference to the fact that Contact One uses the MapObjects, but as ArcObjects become available, could there be an additional licensing fee? He also asked if ESRI would support MapObjects since they are set for retirement in a couple of years. Jerry Steenson said that they would have to pass through the cost of the licensing fee problems. As far as MapObjects, ESRI is not active in developing it and since it is a mature product and they are not making changes to it, support does not usually become a big issue. Jerry Merlick stated that they are currently coordinating with the directors for the public safety arm of ESRI to negotiate the price of \$300.00 per license. There were no further questions.

### **Recess**

Kimberly Culp told the Board that at the Advisory Committee's last meeting of April 20<sup>th</sup>, they drafted several questions for the various vendors and were able to review the answers prior to this meeting. Both vendors were asked questions. Geo Comm answered the concerns in writing. Initial information from Contact One was also not satisfactory so additional security concerns were presented to Contact. Contact One has not responded in writing but via the telephone have answered the questions.

Kimberly also told the Board that they've been in contact with ESI to talk about MapObjects and ArcObjects. They wrote the RFP to include that the vendor can receive GEO databases. The importance of that is that the majority of the GIS departments in the region are developing their GIS information on GEO database formats and they want it to be a seamless integration into the mapping software.

She told the Board that Jaci Marie Louise with 911 Solutions reviewed the proposals and that she likes the MSAG product with Contact One. Member agencies are currently at 6 agencies in support of GeoComm and 4 agencies in support of Contact One. Their consensus would be to support the majority vote and accept GeoComm as the vendor for the Regional GIS Project for the following reasons:

1. Software application is developed on the RFP specifications which is the newer technology developed by ESRI - ArcObjects vs MapObjects.
2. Sound security end to end, physical, application, and exceed security standards.
3. Size of company. Company staff exceeds 54.
4. Experience in maintaining regional maps and developing regional datasets.

She also presented the Board with a spread sheet of the cost of the licenses. The total initial cost for GeoComm would be \$384,019.00 and for Contact One it would be \$489,950.00

Kimberly offered a statement of support to the Board from the Advisory Committee for their support in selecting a Vendor for the Regional Mapping Project.

Director Angell questioned the training software mobile maintenance for Contact One and wanted to know if pricing was not available. Kimberly said that for Contact One it was included in the initial data assembly and that they did not break it down.

Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote, with Director Peratt absent, the Board approved the contract for GeoComm as the preferred vendor.

Attorney Tharp clarified that the motion is not necessarily to say that GeoComm is the preferred vendor. His office has already prepared the contract and that was included in the RFP. GeoComm has to agree to the contract up front so that the Board will not be in a position of choosing a vendor and that vendor could possibly negotiate the contract. Part of the RFP is that GeoComm has already agreed to the contract and part of the Boards' vote is not a guarantee that it will be GeoComm absent their willingness to still comply with the contract which has all the warranties, the maintenance and a lot of the specificity that the Board wants in the contract and everything that GeoComm has demonstrated that they will produce.

Director Kilpatrick asked if the purpose of today's meeting is to actually select a vendor or also to make decisions on other issues that have come up in regard to what the Board will fund. Attorney Tharp said that the primary purpose of this meeting is to select a vendor so that they can continue moving forward with the project for an end of the year completion.

Director Lucatuorto made an amendment to his original motion that the Board accept GeoComm as the vendor of choice contingent on GeoComm's acceptance of the Board's proposed contract. Director Angell reiterated the second. The motion carried.

Attorney Tharp made a statement that the Board has authorized counsel to enter into contract discussions with GeoComm and introduced Glen Stevens, Special Counsel with Stevens, Littman who would inform GeoComm and Contact One of the Board's decision.

#### ADJOURNMENT

With no further business to come before the Board, Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Peratt absent, the meeting was adjourned.

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**  
**JUNE 22, 2006**

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

Present:                    Director Bill Kilpatrick  
                                 Director Joe Cassa  
                                 Director Judy Peratt  
                                 Director Bill Lucatuorto  
                                 Dennis Tharp, Attorney  
                                 Joyce Woodley, Secretary

Absent:                    Director Don Angell

Also Present:            Kimberly Culp, Golden PD  
                                 Colleen Eyman, Lakewood PD  
                                 Shaina Lee, Evergreen Fire  
                                 Tony Coraggio, Broomfield PD  
                                 Karin Hermosillo, Westminster PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Sue Steward, Arvada Fire  
                                 Steve Meng, Arvada Fire

Director Kilpatrick called the meeting to order.

**MINUTES**

Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the Board approved the Minutes of April 26, 2006 and May 2, 2006.

**TREASURER'S REPORT**

Director Peratt presented the Treasurer's Report for Director Angell for April and May 2006. (See Attached) There was a question by Director Cassa regarding the cash balance that could only be answered by Director Angell and it was decided that the treasurer's report be approved at the next regular Board meeting.

**ADVISORY COMMITTEE REPORT**

Kimberly Culp presented the Advisory Committee Report. She briefed the Board on their May Advisory meeting at Positron headquarters. Positron showcased their upcoming products and current technology and gave an overview of the new digital platform that they've developed for the 911 telephone service called VIPER. They also discussed a product called Sentry, a remote monitoring product for the Positron sites and got an overview of what Sentry does for Positron.

She has made some connections with Intrado to help keep the Advisory Committee informed as to where critical 911 technology is heading. Some of their programmers sat in at the Jefferson County and Golden dispatch centers in order to see a large and small site and how they use their 911 technology. Intrado has invited them to their headquarters for a tour of what they are developing and to showcase the next product they are working on called Next Generation 911. This product connects 911 centers and allows them to share information among themselves beyond just transferring the caller. It actually transfers data which is the next step in 911. It is being able to make connections between someone that they have been in contact with, notifying dispatch centers and being able to relay that information to the field units. They will be meeting with Intrado at their regular Advisory Committee meeting in July and invited the Board to attend.

She presented the Board with a copy of the Advisory Committee's standard operating agreement which is intended to help new members understand how they do business. She asked the Board to review it especially regarding funding requests. She also presented spread sheets regarding the surcharge in relation to what everyone else is charging and whether it needs to be adjusted. Jefferson County is the largest county and have one of the lower surcharge rates. This will be discussed at the August meeting.

She updated the Board on GIS and invited them to a kickoff meeting which will be held on Tuesday, June 27, 2006 at 1:00 P.M. at the Golden Police Department with GeoComm. Various PSAP, GIS and IT members will be meeting to make decisions regarding standard guidelines, data distribution and how it will flow and establish a schedule for data exchange. There was also a discussion regarding licensing that the Advisory Committee wants to purchase. Funding of hardware was also discussed. She also briefed the Board on the DRCOG Imagery. The Advisory Committee had concerns about who would be able to use Imagery and with the help of Glen Stevens of Stevens and Whitman's office, feel that they will soon have a contract for the Board to sign.

Kimberly also told the Board that Director Angell had requested the Advisory Committee to compile a two year budget presentation instead of yearly and they will be working on it to present to the Board for 2007 and 2008. Dr. Kilpatrick suggested that the Board discuss this further before they go ahead with a two year budget.

### **TRAINING EXPENDITURE REQUESTS**

Sue Steward, Arvada Fire, presented the summary budget requests for all the training in the amount of \$10,568.90. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Director Angell absent, the Board approved the training requests in the amount of \$10,568.90.

### **SMALL EQUIPMENT REQUESTS**

Tony Coraggio, Broomfield PD, presented the small equipment requests in the amount of \$14,987.65. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote, with Director Angell absent, approved the small equipment requests in the amount of \$14,987.65.

Colleen Eyman presented an update on Public Relations and the webpage development. She requested \$1,500.00 for design of the website and the logo. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote, with Director Angell absent, the Board approved the request in the amount of \$1,500.00.

Colleen also requested \$120.00 for Lakewood PD to host the website. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote, with Director Angell absent, the Board approved the request in the amount of \$120.00.

She also requested \$1,200.00 for maintenance of the website through 2006. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote, with Director Angell absent, the Board approved the request for \$1,200.00.

Director Kilpatrick asked if the \$165.00 request for Evergreen Fire had been reimbursed since they did not attend the Supervisory Effectiveness class. Sue Steward, Arvada Fire said that it is in the total amount requested, but will not be used and will be taken out of next month's request.

Kimberly requested upgrading some of the Criticall license throughout the various entities. In the past the Board has funded Criticall for all the agencies and now some of the agencies would like additional license for screening more applicants. She requested a total amount of \$12,398.00 for upgrading and increasing the license for Criticall. Director Cassa asked for a breakdown of the request. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote, with Director Angell absent, the Board approved the request in the amount of \$12,398.00.

### **MSAG COORDINATOR REPORT**

Kimberly presented the MSAG Coordinator Report for Jaci Marie Louise. (See attached). Jaci Marie is requesting a renewal of her contract at \$65,310.00 per year. Attorney Tharp brought up the possibility of hiring an Executive Director who would be a full time person to work on the Board and also to be the MSAG Coordinator. Since the issue has been brought up before, it would make sense that if the Board wants to pursue this, there be further discussion regarding job requirements and how it would be organized. Following a general discussion, it was decided that the Board would pursue the possibility of hiring an Executive Director.

Kimberly requested \$50,623.00 for a funding upgrade for the UPS System for 911 services for the City of Golden and the Golden Police Department. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote, with Director Kilpatrick abstaining and Director Angell absent, the Board approved the request in the amount of \$50,623.00.

Tony Coraggio, Broomfield PD presented a request for \$50,000.00 for an electronic version of EMD. Following a general discussion, Attorney Tharp asked that he get an actual proposal in writing to present to the Board at the August meeting.

Colleen Eyman, Lakewood PD updated the Board on existing requests. They had asked for \$100,000.00 at the last meeting for the remote monitoring for the phone system and software support for all the plant sites and they missed a couple of positions. She asked for a reapproval of those funds in the amount of \$106,000.00. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote, with Director Angell absent, the Board approved the request.

Colleen updated the Board on the Positron sites. They are getting close with Qwest, but their numbers have not been consistently given to the Advisory Committee and should have those by the next meeting. They are trying to come to an agreement with Qwest that would be consistent such as a Master Purchase Agreement so that they are held to the same standards whenever a purchase is made, regardless of what it is. Glen Stevens has been working with the Qwest attorneys to come up with a simple Master Agreement which covers terms and conditions.

Kimberly presented a funding request on behalf of Chief Angell and Jeff Irvin. She read the request and said she would not be able to answer any questions since she did not have any background on the request and has not been through the Advisory Committee for review. This is from Adams Jefferson County HASMAD Authority and are asking for a funding reimbursement for their paging system. It states that their paging system is their primary method of notification response request and information requested for HASMAD response. Once requested, additional information is transmitted via pager, phone and radio. This enables the team to cross through multiple jurisdictional radio systems. They are asking for an amount not to exceed \$4,537.92 and they have submitted cell phone and paging bills. It was decided to wait until the August meeting for further discussion.

### **NEW BUSINESS**

Attorney Tharp updated the Board on the PUC Tariff Revisions.

### **ADJOURNMENT**

With no further business to come before the Board, Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 17, 2006 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

ADVISORY COMMITTEE REPORT

TRAINING EXPENDITURE REQUESTS

SMALL EQUIPMENT REQUESTS

REQUEST FOR EXPENDITURES

MSAG COORDINATOR REPORT

**NEW BUSINESS**

BUDGET PRESENTATION

SURCHARGE

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**  
**SPECIAL SESSION**  
**AUGUST 7, 2006**

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 Don Angell  
                                 Director Bill Kilpatrick  
                                 Director Joe Cassa  
                                 Director Bill Lucatuorto  
                                 Dennis Tharp, Attorney  
                                 Debbie Quinn, Secretary  
                                 Director Judy Peratt

Also Present:            Kimberly Culp, Golden PD  
                                 Colleen Eyman, Lakewood PD  
                                 Missy Saggua, Westminster PD  
                                 Sue Steward, Arvada Fire  
                                 Tony Coraggio, Broomfield PD  
                                 Jeff Irvin, Jefferson County Sheriff's Office  
                                 Vicki Pickett, Westminster PD  
                                 Kristine Yost, Arvada PD

Director Kilpatrick called the meeting to order.

**REGIONAL MAP LICENSE FUNDING & HARDWARE FUNDING**

Kimberly Culp presented the regional map license requests to the Board. The PSAP's asked for 58 dispatch licenses and 156 mobile licenses at a minimum for deployment. She then presented the hardware funding needs for the PSAP's 32 desk tops at \$38,400.00 and 34 lap tops for mobile use at \$64,600.00. She explained the difference between licenses by seat and the enterprise route which allows as many mobile licenses as needed. The cost difference was \$134,000 but in the long run the enterprise allows as many units as needed for each PSAP and the Board would still be \$613,000 under budget for the project. Director Angell asked if the mobile licenses would cover every agency and what the cost was. Director Lucatuorto questioned the Board's responsibility to fund these items instead of the separate agencies. Kimberly suggested that the Board consider this a one time funding assistance and to set a policy that other requests would need to be funded by the agencies. Director Peratt asked if the enterprise funding would include all the fire districts and was told that they would. Ideally the Advisory Committee would like to see the Board select the Enterprise funding. Director Angell stated that some departments would not be able to afford 2 laptops. Director Lucatuorto wanted to draw a line for the end of the funding. Director Angell stated that his main concern was to be fair to every resident and every district in Jefferson County so that the level of service was the same for everyone. Attorney Tharp asked about using the laptops for the GIS project only. Kimberly assured the Board that they could do random audits or in the extreme measure have an

IT person lock off the registry. Attorney Tharp asked about using Jefferson County Purchasing Department to purchase the equipment under a governmental discount. Director Peratt offered the services of Jefferson County to help with purchasing the equipment. Director Angell made a motion to fund the enterprise licenses and mobile support for \$313,000 plus \$8,000 for additional laptops for the agencies that need another one. Director Lucatuorto seconded the motion and by unanimous vote, the Board approved the equipment expenditure request.

### **COMPONENTS OF DATA SHARING AGREEMENT**

Attorney Tharp stated the data sharing agreement was a complicated issue. Director Lucatuorto asked if the service is paid for by the taxpayers then they need to give it away for free. Attorney Tharp said that was a false statement. He said that the GIS project has layers of information and a decision needs to be made as to what is put out on the website. He said there was a need for an IT subcommittee to come up with consensus of information and possibly formulate a uniform policy as to what would be put out on the site. Who do the agencies release the information to and how do you limit who will get the information? Kimberly stated that the IT people are already in the loop and aware of the issues ahead of them. She has an email list of the IT people and will ask for volunteers to set up a subcommittee. Director Lucatuorto stated that he would like comments back from the survey.

### **EXECUTIVE DIRECTOR RESPONSIBILITIES, CONTRACT AND APPOINTMENT**

Director Lucatuorto made a motion to go into executive session to discuss personnel matters. Director Peratt seconded the motion and the Board approved the decision to go into executive session. Director Kilpatrick recused himself from the executive session since it involved one of his employees.

The Board came out of executive session and took a ten minute recess. The Board then reconvened. Director Lucatuorto summarized the executive session discussion for the Board. They reviewed the salary, went over the highlights of the contract, talked about the dos and don'ts legally, the difference between being an independent contractor versus an employee housed in one of the PSAP's and trying to be fair and equitable in the opportunity to apply for the position. The Board asked Attorney Tharp to come up with a job posting with a more defined salary package and give everyone an opportunity to look at the posting at the next hearing.

Attorney Tharp said he would send out a letter to find an entity to house an employee with all expenses reimbursed by the Board. Director Angell said he would take it to the Fire Council and see if possibly any governmental agency in Jefferson County could house the employee. The Board asked Dennis to take calls from any applicants, accept the applications and also talk to Kimberly Culp about the Board's decision.

### **ADJOURNMENT**

With no further business to come before the Board, Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the meeting was adjourned.

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 17, 2006 AT 1:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

ADVISORY COMMITTEE REPORT

TRAINING EXPENDITURE REQUESTS

SMALL EQUIPMENT REQUESTS

MSAG COORDINATOR REPORT

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

GIS PROJECT REPORT

EXECUTIVE DIRECTOR RESPONSIBILITIES CONTRACT AND APPOINTMENT

BUDGET PRESENTATION

SURCHARGE

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

**August 17, 2006**

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

Present:            Director Bill Kilpatrick  
                      Director Judy Peratt  
                      Director Bill Lucatuorto  
                      Dennis Tharp, Attorney  
                      Debbie Quinn, Secretary

Absent:             Director Don Angell  
                      Director Joe Cassa

Also Present:      Kimberly Culp, Golden PD  
                      Jaci Marie Louise, 911 Solutions  
                      Tony Coraggio, Broomfield PD  
                      Sue Steward, Arvada Fire  
                      Colleen Eyman, Lakewood PD  
                      Vicki Pickett, Arvada PD  
                      Shaina Lee, Evergreen Fire  
                      Larry Stodden, Wheatridge PD  
                      Kristine Yost, Arvada PD  
                      Jeff Irvin, Jeffco Sheriff's Office  
                      Karin Hermosillo, Westminster PD  
                      Diana Dolan, West Metro Fire  
                      Mark Krapf, West Metro Fire  
                      Jennifer Stewart, Stevens, Littman, Biddison, Tharp & Weinberg  
                      Mary Jo Hill, Positron

Director Kilpatrick called the meeting to order.

**MINUTES**

Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors' Angell and Cassa absent, the Board approved the Minutes of June 22, 2006.

**TREASURER'S REPORT**

There was no Treasurer's Report. The Treasurer was on deployment.

**ADVISORY COMMITTEE REPORT**

Kimberly Culp stated that the Committee had met with Intrado. Intrado offered a free infrastructure assessment for each PSAP that would be completed by the end of the year. Intrado has a new product called NexGen which links different softwares together through the phone systems and transfers the data no matter what software product you

are using. Wheat Ridge, Evergreen and Golden will all need upgrades and they talked about creating a centralized hub so that the six sites with Positron could link and not duplicate hardware for each site. Kimberly had a handout explaining all this. Dennis asked whether all the PSAP's needed the same equipment or if Plant and Positron could link together. Intrado has the capability to link all the systems.

Dennis Tharp explained how they are negotiating one Qwest Master contract that would cover maintenance and hardware. He also stated that with the tariff revision the line count should drop and save \$35,000 to \$65,000 in line charges. He is looking into whether they should refund the excess.

The Advisory Committee also discussed budget requests, phones, logging support and headsets. They asked for a special study session to discuss budget requests. Dennis Tharp said the meeting must be recorded. Kim stated that this was her last meeting as she had taken a new job with Larimer County. Colleen Eyman is the new chair of the advisory committee. A project manager was needed to do Kim's job until her position was filled with a full time person. GeoComm offered to manage the project through the end of the year or until acceptance of the first phase for a fee of \$27,280.00. After a brief discussion, Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors' Angell and Cassa absent, the Board approved \$27,280.00 to GeoComm for the project management of the Initial Project.

Director Peratt offered the Jeffco Purchasing Department's help in pricing the hardware for the GeoComm project.

Diana Dolan, West Metro Fire presented the training requests as approved by the Advisory Committee in the amount of \$6,650.42. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved the training requests in the amount of \$6,650.42.

Tony Coraggio, Broomfield PD presented the minor equipment requests in the amount of \$36,796.42. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved the minor equipment requests in the amount of \$36,796.42.

He also asked for an expenditure request for the purchase of a license for Ebby Software for use by the Advisory committee for the training and minor equipment requests in the amount of 22,896.42.

Colleen Eyman, Lakewood PD stated that the commercial was being aired on Channel 4. Director Kilpatrick mentioned that he liked the new website.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She stated that her contract was up for renewal and she would be happy to work on a month to month basis.. (see attached).

### **REQUEST FOR EXPENDITURES**

Colleen Eyeman brought a one time non-budgeted request for Microwave Network Link not to exceed \$250,000. After a brief discussion the Board asked her to bring an itemized list of what she needs and the request was tabled until the next meeting.

Vicky Pickett, Arvada Fire PD, presented a request for \$50,500 for expansion of the call taker work stations. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved the expenditure request.

Mark Krapf, West Metro Fire presented a request for Tritech Software Systems in the amount of \$223,061.00. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved the request.

He also made a request for technology enhancements for \$29,563.21 for the media tape backup for disaster recovery on the CAD system. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved the request.

Larry Stodden, Wheat Ridge presented a request for Logging Recorder Upgrades in the amount of \$27,000.00. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved the request in the amount of \$27,000.00.

### **NEW BUSINESS** **EXECUTIVE DIRECTOR CONTRACT & RESPONSIBILITIES**

Attorney Tharp gave a summary of the special session executive session. He stated that the Board was moving forward to retain an individual for the 911 Administrator. The salary survey was done by Dr. Ranguet. He is going to come up with a salary range, approve an advertisement and publish the advertisement. The Board members asked about housing of the new Administrator. Lakewood stated that they would house the person as long as the costs were reimbursed by the Board. Concerns that were voiced were: who would be in charge and how would this person mesh with the Advisory Committee. The Board agreed that these were valid concerns. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved an amount not to exceed \$9,800.00 to work with Mr. Ranguet as contractor to come up with position description, salary range and set up interviews for the Authority Board Administrator.

### **SURCHARGE**

The Board discussed the surcharge. It is currently at .52 and is one of the lowest of the state. After some discussion Director Lucatuorto made a motion, duly seconded by

Director Peratt and by majority vote with Directors' Angell and Cassa absent, the Board approved leaving the surcharge as it is. Attorney Tharp stated that they could always have an emergency surcharge increase if an unforeseen expense came up.

Vicki Pickett, Arvada Fire requested \$8,500.00 for a 2nd bulk order of headsets. Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors' Angell and Cassa absent, the Board approved the request.

### **ADJOURNMENT**

With no further business to come before the Board, Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors' Angell and Cassa absent, the meeting was adjourned.

**Next Special Session Meeting will be held on  
September 21, 2006 at 2:00 P.M.  
In Hearing Room #2 on the 1<sup>st</sup> floor**

### NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

September 21, 2006 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

### **AGENDA**

CALL TO ORDER

ROUNDTABLE BUDGET DISCUSSION

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**  
**SPECIAL SESSION**  
**SEPTEMBER 21, 2006**

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 Don Angell  
                                 Director Bill Kilpatrick  
                                 Director Joe Cassa  
                                 Director Bill Lucatuorto  
                                 Dennis Tharp, Attorney  
                                 Director Judy Peratt  
                                 Joyce Woodley, Secretary

Also Present:            Colleen Eyman, Lakewood PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Jenny Lepro, Golden PD  
                                 Tony Coraggio, Broomfield PD  
                                 Jeff Irvin, Jefferson County Sheriff's Office  
                                 Vicki Pickett, Arvada PD  
                                 Kristine Yost, Arvada PD  
                                 Diana Dolan, West Metro Fire  
                                 Kim Coleman, Broomfield PD  
                                 Shaina Lee, Evergreen Fire  
                                 Jaci Marie Louise, MSAG Coordinator  
                                 Tony Coraggio, Broomfield PD  
                                 Fred Rainquet, Rainquet & Associates, LLC

Director Kilpatrick called the meeting to order.

Director Kilpatrick introduced Dr. Fred Ranguet of Rainquet & Associates, LLC as the consultant for the E911 Executive Director search. Dr. Ranguet gave a description of what his firm does regarding executive position searches which involves the majority of the agencies in the metro area. He presented the Board and Attorney Tharp with an advertisement for the position and said that he had received some feedback from them before the announcement was released. The advertisement has been posted on several websites at a cost of approximately \$726.00, which his firm is paying for and in turn, Ranguet & Associates will reduce the fee that the Board will pay for the overall search. The deadline for applying for this position is October 13<sup>th</sup>. From that point on, he will start evaluating the resumes, applying some criteria to them and will organize them in a way that will save the Board time in looking at the top quality candidates. He will get them to the Board way in advance of a special meeting.

He told the Board that some of the issues they will need to discuss for this position is housing, a benefits package and health care. He suggested that the candidates do a presentation for the Board about their leadership skills and why they want this position. He recommended a Board job interview regarding questions about the technical parts of the job and will design an interview process for them with questions that they would like to ask. He recommended that the Board have an executive session at this meeting after narrowing the choice down to 4 to 6 finalists.

Due to scheduling conflicts, the regular October Board meeting will be on Wednesday, 25, 2006 at 10:00 A.M in Hearing Room 2. There will be discussion at that time to finalize the interview process. The Board set a date of Tuesday, December 5<sup>th</sup> at 10:00 A.M. for the interviews.

Director Peratt announced her retirement effective October 12, 2006 from the County and her position as a Board member.

Colleen Eyman, Lakewood PD played a tape recording of actual 911 calls taken on a daily basis by the 10 PSAP's. Most of the calls they receive are wireless and the intent was to let the Board hear the poor quality of these calls. They are the average types of calls that come in and are the heart and soul of their operation. They total approximately 10,000 per day and were played to show why data, connectivity and training is so important for their call takers.

Director Kilpatrick asked who would administer the rest of the project management with GeoComm. Jaci Marie Louise of 911 Solutions and Sharon Black have both applied to do this. Each one spoke regarding their qualifications, background and experience. Director Peratt asked the Advisory Committee for their input. Tony Coraggio, Broomfield PD told the Board that they had unanimously voted for GeoComm to do the rest of the project themselves and said that if the Board does choose GeoComm, Shaina Lee, Evergreen Fire would be volunteering as a liason between GeoComm and the individual PSAP's. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the selection of GeoComm as the Project Manager.

Tony presented an outline regarding the Board's operation and philosophy. The Advisory Committee has had some of their sub-committees in place for almost five years and feels that it is time to find out if they are still on the same track as the Board and perhaps look at some changes and asked if they would like to add or change anything regarding training. He said that they are very pleased with how the Board has expanded the training roles for their dispatchers. Director Kilpatrick asked why the Board has to approve the training expenditures if they have already been approved by the Advisory Committee and can they authorize the treasurer to pay them. Director Angell said that it is a checks and balances approach that this Board has implemented and provides the written authority in the minutes of why and to whom a particular check was written and it is the Board's responsibility to give a final approval.

Tony asked if \$10,000.00 is still the acceptable amount for minor equipment expenditures. The Board agreed to continue with this amount and the way it is being presented to the Board. At this time, Tony introduced Larry Stodden, Wheatridge PD as the new sub-committee chairperson.

Colleen Eyman, Lakewood PD displayed the Telly award which is a regional award representing excellence and service by the Board for their commitment to public education for Jefferson County. It has been nominated for an Emmy Award and Colleen invited the Board and the Advisory Committee to attend the awards ceremony on October 21<sup>st</sup> at the Denver Center for the Performing Arts. Tony asked the Board for funding to attend the ceremony at a cost of \$75.00 per person. The Board upon motion of Director Lucatuorto, duly seconded by Director Angell and by unanimous vote, the Board approved the funding of up to 15 PSAP/Board members to attend the ceremony.

Director Angell presented a request for \$80.00 for an increase in bond insurance for the Board treasurer and a request for \$3,500.00 for Swanhorst & Co. for the audit. Director Cassa made a motion, duly seconded by Director Peratt and by unanimous vote approved both requests.

### **2007 ADVISORY COMMITTEE BUDGET REQUESTS**

Tony Coraggio, Broomfield PD said that the Advisory Committee currently has \$113,000.00 for training which includes the individual PSAP's and a combined 911 Advisory Committee. The amount for equipment and DVD's for log in recorders is \$30,000.00 and technology enhancements is \$100,000.00 per agency. Director Angell, as treasurer said the amount could be increased to \$115,000.00.

He then presented the Board with items that the Advisory Committee would be considering requesting in 2007. One of the items would be two chairs per agency at \$1,000.00 per chair for a total of \$20,000.00. He said that one of the reasons the Advisory Committee has a study session is to discuss the direction the Board wants to go as far as what is to be funded. Director Peratt stated that the Board come to a consensus about whether or not they are going to fund chairs. She doesn't feel that it should be done on an annual basis and wants to be on the record as being opposed to it only because of the other great enhancements that the Board has provided to the PSAP's. She suggested that the Board decide whether or not chairs is something that is critical to the communication centers. Director Angell said that he does not support the chairs because of equality and management concerns from an audit standpoint. Following a general discussion, the Board upon motion of Director Cassa, duly seconded by Director Kilpatrick and by majority vote, approved the motion to include the line item budget request for two chairs per agency per year at \$1,000.00 per chair for a total amount of \$10,000.00. Due to this meeting being a round table discussion, the recording was not clear on the remainder of this discussion. (See attached for remainder of requests)

Joe Cassa was absent.

Attorney Tharp told the Board that on November 9<sup>th</sup>, the 911 Task Force is doing an all day presentation of new equipment coming out and how it works. Currently it is scheduled to be at the Boulder Police Department, but may be moved to Intrado to give further demonstrations.

Attorney Tharp asked to speak regarding the tariff issues. Following a general discussion, the Board upon motion of Director Angell, duly seconded by Director Lucatuorto and by majority vote, with Director Cassa absent, approved an expenditure in the amount of \$25,000.00 to have Attorney Tharp attempt to recoup moneys owed them by Qwest and to find another Authority Board to also spend \$25,000.00 since it will cost a total of \$50,000.00.

Director Angell was absent.

Tony brought up the subject of the process for scheduling software. Director Peratt recommended that this be tabled until the next Board meeting due to the absence of Director Angell and Director Cassa.

Following a general discussion, the Board upon motion of Director Peratt, duly seconded by Director Lucatuorto and by majority vote, with Directors Angell and Cassa absent, approved that Westminster be allowed to process the purchase order for laptops and that each PSAP be allowed to purchase their own hardware and submit that as a request to the Board.

Tony asked if the Board would be willing to have monthly meetings versus bi-monthly meetings since there has been so much to go over and so many special sessions scheduled in between regular meetings. Following a general discussion, it was decided to discuss this at the December meeting.

With no further business to come before the Board, Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote, with Directors Angell and Cassa absent, the meeting was adjourned.

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

October 25, 2006 AT 10:00 A.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

BUDGET PRESENTATION

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

EXECUTIVE DIRECTOR POSITION

PROCESS FOR SCHEDULING SOFTWARE

REVIEW OF QWEST CONTRACT

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**  
**OCTOBER 25, 2006**

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 Don Angell  
                             Director Bill Kilpatrick  
                             Director Joe Cassa  
                             Director Bill Lucatuorto  
                             Dennis Tharp, Attorney  
                             Joyce Woodley, Secretary

Also Present:         Colleen Eyman, Lakewood PD  
                             Larry Stodden, Wheat Ridge PD  
                             Mark Krapf, West Metro  
                             Jenny Lepro, Golden PD  
                             Sue Steward, Arvada Fire  
                             Jeff Irvin, Jefferson County Sheriff's Office  
                             Vicki Pickett, Arvada PD  
                             Kristine Yost, Arvada PD  
                             Diana Dolan, West Metro Fire  
                             Kim Coleman, Broomfield PD  
                             Shaina Lee, Evergreen Fire  
                             Jaci Marie Louise, MSAG Coordinator  
                             Les Williams, Lakewood PD  
                             Karin Hermosillo, Westminster  
                             Fred Rainguet, Rainguet & Associates, LLC  
                             Glenn Stevens, Littman & Stevens  
                             Greg Murdock, GeoComm

Director Kilpatrick called the meeting to order.

Director Angell informed the Board that he has been told that the Commissioners are preparing a resolution to select a new Board member due to the resignation of Director Peratt.

**MINUTES**

Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the minutes of September 21, 2006.

**TREASURER'S REPORT**

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

Director Angell gave everyone a copy of a memo from the West Metro Fire Protection District showing that the Board had given \$400,000.00 to the City of Arvada Police Department for Coplink back in April of 2005. To date they have only expended \$48,381.37 in receipts. The auditors have recommended that since the Board is responsible for the balance of these funds, they should be returned to the Jeffco Authority Board fund. However, the City of Arvada PD may still submit bills up to the \$400,000.00 amount. Attorney Tharp recommended this action based on the advice of the auditors. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the recommendation. Attorney Tharp will submit a written request for the remainder of this balance to be returned to the Board and future expenditures will be paid by the City of Arvada with reimbursement from the Board as is appropriate.

### **BUDGET PRESENTATION**

Director Angell provided copies to everyone of a revenue receipt detail for 2006 listing the names of companies that pay the Board various amounts of money during the year. He also gave out copies of a draft budget proposal for 2007.

Director Angell gave out copies of a draft budget proposal. He included every expenditure except for the 2008 projected expenditures under the equipment purchases. He reminded everyone that if they do not spend the funds that have been allotted during a twelve month period, they cannot carry it over to the next year. He said that the Board will continue to fund what is in process, but for budget purposes, it cannot be carried over. He reminded the Board members that they do not have to fully fund every item that was requested. He discussed the "Viper" project and suggested that everyone work together in order to lower the price for this project. Director Tharp told the Board that they need to have a line item for Coplink depending on the amount of funds that they get back. Director Angell said that any funds that come back would go into the opening reserve balance and he can do a line item and have West Metro open it up under the expenses that says "Coplink", but it will go under special projects because that is the way it was funded.

Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the 2007 proposed budget as presented. Attorney Tharp reminded the Board that this is just a budget discussion and in December it would be advertised and open to the public at which time it would then be adopted. Director Lucatuorto amended his motion, duly seconded by Director Cassa and by unanimous vote, the Board approved a preliminary 2007 budget as presented.

Director Angell, duly seconded by Director Lucatuorto and by unanimous vote, the Board adopted a resolution to go into **executive session for discussion of the resumes received for the 911 Executive Coordinator position**. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board agreed to amend the motion from **Executive Coordinator** to **Executive Director**.

The Board came out of executive session. They told the Advisory Committee that they have identified five candidates that Dr. Ranguet will be inviting for a panel interview by the Board members and the Advisory Committee. The interviews will be held on Tuesday, December 5<sup>th</sup> at 8:00 A.M. in Rooms 1566 and 1567.

### **REQUEST FOR EXPENDITURES**

Diana Dolan, West Metro Fire presented training requests in the amount of \$12,758.67. Director Angell made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the training requests.

#### **Bill Kilpatrick was absent.**

Larry Stodden, Wheat Ridge PD, presented minor equipment requests in the amount of \$28,548.14. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote, with Director Kilpatrick absent, the Board approved the minor equipment requests.

Larry also presented a request for a bulk headset order for Vickie Pickett, Arvada PD in the amount of \$4,500.00. Director Cassa made a motion, duly seconded by Director Angell and by majority vote, with Director Kilpatrick absent, the Board approved the requests for Westminster PD for the bulk headset order.

Colleen Eyman presented a request for the remainder of the public education supplies in the amount of \$1,000.00. Director Cassa made a motion, duly seconded by Director Angell and by majority vote, with Director Kilpatrick absent, the Board approved the request.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. submitted her report to the Board. (See Attached) She told the Board that her contract will end December 15, 2006 and she would be willing to work on a month to month basis until the new executive director is trained. Colleen Eyman said that the recommendation of the Advisory Committee is to keep Jaci on a month to month contract through 2007, which is \$5,442.50 until the Executive Director position is filled and with the GeoComm project on board now, they would like to have as smooth a transition as possible. Director Angell made a motion, duly seconded by Director Cassa and by majority vote, with Director Kilpatrick absent, the Board approved a month to month contract in the amount of \$5,442.50 until they decide to terminate service with 911 Solutions.

### **EXPENDITURE REQUESTS**

Director Angell presented a request to reimburse the Adams/Jeffco Hazardous Materials Response Authority for the paving cost to get to the firefighters throughout all three entities which is primarily Broomfield and Jefferson Counties in the sum of \$8,338.17. He stated that this is the only method that both entities have to get firefighters or police officers on scene for hazardous materials response.

It is for the first ten months of this year and will pay for pagers and software for operation of these entities. Director Angell made a motion, duly seconded by Director Cassa and by majority vote, with Director Kilpatrick absent, the Board approved the expenditure request.

Larry Stodden, Wheat Ridge PD presented a reimbursement request in the amount of \$70,000.00 for a UPS System. Director Cassa made a motion, duly seconded by Director Angell and by majority vote, with Director Kilpatrick absent, the Board approved the UPS replacement upgrade for the City of Wheatridge in the amount of \$70,000.00.

Colleen Eyman, Lakewood PD presented a request for a microwave link for Lakewood in an amount not to exceed \$250,000.00 which is a permanent solution not just for Lakewood PD, but can be a countywide permanent solution as a link. There is a call directory function that comes with it and what they can do is hook the call into the radio system so that if it goes down for any reason, there is always that fallback solution and can be used for a countywide disaster recovery plan. Director Cassa made a motion, duly seconded by Director Angell and by majority vote, with Director Kilpatrick absent, the Board approved the request in an amount not to exceed \$250,000.00.

Colleen brought up the possibility of the Board willing to meet on a monthly rather than a bi-monthly basis for accounting purposes until the Executive Director position is filled which would help the Advisory Committee get their bills paid on a more timely basis. Right now based on the schedule and the way the checks are cut, they are running into a 4 to 6 month time frame before they get them paid. Director Lucatuorto stated that he does not have a problem with monthly meetings. Attorney Tharp said there would be additional legal fees incurred and he suggested that once Director Angell gets the approval for a bill, he give it to West Metro to be paid right away. Mark Krapf will talk with Reanna at West Metro about getting the checks cut immediately and sent to Don for his signature and this would speed up the process. Director Lucatuorto stated that if this doesn't work, they will discuss going to monthly meetings.

Greg Murdock, GeoComm Project Manager informed the Board that he has discussed installation and training with the Advisory Committee. The installation begins with Golden on November 7<sup>th</sup> and continues through December 1<sup>st</sup>. The actual training dates are November 14<sup>th</sup> for GIS and IT. There was also a request for additional training on the mobile link side when that gets installed in January. Colleen said that this was not included in the original contract and is something that the Board will decide. It is basically a class to train the trainer and in turn they go back to the agencies and train their employees. Mr. Murdock stated that they have weekly conference calls with everyone, but primarily with Kim Coleman and Tony Coraggio and discuss a variety of things including hardware specs on software, training and the GIS project overall. The public portion data will not be posted at this time, but the data agreement is in the process. The status report will be sent to everyone and will also be posted to the web portal. He and Cathy Lilliquist will serve as Project Managers. Director Angell asked him for a definition of mobile link training. Greg said that it is a user's training class with a maximum of 24 hours of training. It can be sessions of four hours and he believes that it would be over a couple of days.

Director Angell also asked if they will be getting a laptop at each of the fire departments, police agencies, etc. after the training is done and how much it would cost. Greg said he didn't have a quote but could provide one as early as the following Friday.

Colleen told the Board that Westminster has run into a couple of problems with ordering the laptops and asked the Board to consider the recommendation of the Advisory Committee for each individual agency to order their own. Director Angell said that from an auditing standpoint, they cannot do this, because it is too difficult for the Board to keep track of and when they buy them, they should be bought through the specifications that are required by GeoComm to run the program and not each agency's specifications. He said the Board will put together a generic spec based upon what is required. If an agency would like to upgrade, they may do so with their own funds, but he does not believe that the Board should be buying multiple different specifications and then try to justify to the public why one agency got a better laptop than the other. Colleen told the Board that they need to know what those specifications will be. Director Angell said that the Advisory Committee needs to find out what the basic requirements are for the GeoComm project. Director Cassa brought up a concern that if they are general specs, they may not work for one particular agency. Director Angell said it can be minimum operating requirements and if an agency wants an upgraded model, the agency can pay for the difference. Kimberly Coleman, Broomfield PD offered to take over the coordination of identifying the individual PSAP's needs and go from there. If the Board can make a decision on the amount that they are going to fund, they will do the coordination in conjunction with GeoComm so that they can ask for their assistance.

Following a general discussion, Director Lucatuorto made a motion, duly seconded by Director Angell, and by majority vote with Director Kilpatrick absent, the Board approved the expenditure for the GeoComm project of not more than \$4,000.00 per computer and \$1,000.00 per mounting devices including labor for each of the agencies to receive two computers as already approved for the GeoComm project. The numbers are to be coordinated by the City and County of Broomfield and specs to be determined by the Advisory Committee.

### **QWEST MASTER AGREEMENT**

Glenn Stevens with the Stevens & Littman Law Firm, discussed the master agreement between Qwest and the Authority Board. He has spoken with the Advisory Committee and also discussed the agreement with the PSAP lawyers. He outlined all the specifics of the agreement and told the Board that by executing this agreement, the Board has no obligation to purchase anything. The agreement is a vehicle under which the PSAP's can purchase something with the Board's approval without having to negotiate any new terms and conditions. If a purchase is required, it will come under the agreement by the issuance of a purchase order. He said it has been quite a challenge in dealing with Qwest since they are a monopoly and they have a lot of leverage in getting the terms and conditions that they want. In spite of this, he feels they have gotten a lot of good terms and conditions that Qwest has never put in any agreement before.

In addition, they have clarification on the processes of return material authorization, response times for maintenance and warranty, the things they will do and what they will provide. One of the concerns of the Advisory Committee and the PSAP's is that Qwest was not sending qualified, and trained people to perform and maintain warranty and maintenance support. They now have a Qwest commitment in writing that they will send people who are properly qualified and trained. In addition, there was a concern that Qwest was not bringing the appropriate products or there wasn't the proper configuration when they would show up to install, maintain or service the equipment. Now those obligations are covered under the agreement. There is a one year warranty on all new and repair parts including software and Qwest is also giving them what is called a "most favored nation" clause, which is when a service or product is purchased and within the one month period after the acquisition is made, they sell the product or service to another Authority Board or PSAP in the state for a lower price, the Jeffco Authority Board or PSAP will get that price. It includes what is called "infringement indemnity". If Qwest provides products or services that somehow violates the rights of a third person, they will stand up and defend you on those rights. There are specific maintenance response times. They must accept trouble reports 24/7 and must respond within four hours. The contract is exclusive even though they are the sole vendor at this time. Glenn's law firm would be asking for the Board's consideration for the authority to finalize the agreement and have the agreement executed, but it does not obligate the Board to purchase anything. If a PSAP wants to buy something from Qwest, they would issue a purchase order after having the Board's authority.

Qwest has an issue concerning responsibility for damages that they may cause by their negligence and what he has proposed is a very simple concept. If they cause the damage, they are responsible. Qwest's response was that if they are negligent, they will be pay for direct damages, but not for inconsequential or indirect damage. There is also an issue about the use of crash kits which Qwest sells. In this situation they have said that for all warranty situations which are all warranty parts that require repair or replacement and in any maintenance situation, the crash kits cannot be used. In a warranty situation, if the crash kits are used, there would be a labor rate that would need to be paid and that is a concern. Qwest originally came up with a concept which they called "inventory and maintenance integrity" which meant that even though you were only going to be signing up for five items of equipment for maintenance, the other items of equipment that are identical to those items that are covered under maintenance all had to be brought up to speed at the same level. In the past Qwest has run into PSAP's Authority Boards that have taken an item that was damaged in a non-covered product which was identical to one of the covered products, put it into the covered products and wanted to get maintenance for that. The Board has the option to sign the agreement and accept the terms or meet with a Qwest vice-president. Following a general discussion, Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick absent, the Board approved a motion of authorization to finalize the negotiations and the agreement as discussed and execute the agreement in it's final state.

With no further business to come before the Board, Director Angell made a motion, duly seconded by Director Cassa and by majority vote, with Director Kilpatrick, absent, the meeting was adjourned.

**FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY**

**December 21, 2006 AT 1:00 P.M.**

**1ST FLOOR – HEARING ROOM #2**

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

**OLD BUSINESS**

EXECUTIVE DIRECTOR POSITION

QWEST MASTER AGREEMENT

**NEW BUSINESS**

REQUEST FOR EXPENDITURES

BUDGET ADOPTION

MONTHLY MEETINGS DISCUSSION