

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

February 17, 2005

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 Gary Creager
 Director Bill Kilpatrick
 Director Don Angell
 Director Bill Lucatuorto
 Director Judy Peratt
 Director J. Kevin McCasky
 Dennis Tharp, Attorney
 Joyce Woodley, Secretary

Also Present: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Kristine Yost, Arvada Police
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Ray Booras, Arvada PD
 Larry Stodden, Wheat Ridge PD
 Don Wick, Arvada PD
 Diana Dolan, West Metro Fire
 Boris Naschanky, Lakewood PD
 Rich Snelling, Lakewood PD
 Shaina Lee, Evergreen Fire
 Kimberly Culp, Golden PD
 Ira Cohen, Arvada PD
 Jeff Irvin, Jeffco Sheriff
 Matt Raia, Westminster PD
 John Camper, Lakewood PD
 Ron Sloan, Arvada PD
 Patty Jo Ryan Johnson, Qwest 911

Director Kilpatrick called the meeting to order.

MINUTES

Director Lucatuorto made a motion, duly seconded by Director Creager and by unanimous vote, the Board approved the Minutes of December 16, 2004.

TREASURER'S REPORT

Director Creager presented the Treasurer's Report. Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the Treasurer's Report for December 2004 and January 2005. (see attached)

TECHNICAL COMMITTEE REPORT

Kimberly Culp, Golden PD, discussed the Technical Committee's pending GIS Project. She told the Board that they had received a quote at the end of last year from Jaci Marie Louise about what they would need for this project and said that they now have another quote to compare it to. She explained to the Board that the purpose of the project is to try to find some sort of centralized mapping system that they can all utilize and be able to populate their respective maps. They decided to get a statement of work from the vendor and set up a phone conference at their March meeting to discuss any questions or concerns and hope to have something to present to the Board in April. The next item discussed at their meeting was the COPLINK presentation given by the Arvada PD Division Chief that gave them an overall understanding of what COPLINK does.

Kimberly presented a small equipment expenditure request for Evergreen Fire for \$4,500 for GIS Mapping. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the small equipment expenditure request in the amount of \$4,500.

Diana Dolan, West Metro Fire presented the training expenditure requests in the amount of \$9,165.95. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure requests in the amount of \$9,165.95.

Colleen Eyman, Lakewood PD, presented an expenditure request for educational materials for a PSA 911 commercial production in the amount of \$12,000. Director Angell made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the expenditure request in the amount of \$12,000.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She reported that a total of 178 errors have been corrected and completed since her last report to the Board. (see attached report)

Kimberly thanked the Board for funding the training that was hosted the previous week by the Lakewood PD. Several members were able to attend the training and found it extremely beneficial. She told the Board that the company that presented the training, Consultant Registry, offers a service of going out to each PSAP, assessing their equipment and technology and determining their needs.

Colleen Eyman presented the expenditure request in the amount of \$66,000 to Consultant Registry for 10 PSAP assessments. Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the expenditure request for \$66,000 to Consultant Registry. Director Kilpatrick asked Colleen to email a detailed report of the assessment study to all the Board members.

COPLINK PROJECT PRESENTATION

Don Wick, Arvada PD, presented the COPLINK project. He explained that the purpose of the project is the ability for the spare data bases that contain information that public safety agencies acquire, to be warehoused at one location so that information and data can be queried and used for a variety of different purposes. He told the Board that he believes this project has a tremendous amount of value, specifically to the dispatching communication centers in the fact that once this network and infrastructure is built, the dispatchers and communications personnel that are on duty, will have the capability of being able to query against that information over the internet instantaneously and start developing leads and information that they can provide to public safety responders. He told the Board that Jefferson County would be the host site for the warehousing of this data and explained that the first phase of this project is the joining together of law enforcement jurisdictions in the county to form a coalition to build the infrastructure associated with the project. From there they will bring in their public safety partners, the fire department partners and EMS responders to be able to give them the capability to access that information.

He also told the Board that the coalition associated with the COPLINK project has generated other financial resources to fund about \$300,000 of the project and his request to the Board is funding of \$400,000 to complete the balance of the project. Director Angell asked for an approximate amount of ongoing costs associated with the project and was told that it would be between \$300-\$500 per agency per month. Director Angell asked Attorney Tharp if the allocation of E911 Board funds are allowed for this project. Attorney Tharp stated that legislation states that E911 funds can be used for costs related to the provision of emergency telephone service including costs associated with the total implementation of the emergency telephone service including costs for programming, radios and emergency training programs.

Division Chief Don Camper, Lakewood PD, told the Board that they are very impressed with the COPLINK project and are in support of it. Board member Kilpatrick asked Kimberly Culp how the Technical Committee felt about this project. She said that everyone on the Technical Committee agreed that this project can be loosely tied to 911 and that she personally supports it. However, she stated that they are divided in their support of COPLINK because of concerns of not having the funding for other essential projects.

The Board questioned Mr. Wick on how the COPLINK project will promote emergency telephone service. Mr. Wick provided examples of a dispatcher being able to query the data base to provide information to the 911 caller and also to inform first responders of necessary information. Director Creager discussed how being able to have access to the data base of information would assist the dispatcher when the initial caller was on the phone.

The dispatcher would be able to provide additional information to the caller. The knowledge shared between agencies would give the dispatcher greater flexibility in responding to questions posed by the 911 caller and would also permit the dispatcher to provide critical information to the first responder, both enhancing 911 service. Each Director then provided thoughts on how COPLINK was beneficial to emergency telephone services. Further discussion followed and Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous, the Board approved the funding for the COPLINK Project in the amount of \$400,000.

REQUEST FOR EXPENDITURES

Jeff Irvin, Jeffco Sheriff presented an expenditure request in the amount of \$210,000 for an upgrade to their PSAP equipment. Patty Jo Ryan Johnson from Qwest 911 suggested that the Board wait until after a site survey can be done to determine their needs before approving this expenditure request. Following a general discussion, the Board agreed that the site survey be completed before any action be taken.

Diana Dolan, West Metro Fire presented an expenditure request in the amount of \$70.36 for the repair of a transmitter headset. Director Creager made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request in the amount of \$70.36.

Ray Booras, Arvada PD presented an expenditure request in the amount of \$53,000 for a Voice Logging Recorder. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request in the amount of \$53,000.

Kimberly Culp, Golden PD, presented an expenditure request in the amount of \$35,000 to upgrade a voice logging recorder. Director Lucatuorto made a motion, duly seconded by Director Creager and by unanimous vote, the Board approved the expenditure request in the amount of \$35,000.

Vicki Pickett, Westminster PD presented an expenditure request in the amount of \$21,000 to upgrade a work station. Director Creager suggested that they wait until they get their site survey back from Qwest before the Board approves the expenditure.

OTHER BUSINESS

Director Kilpatrick informed the Board that he and Director Lucatuorto are up for reappointment to the Board this year and has submitted a request to be reappointed to the Board. Director Lucatuorto stated that he will also be submitting a request. Director Kilpatrick also informed the Board that Director Creager will be leaving and asked who would be taking over the treasurer's position.

Director Angell told the Board that he is willing to accept the position, but that he would need someone in the position of assistant treasurer since he has been selected to be part of the Type II Regional Management Team for large scale incidents and would need someone to fill in for him if he is called away. He asked Attorney Tharp if authority could be given to Judy Peratt for a second authorizing signature. Attorney Tharp said that the Board can authorize an assistant to follow up in the event of his unavailability. Judy stated that she is willing to accept the position. Director Lucatuorto made a motion, duly seconded by Director Creager and by unanimous vote, the Board approved the appointment of Director Angell as the new treasurer, with a delegate backup of Judy Peratt.

Attorney Tharp told the Board that an issue has come up as to the Board's position regarding Senate Bill 78 and he recommended that the Board support it. The function of that is to get prepaid wireless phone cards to the prepaid wireless phone companies who will remit the emergency telephone charge. They are currently saying that they do not bill their customer, therefore, they are exempt from this. The second function is for the telecommunication providers who do not bill themselves so that it would remove them from the exemption process. The secondary portion of this is that the City and County of Denver, for their own internal reasons want it to basically say that you can use the 911 funds for radio equipment to establish a statewide public safety communications inter-operability. Following a brief discussion of the bill, the Board unanimously agreed to support it.

ADJOURNMENT

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

Next Regular Meeting will be held on

April 21, 2005 at 1:00 P.M.

In Hearing Room #2 on the 1st floor

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

APRIL 21, 2005 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

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

April 21, 2005

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 Lucatuorto
 Director Judy Peratt
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Bill Kilpatrick

Also Present: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Kristine Yost, Arvada Police
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Joel Janov, Evergreen Fire
 Nick Boukas, Evergreen Fire
 Diana Dolan, West Metro Fire
 Jim Bradley, Lakewood PD
 Rich Snelling, Lakewood PD
 Shaina Lee, Evergreen Fire
 Kimberly Culp, Golden PD
 Jeff Irvin, Jeffco Sheriff
 Tony Coraggio, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Brian Kelley, Qwest 911
 Sharon Black, The Consultant Registry

Director Lucatuorto called the meeting to order.

MINUTES

Director Angell made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the Minutes of February 17, 2004.

TREASURER'S REPORT

Director Angell presented the Treasurer's Report. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick absent, the Board approved the Treasurer's Report for February 2005 and March 2005 as amended without the Arvada check that will come through in April. (see attached)

TECHNICAL COMMITTEE REPORT

Kimberly Culp, Golden PD, discussed the Technical Committee's meeting.

Diana Dolan, West Metro Fire presented the training expenditure requests as approved by the Technical Committee. Director Peratt made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick absent, the Board approved the training expenditure requests in the amount of \$10,771.00.

Tony Coraggio presented the small equipment expenditure requests. Director Angell could not find the Eprinter in the 2005 budget requests so it was considered as an unfunded request for \$5500.00. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick absent, the Board approved all the small equipment expenditure requests in the amount of \$10,285.20.

Vicki Pickett, Westminster PD., presented an expenditure request for a bulk order of headsets for all the PSAPs' except Jeffco. They made a change of vendor due to terms of net 90 but were able to get just as competitive a rate. Director Lucatuorto made a motion, duly seconded by Director Peratt and by majority vote with Director Kilpatrick absent, the Board approved the expenditure request for bulk headsets in an amount not to exceed \$11,300.00.

Vicki also presented a request for bulk educational materials. Director Lucatuorto asked how they distributed these materials and was told they were distributed at public events.

Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Kilpatrick absent, the Board approved the expenditure request for an amount not to exceed \$4,400.00 for bulk educational materials.

Kimberly Culp, Golden PD introduced both Brian Kelly as the new Qwest representative replacing Patty Jo and Sharon Black of Consultant Registry. Kimberly mentioned the site surveys are complete and requested funds for a boxed lunch for approximately 30 people during a working meeting on May 18th to refine the site surveys for presentation the next day. Director Lucatuorto made a motion, duly seconded by Director Peratt, and by majority vote with Director Kilpatrick absent, the Board approved an expenditure request in an amount not to exceed \$300.00 for lunches. Kimberly also expressed the Technical Committee's support for Evergreen Fire's Cad system request.

REQUEST FOR EXPENDITURES

Shaina Lee and Chief Joel Janov presented a expenditure request for \$255,000 for a GIS map based Logisys CAD system request for Evergreen Fire. Director Lucatuorto asked how many calls they took per year and was told between 1900-2000 but for each call taken 4 1/2 calls needed to be made. The ongoing costs for the system and any upgrades will be funded by the Evergreen Fire Board. Director Lucatuorto asked if the Evergreen Fire Board would fund the first \$20,000 of the expenditure request and Chief Janov indicated that they would. He also wondered if there would be more request from the other agencies but was informed that Evergreen was the last PSAP to come aboard with the CAD mapping system. Kimberly Culp suggested that the Board now fund a certain amount for each PSAP each year for mapping purposes. Director Angell asked Sharon Black if this need was represented in the site survey and if there was enough capacity for future growth. Ms. Black said it was a cost effective way to interface with the other agencies for a critical incident. Director Lucatuorto expressed

his concerns regarding good mapping, mobile computing and rhetorically questioned when the call is completed. Attorney Tharp addressed Ms. Black regarding the scope of the Cad system falling within the 911 equipment. She answered that by updating these systems they can work with Homeland Security and possibly obtain grants to continue to improve the services offered. Director Angell then stated the Board was in a vulnerable position without the CAD system and it would behoove the Board to assist and upgrade Evergreen by providing these services and protecting our citizens. Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick absent, the Board approved the expenditure request in the amount of \$235,00 with the Evergreen District Fire Board providing \$20,000 for the start up of the Evergreen CAD system.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She reported that a total of 246 errors have been corrected and completed since her last report to the Board. (see attached report) Director Lucatuorto thanked Jaci Marie Louise for the great job she does.

REQUEST FOR EXPENDITURES

Jeff Irvin, Jeffco Sheriff presented an expenditure request in the amount of \$210,000 for an upgrade to Positron 911 phone equipment. The money would come out of special projects since it was not budgeted in the 2005 requests and would leave \$465,000 in special projects for this year. Director Angell made a motion, duly seconded by Director Lucatuorto, and by majority vote with Director Kilpatrick absent, the Board approved the expenditure request for \$210,000 for an upgrade to the PSAP equipment for Jefferson County. Jeff also had a procedural question for the Board in handling EPN billing. He asked if the checks could be written to the Board but sent in care of the Sheriff's Department so he can check off who has paid and then forward the checks along to West Metro for accounting purposes. The Board agreed to his request.

Director Lucatuorto thanked all the visitors for coming to the meeting.

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 Director Kilpatrick absent, the meeting was adjourned.

**Next Regular Meeting will be held on
June 16, 2005 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JUNE 16, 2005 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

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD
Special Session
May 19, 2005

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 Judy Peratt
 Director Joe Cassa
 Dennis Tharp, Attorney
 Debbie Quinn, Secretary

Absent: Director Bill Lucatuorto

Also Present: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Diana Dolan, West Metro Fire
 Rich Snelling, Lakewood IT
 Shaina Lee, Evergreen Fire
 Kimberly Culp, Golden PD
 Tony Coraggio, Broomfield PD
 Barb Gnebel, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Mark Krapf, West Metro Fire
 Brian Kelley, Qwest 911
 Tiffany Howard, Plant Equipment
 Shannon Morris, Postitron
 Scott Mallory, Ebbyfish Multimedia
 Sharon Black, The Consultant Registry
 James P. Cavanagh, The Consultant Registry

Director Kilpatrick called the meeting to order.

Kimberly Culp, Golden PD, thanked everyone for coming to the special session. Sharon Black and James Cavanagh of The Consultant Registry presented a half hour presentation on the site surveys. They took a ten minute break and then answered questions from the Board members. They explained that a written report would be sent out in the next 2 weeks and suggested the Board members study the report and bring any questions to the next meeting.

Director Peratt left early.

Director Kilpatrick thanked all the visitors for coming to the meeting and said he looked forward to reading the reports.

ADJOURNMENT

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

**Next Regular Meeting will be held on
June 16, 2005 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JUNE 16, 2005 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

CONSULTANT REGISTRY FOLLOW- UP

NEW BUSINESS

REQUEST FOR EXPENDITURES

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

June 16, 2005

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

Also Present: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Diana Dolan, West Metro Fire
 Shaina Lee, Evergreen Fire
 Kimberly Culp, Golden PD
 Jeff Irvin, Jeffco Sheriff
 Vicki Pickett, Westminster PD
 Jim Bradley, Lakewood PD
 Kristine Yost, Arvada PD

Director Kilpatrick called the meeting to order.

MINUTES

Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Minutes of April 21, 2005 and May 19, 2005.

TREASURER'S REPORT

Director Angell presented the Treasurer's Report which included the \$66,000.00 check that was returned by the Consultant Registry. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the Treasurer's Report for April 2005 and May 2005. (see attached) Director Angell also presented the Board and the Technical Committee with copies of the auditor's report. He said that the auditors did address the GASB 34 issues and the Board elected not to have the management discussion letter included in the audit.

AUDITORS REPORT

Director Angell introduced the Boards' auditor, Wendy Swanhorst from the accounting firm of Swanhorst and Cutler LLC. She stated that they did adopt the GASB 34 standards, but because of the way that the Board does their accounting, it did not significantly change the way that their audit report looks. She stated that one of the requirements of GASB 34 is management's right of discussion that goes with this report and the Board has elected not to do that. She said that because of the size of the county government and that what the Board does is limited to one thing, she is not sure that management discussion would add very much to the financial statements. (see attached)

TECHNICAL COMMITTEE REPORT

Kimberly Culp discussed the Technical Committee meeting. One of their topics of discussion was possibly moving the date of their meetings for the purpose of being better prepared for meetings before the Board. She told the Board that after listening to some of the feedback from the last Board meeting, the Tech Committee feels that some of the Boards' questions were not answered. As a result, they worked together in providing some of that information to them in the form of a summary report which she handed out to the Board. She said that this is just a draft and that some of the information in it needs to be corrected. She asked the Board to review the report and to let them know if they are on the right track and if there is anything else that they would like to see or if they need clarification on anything. The Tech Committee can then work together to finalize the report.

Kimberly also informed the Board that Jefferson County is working to get everything up to PS Ali in all of their offices. She said that Golden and some of the other agencies have that right now and explained that PS Ali will give the exact location when someone is calling from a PBX System. For example, if someone is calling 911 from their desk, it will provide a specific suite number to the dispatcher.

She also told the Board that the Tech Committee had discussed the MSAG Coordinator Report of June 16, 2005, specifically renewing Jaci's contract and her request for an increase in wages. She told the Board that Jaci has done an incredible job for them for the last few years and feels that her scope of work has changed. When Jaci was brought on, the Tech Committee was in kind of a chaos state and she helped them get caught up and now they are in a state of maintenance and not so much on catching up. They are also directing other things to Jaci in regards to Wireless Phase II implementation and hopefully now she will be able to help with the mapping product. What the Technical Committee would like is the possibility of getting a county-wide RFP and feel that they definitely need a centralized MSAG Coordinator and feel that after three years, it is time to consider that.

She also asked the Board how they would like the Technical Committee to handle budget requests for this year, specifically if the Board wants them submitted in August or at a later date. She also asked if they want them submitted by email or paper format and what they would like them to consist of.

Director Angell would like them to follow the same format as before and asked the Tech Committee if they would look ahead at least three years and try to estimate when they expect to have some major increases or significant upgrades. This would give the Board a rough idea of future expenses. Kimberly also asked if the Board would like the budget requests submitted to the treasurer only or to the entire Board. Director Kilpatrick said that he feels that the Board should know what is being requested and it should be their responsibility to make the decision of what to fund. Kimberly informed the Board that in the past, when requests were given to the treasurer, he would go through them and make a decision of what to pay. Director Angell suggested that they be turned in to him as treasurer and he will give the Board an entire summary of what was requested. Following a general discussion, it was agreed that August 1, 2005 would be the deadline for turning in budget requests followed by a discussion of what to fund at the August 18th Board meeting.

Diana Dolan, West Metro Fire presented the training expenditure requests. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the training expenditure requests in the amount of \$4,891.23

Kimberly Culp presented the small equipment expenditure requests. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the small equipment expenditure requests in the amount of \$440.62.

Colleen Eyman, Lakewood PD presented a PSAP expenditure request for Evergreen Fire for educational materials and postage. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request in the amount of \$5,300.00.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board (see attached). She said that she is pleased to work for this Board and would like to continue to do so. Her contract expires December 15, 2005 and is asking for a 5% increase in wages. She stated that she has corrected nearly 5,000 errors since she began. At that time there were errors that were over two years old and currently there are none that are over 30 days old and if there are, usually gets them corrected within 60 days. She corrects up to 146 errors per month which can take quite a bit of time and research. Director Angell asked if the Technical Committee would be putting together an RFP. Kimberly said that she does not have the time right now because she will be working on the GIS Project. Attorney Tharp asked Kimberly what other areas they would like this person work on since most of the errors from three years ago have been resolved. Kimberly said that they did not have anything specific in mind and would like to review it to make sure it encompasses all that they want. She said one area that it could affect would be GIS related because if they do some kind of central mapping system and the GIS database definitely corresponds with MSAG and Ani/AlI.

There was some discussion about the legality of hiring an RFP. Attorney Tharp told the Board that legally they do not have to go out for an RFP and it is within their discretion to choose how they want to follow through with this. However, he feels that the Technical Committee needs to further identify the scope of work that they are talking about and articulate those thoughts to the Board.

Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, approved a request for the Technical Committee Chairman to solicit someone to do this, review the current contract and revise it with proposed duties and an RFP and present it to the Board at the August 18, 2005 meeting.

Kimberly presented the Board with copies of the GIS Presentation. (see attached) The Technical Committee contacted GEO-COMM to do a GIS needs assessment. They are quoting \$31,854.00 to complete that assessment for all of Broomfield and Jefferson counties. Attorney Tharp asked if GEO-COMM would come up with specifics as to how to accomplish the goal of having the data, maps, etc in one location so that everyone can make the CADS read the information the same. Kimberly said that GEO-COMM would give them their recommendations and tell them how to accomplish this. Attorney Tharp asked how the Technical Committee would accomplish this after GEO-COMM completes their assessment. Kimberly said that they would give a presentation to the Technical Committee about where they presently are and what is available to them. Jeff Irvin, Jeffco Sheriff's Office referred to page 10 of the contract to answer the question about what the final documentation will consist of and said that item number four talks about options and recommendations.

Director Kilpatrick left early.

Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick absent, the Board approved a request for a GIS Needs Assessment in the amount of \$31,854.00. Following a general discussion, Director Lucatuorto made a motion to amend the motion to approve this dollar amount contingent upon Attorney Tharp's opinion and approval of the GIS Needs Assessment Report.

Kimberly also told the Board that the Tech Committee is working on the County operations manual and Sue Steward is making an electronic copy which they will be amending and updating. Attorney Tharp explained to the Board that there was an operations manual that was adopted in 1985 by the Authority Board. However, he does not feel that it is an appropriate area for the Board to be involved in. He feels that while it is good for the Technical Committee and the PSAP's to have uniform operating procedures and supports that concept, feels that the Board has no control over the operations of the individual PSAP's. He said the Board tries to give them the equipment and tries to put them in a position to operate to the highest level of efficiency, however, it is not their realm of responsibility to dictate procedures.

CONSULTANT REGISTRY FOLLOW-UP

Kimberly informed the Board that they were able to get a full refund of \$66,000.00 from the Consultant Registry thanks to the due diligence of the Technical Committee. She thanked Attorney Tharp for his help in accomplishing this.

REQUEST FOR EXPENDITURES

Vicki Pickett, Westminster PD presented an expenditure request for a set-up phone position that was budgeted for last year. Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Kilpatrick absent, the Board approved the request in the amount of \$19,500.00.

Director Angell presented an expenditure request for the Insurance and Bond Liability Policy and Bonding for the Board of Directors and Treasurer. Director Peratt made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Kilpatrick absent, the Board approved the expenditure request in the amount of \$6,500.00.

ADJOURNMENT

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

**Next Regular Meeting will be held on
August 18, 2005 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 18, 2005 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

SURCHARGE

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD
August 18, 2005

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

Director Lucatuorto was absent:

Also Present: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Shaina Lee, Evergreen Fire
 Kimberly Culp, Golden PD
 Jeff Irvin, Jeffco Sheriff
 Tony Coraggio, Broomfield PD
 Larry Stodden, Wheatridge
 Mark Krapf, West Metro Fire
 Brian Kelly, Qwest

Director Kilpatrick called the meeting to order.

MINUTES

Director Cassa made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the Minutes of June 16, 2005.

TREASURER'S REPORT

Director Angell presented the Treasurer's Report.

Director Lucatuorto present.

Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the Treasurer's Report for June and July 2005. (See attached) Director Angell informed the Board that he is having problems with the transfer of funds with Chase Bank, formerly U.S. Bank. He has contacted Colorado Business Bank regarding their processing policies and feels that they can better meet their needs. He also checked with Erica from West Metro Fire to make sure that they do not have any issues or concerns in dealing with Colorado Business Bank. He said that they will do transfers at no cost as well as provide a courier service and asked the Board if they would be willing to change banks. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the request to transfer the checking account from Chase Bank to Colorado Business Bank.

TECHNICAL COMMITTEE REPORT

Kimberly Culp, Golden PD said that all agencies were represented at their Technical Committee meeting except for Westminster which was excused. Colleen Eyman presented the training budget report for Diana Dolan. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the training budget in the amount of \$5,519.25.

Colleen told the Board that they are still moving forward with their campaign of "If we can't find you, we can't help you." She said that at their meeting in June, they had approved \$12,000 for a PSA and funding was supposed to come out of their educational budget. Since that time they have found a professional production company called CPG to write the script and do the editing for \$50,000.00. Comcast has agreed to give them 200 spots per month for the next three months. Channel 20 has also agreed to air it. She asked that the cost come out of Special Projects and that they re-appropriate the \$12,000 back into the education budget.

Kimberly added that she felt Comcast would not have given them a free spot if they didn't feel that they have a high quality product. Colleen said the video should be ready by the Sept. 15th meeting if they get approval by the Board. Director Angell stated that they had made a commitment to have it ready by that date so that they can meet the Comcast needs to get it on the air. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the expenditure request of \$50,000.00 for the CPG PSA.

Colleen also asked for additional educational materials in an amount not to exceed \$12,000.00. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the request for \$12,000.00 for promotional public education items.

Director Kilpatrick suggested having some discussion about whether the Board would like to have a bidding process for selecting companies, suppliers and distributors and asked that it be on the October agenda. Attorney Tharp asked Director Peratt to find out if Jefferson County's Purchasing Department would assist in this process. Kimberly told the Board that it would help the Tech Committee if the purchasing department can help write RFP's. Director Kilpatrick asked that this topic be part of the October meeting.

Tony Coraggio, Broomfield PD presented the small equipment expenditure requests. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the small equipment expenditure requests in the amount of \$8,149.58.

Kimberly Culp presented an expenditure request on behalf of Vicki Pickett, Westminster PD for bulk ordering of headsets for Golden, Lakewood, West Metro Fire, Westminster and Wheatridge in an amount not to exceed \$4,400.00. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request in the amount of \$4,400.00.

Kimberly briefly discussed the GIS update. She said that Kathy with GEO Comm has met with all agencies and needs to do a follow-up meeting with Jefferson County. She is preparing the report analyzing all the data that the Tech Committee submitted to her and the report should be sent out to everyone by September 9th. The Board will also have a final report sent to them for review. There is a meeting scheduled for September 15, 2005 at 2:00 P.M. in the small hearing room of the Courts and Administration Building. Kathy will present highlights of the report and then open it up for discussion. Attorney Tharp asked if she would make more recommendations at that time as to how the Board should proceed with county-wide mapping. Kimberly said the report will have recommendations that the Tech Committee can use and based on her discussions with Kathy, they have a couple of different options from which they will develop an RFP.

Kimberly also mentioned that the Tech Committee had briefly discussed Jaci Marie's contract and at the last meeting had made a recommendation to review her work to determine if anything needs to be revised. They feel that the MSAG could be affected by the direction that is taken with the GIS Project and Jaci's scope of work could change. The Tech Committee recommends that her contract be renewed for one year at a 5% increase since they need the MSAG maintenance to be ongoing. Attorney Tharp asked if it made sense to wait until after the September meeting to make a decision. Jaci told the Board that it would take a mapping company at least a year to get everything in place and they will need someone to keep updating the MSAG so that it will not become backlogged.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. (see attached). She included a summary of everything that she does. The reason she asked for a 5% wage increase is due to business cost increases. Director Angell made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the MSAG Coordinator contract with a 5% increase in wages

Kimberly asked Attorney Tharp about the County OPS Manual that had been discussed at the previous meeting. It was decided that they really don't need an OPS manual, but since it was adopted by the Board in 1986, she asked if it legally requires updating. Attorney Tharp advised the Board to make a motion acknowledging that they do not control the PSAP's so they have no authority to be involved in the operations of individual PSAP's. Kimberly will send copies of the manual to all the Board members.

REQUEST FOR EXPENDITURES

Jeff Irvin, Jeffco Sheriff presented an expenditure request in the amount of \$400.00 for an RFM 24/7 series ergonomic chair. Following a general discussion, it was agreed that there should be further discussion about whether or not to fund this expenditure at the budget meeting.

Colleen Eyman, Lakewood PD presented an expenditure request for phone supports for a one year software upgrade for Ani/AlI Hotfixes. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request in the amount of \$24,291.45.

Director Angell had two requests for expenditures. One was for a modification of a motion approved by the Board at the April meeting for reimbursement for the cost of lunch for a day long meeting of the Tech Committee with the Consultant Registry. The approval was for an amount not to exceed \$300.00 and the bill is actually for \$320.00. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the modification of the previous motion in the amount of \$320.00.

The other expenditure request was payment for the audit to Swanhorst and Associates for \$3,500.00. Director Peratt made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the expenditure request.

Director Angell distributed a copy of a letter addressed to Brad Ruder, former Secretary of the Jefferson County Authority Board which he received from Joe Benkert. He said that no action is required and just wanted to make sure that each Board member received a copy.

Attorney Tharp stated that the Board should adopt a budget by the end of the year. He suggested that the Tech Committee have an explanation of such items as the GIS/Mapping project on the effect of the continuing operation of 911 so there is evidence on the record for why the Board should support this. Director Angell asked the Tech Committee to submit in writing why the Board should fund new requests or never before funded items. Following a general discussion, it was decided to discuss the budget after the Tech Committee's meeting of September 15, 2005.

Director Angell made a proposal to leave the existing surcharge at \$0.52. Director Lucatuorto made a motion, duly seconded by Director Peratt and by unanimous vote, the Board approved the surcharge at \$0.52.

Director Kilpatrick asked Attorney Tharp about legislation regarding the 911 Task Force. Dennis said that the 911 Task Force was organized by the PUC to provide them some assistance and guidance. Jaci Marie stated that the Task Force is trying to put forth legislation that says any device that has to connect through the 911 system has to provide Ani/AlI and must collect and remit a surcharge and needs the support of the Authority Boards.

ADJOURNMENT

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

**Next Regular Meeting will be held on
October 20, 2005 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

October 20, 2005 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

GEO COMM FOLLOW-UP

NEW BUSINESS

REQUEST FOR EXPENDITURES

BIDDING PROCESS

OPS MANUAL

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD
Special Session
September 15, 2005

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

Absent: Director Don Angell
 Director Joe Cassa

Also Present: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Dave Murray, Westminster GIS
 Jim Maydew, Westminster IT
 Karyn Kretzel, West Metro Fire
 Shaina Lee, Evergreen Fire
 Jay Griggs, Evergreen Fire
 Kimberly Culp, Golden PD
 Greg Mortimer, Golden IT
 Kim Coleman, Broomfield PD
 Larry Stodden, Wheat Ridge PD
 Mark Krapf, West Metro Fire
 Eric Henion, West Metro Fire
 Patrick Purdy, West Metro Fire
 Jeff Irvin, Jeffco Sheriff's Office

Director Kilpatrick called the meeting to order.

Kimberly Culp, Golden PD, presented the Budget justifications to the Board for Chief Angell. The Board viewed the public service commercial. Colleen Eyman asked the Board if Jeffco should be on the bottom of the commercial and they said yes it was fine.

Director Joe Cassa arrived.

Stacen Gross, Kathy Liljequist and Dan Rudninen gave the Geocomm presentation. Kathy then explained the process and answered questions for the Technical Committee and the Board.

The Board decided to discuss the Budget at the next meeting.

Minutes of September 15, 2005

ADJOURNMENT

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

**Next Regular Meeting will be held on
October 20, 2005 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

MINUTES OF THE
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

October 20, 2005

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: Jaci Marie Louise, 911 Solutions
 Sue Steward, Arvada Fire
 Kristine Yost, Arvada Police
 Colleen Eyman, Lakewood PD
 Vicki Pickett, Westminster PD
 Diana Dolan, West Metro Fire
 Mark Krapf, West Metro Fire
 Kevin Schmidt, West Metro Fire
 Rich Snelling, Lakewood PD
 Shaina Lee, Evergreen Fire
 Kimberly Culp, Golden PD
 Jeff Irvin, Jeffco Sheriff
 Tony Coraggio, Broomfield PD
 Brian Kelley, Qwest 911
 Jennifer Stewart, Stevens, Littman, Biddison

Director Kilpatrick called the meeting to order.

MINUTES

Director Angell made a motion, duly seconded by Director Cassa and by majority vote with Director Lucatuorto absent, the Board approved the Minutes of September 15, 2005. Director Cassa made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved the Minutes of August 18, 2005.

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 August 2005 and September. (see attached)

TECHNICAL COMMITTEE REPORT

Kimberly Culp, Golden PD, discussed the Technical Committee's meeting. They reviewed the GIS reports to come to some direction of what each agency wanted to do with the GIS. They checked to see that all CEO's were advised of and in support of the regional data set and the mission of data sharing as it relates to GIS information. We have different visions of how to utilize the information but all agencies agree that they need to move forward with the project. They thought the needs analysis was very well done with no departmental opposition to the report. What they came up with was: 1) They need to formulate some sort of IGA or MOU to share the GIS information and have it approved by all agencies. 2) Develop and write a very detailed RFP with the steps associated to draft what is needed. Director Kilpatrick wanted to hear input from the CEO's, IT and GIS departments. He also wanted to know who would be doing the RFP. Kim suggested that perhaps an independent consultant could do the RFP and that they could possibly go with whoever did the RFP for Kansas City's. Attorney Tharp had asked Director Peratt to ask Jeffco Purchasing for help with formulating the RFP. They could help but could not do the technical aspect of the RFP and also would not be available until the first of the year. Director Kilpatrick suggested that the agencies check with their bosses and have a clear idea of what they want in the RFP. Mark Krapf asked if a letter of support was sufficient and Director Kilpatrick suggested that the letter be drafted under his signature. Director Angell made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board agreed that Attorney Tharp would draft a letter with responses back from the PSAP's by the December meeting.

Diana Dolan, West Metro Fire presented the training expenditure requests as approved by the Technical Committee. 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 in the amount of \$15,297.60.

Tony Coraggio presented the small equipment expenditure requests. Director Cassa made a motion, duly seconded by Director Peratt and by majority vote with Director Lucatuorto absent, the Board approved all the small equipment expenditure requests in the amount of \$17,768.51.

Colleen Eyman reported that posters are going out for use in open houses, schools, boy scouts and other groups. The public service announcement is completed and approved. Twelve copies have been sent out and it has aired on Fox News, Channel 9 and ESPN. They have contacted the Governor's Office for support from a suggestion that a central website be created for people to go to get more information. Marilyn Robinson, Denver Post has offered to write an article about Voiceover IP.

MSAG COORDINATOR REPORT

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. (See attached)

Brian Kelly, Qwest representative submitted a spread sheet showing where the PSAP's are in their software maintenance. He said reinstatement fees could be waived if the Board would decide to enter into the annual maintenance agreements. The Tech Committee asked Brian to check with Plant and Positron on how many upgrades and fixes on operating systems have been issued and about Qwest maintenance. Brian said that they were training some new techs to help with maintenance and said Voiceover IP was coming sooner than they were expecting and they were preparing for it. Director Cassa asked if they had a strategy in place to take care of the maintenance agreements and Brian said no but they were working towards that coverage and keeping it updated if the Board would choose to go in that direction.

Kim asked if the Ops Manual was e-mailed to all members? Director Kilpatrick suggested that they talk about the manual at the December meeting.

BUDGET

Director Kilpatrick said that everyone should have a sense of what budget requests they wanted with the justification attached. The Budget will be published by the clerk for review and the final adoption will be done at the December meeting.

Director Cassa asked about a line item for \$100,000 for technology enhancements for each agency. Kim explained that it was a separate line item to allow each agency to put money aside to fund technology enhancements that they could not fund on their own. Attorney Tharp stated that the Board is not bound by budget expenditures that are not spent in the appropriated year. Director Peratt said that she had a problem paying \$1,000 for chairs for each agency. She felt that each individual agency should be responsible for those types of expenditures.

ADJOURNMENT

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

**Next Regular Meeting will be held on
December 15, 2005 at 1:00 P.M.
In Hearing Room #2 on the 1st floor**

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

DECEMBER 15, 2005 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

PUBLIC

MSAG COORDINATOR REPORT

NEW BUSINESS

BUDGET ADOPTION

REQUEST FOR EXPENDITURES

RFP PROPOSAL AND AGENCY RESPONSES

OPERATIONS MANUAL