

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

**January 18, 2007**

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 Bill Lucatuorto  
                             Director Joe Cassa  
                             Director Tim McSherry  
                             Dennis Tharp, Attorney  
                             Debbie Quinn, Secretary

Absent:                 Director Don Angell

Also Present:         Jaci Marie Louise, 911 Solutions  
                             Tony Coraggio, Broomfield PD  
                             Kim Coleman, Broomfield PD  
                             Sue Steward, Arvada Fire  
                             Colleen Eyman, Lakewood PD  
                             Andrea Joo, Lakewood PD  
                             Vicki Pickett, Arvada PD  
                             Shaina Lee, Evergreen Fire  
                             Larry Stodden, Wheatridge PD  
                             Kristine Yost, Arvada PD  
                             Missy Saggau, Westminster PD  
                             Jeff Irvin, Jeffco Sheriff's Office  
                             Karin Hermosillo, Westminster PD  
                             Diana Dolan, West Metro Fire  
                             Greg Murdock, GeoComm  
                             Glen Stevens, Stevens, Littman, Biddison, Tharp & Weinberg

Director Kilpatrick called the meeting to order. He welcomed Tim McSherry, Commissioner Congrove's replacement to the Board.

**MINUTES & TREASURER'S REPORT**

Director Kilpatrick deferred action on these items until the regular February meeting.

**BUDGET ADOPTION**

Director Kilpatrick read a letter from Director Angell. The Budget will be adopted at the February meeting. This meeting did not meet the 10 day posting requirement.

In his letter, Director Angell stated that he reviewed the invoices for GeoComm and recommended approval of the entire amount for \$789,413,50. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the Board approved the expenditure request in the amount of

\$789,413.50 for the GeoComm invoices.

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Director Angell stated that Adams/Jeffco Hazmat Authority agreed to perform the bookkeeping services for \$12,000 a year. They would cut checks every 30 days based upon signed and approved expense requests. Director Lucatuorto stated that this was a small bit more than West Metro Fire charges but the monthly services would help the PSAP's get their bills paid in a more timely manner. Attorney Tharp suggested that the Board also get the insurance coverage for bonding the bookkeeping services for \$250.00 a year. Director Lucatuorto asked if our treasurer was bonded and Attorney Tharp stated he would check into that question. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the Board approved the expenditure request for bookkeeping services for the Board.

Director Angell presented a request for funding for a GeoComm laptop plan for Adams/Jeffco Hazardous Materials Response Authority and Highland Rescue Special District. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the Board approved the laptop funding request for the two agencies.

Director Angell presented a request for payment for Ranguet & Associates in the amount of \$9,800.00 for interviewing services. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the Board approved the expenditure request.

The last item Director Angell presented by letter was the travel expenses for Mr. Vardeman in an amount not to exceed \$1,000.00. Director Cassa made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Angell absent, the Board approved the request for travel expenses.

### **EXECUTIVE SESSION**

Director Cassa made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Angell absent, the Board approved a resolution to go into **executive session for Attorney-Client Communication Only for personnel matters.**

Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the Board approved a resolution to come out of executive session and reconvene the meeting.

Attorney Glen Stevens and Colleen Eyeman, Lakewood PD went over the Qwest Master Agreement. Mr. Stevens stated that after a lot of hard negotiation and meeting with some of the Qwest executives in person they finally have a document that meets the needs of the E911 Board. Director Lucatuorto thanked Mr. Stevens for his hard work. Director Lucatuorto made a motion, duly seconded by Director Cassa and by majority vote with Director Angell absent, the Board approved the Qwest Master Agreement.

Glen Stevens brought up the data sharing agreement needed for GeoComm. The maps will be widely used by many different people and agencies but there is a lot of confidential material on the map that the public should not have access to. The Advisory Committee has struggled with who has the right to make the decision as to who should have the maps. Director Lucatuorto suggested that the maps be layered so that the public could request a copy of the map but would get a sanitized version so confidentiality is not breached. The Board stated their support for the mapping issues.

Director Cassa left.

Colleen reported on the Qwest maintenance agreement. The PSAP's are trying to work with Qwest to improve service levels. They will now have logbooks at all sites as a tracking mechanism. In conjunction with this the Advisory Committee is asking to continue the 1 year maintenance agreement with Qwest. The cost for the agreement is \$86,915.00 for the four sites that have Plant equipment, Lakewood, Arvada PD, Westminster and West Metro Fire. Director McSherry wanted to know if the other PSAP's were interested in this agreement. Director Kilpatrick asked how they can log whether or not the maintenance agreement is worthwhile. Attorney Stevens said that Qwest should be able to provide the information with their trouble report log. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Directors' Angell and Cassa absent, the Board approved the expenditure request for \$86,915.00 for the Qwest maintenance agreement.

GeoComm's representative Greg Murdock said that they will continue to work with the County for no charge. Their contract is now up but they have invested so much time and would like to see this project through. The blizzard and subsequent bad weather has set the project back a few months. The MobiLynx dates have been pushed back to March to ensure that the PSAP's are ready for that step. Kim Coleman, Broomfield PD again offered to coordinate the laptops for all of the groups.

Tony Corraggio, again asked for Monthly meetings for the Board. He suggested that with the meetings running so long and so much more for the Board to discuss it would just work out better for everyone. Director Kilpatrick mentioned that he would like to change the time of the meetings so he can attend another meeting that he has to leave to get to the E911 meeting. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Directors' Angell and Cassa absent, the Board approved meeting the third Thursday of every month at 2:00 p.m.

Tony Corraggio announced that Vicki Pickett, Arvada PD would be the new advisory committee Chairperson.

### **REQUEST FOR EXPENDITURES**

Diana Dolan, West Metro Fire presented the training requests in the amount of \$6,675.40. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors' Angell and Cassa absent, the Board approved the

training requests in the amount of \$6,675.40.  
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Larry Stodden, Wheat Ridge PD presented the minor equipment requests in the amount of \$24,649.03. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Directors' Angell and Cassa absent, the Board approved the minor equipment requests in the amount of \$24,649.03.

Diana Dolan, West Metro Fire asked for an expenditure request for the purchase of Ebbfish Multimedia for use by the Advisory committee for the training and minor equipment requests in the amount of \$26,100.00 for a 4 year contract. The Advisory Committee has been using this software free of charge and would like to continue using it. Director Lucatuorto made a motion, duly seconded by Director McSherry. After some discussion Director Lucatuorto made a motion to withdraw his first motion and table approval until a demonstration of the Ebbfish software at the February meeting. Director McSherry seconded the second motion and by majority vote with Directors' Angell and Cassa absent, the Board approved tabling the item until the February demonstration.

Shaina Lee, Evergreen Fire presented a request for \$25,000 for a logging Recorder. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Directors' Angell and Cassa absent, the Board approved the expenditure request for Evergreen Fire.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise of 911 Solutions, Inc. submitted her report to the Board. She stated that Team Mobile has new technology that is not Phase II compliant. She recommended that the Board not sign a waiver to allow them to use this technology. She also reported on the meetings about the Qwest tariff and stated that the billing price should go down. Attorney Tharp asked permission of the Board to file a protest if need be for the January 31st meeting. The Board agreed to support his actions.

Director Lucatuorto suggested name plates for the Board Members and the clerk stated that she would order those for the Board.

Vicki Pickett presented a reappropriation request for 2007 for her call taker position expansion in an amount not to exceed \$35,000.00. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Directors' Angell and Cassa absent, the Board approved the reappropriation request for Arvada PD.

### **ADJOURNMENT**

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

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

February 15, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

BUDGET APPROVAL

ADVISORY COMMITTEE REPORTS

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

PUBLIC ED SUBCOMMITTEE

EBBYFISH DEMONSTRATION

GEOCOMM STATUS/DATA SHARING AGREEMENT

QWEST MAINTENANCE ISSUES

MAJOR EQUIPMENT REQUESTS

EXECUTIVE DIRECTOR POSITION

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

**February 15, 2007**

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 Tim McSherry  
                      Dennis Tharp, Attorney  
                      Joyce Woodley, Secretary

Absent:             Director Bill Kilpatrick  
                      Director Joe Cassa

Also Present:      Jeff Irvin, Jeffco Sheriff  
                      Larry Stodden, Wheat Ridge PD  
                      Kim Coleman, Broomfield PD  
                      Sue Steward, Arvada Fire  
                      Colleen Eyman, Lakewood PD  
                      Vicki Pickett, Arvada PD  
                      Shaina Lee, Evergreen Fire  
                      Diana Dolan, West Metro Fire  
                      Missy Saggau, Westminster PD  
                      Karin Hermosillo, Westminster PD  
                      Jennifer Lepro, Golden PD  
                      Staci Sena, Westminster PD  
                      Jaci Marie Louise, 911 Solutions, Inc.  
                      Greg Murdock, GeoComm  
                      Debi Luft, AJCHRA  
                      Sharon Black

Director Kilpatrick called the meeting to order.

**MINUTES**

Director McSherry made a motion, duly seconded by Director Angell and by majority vote, with Directors Cassa and Kilpatrick absent, the Board approved the Minutes of January 18, 2007.

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. Wes Horn with Intrado was at their meeting and talked about First Responder and the EPN System and some of the improvements they are going to be making, plus answered some of the questions the Committee had about billing. Vicki asked Director Angell if he had been receiving bills on any of the EPN launches.

Director Angell said he had not received any invoices or bills and cannot request a check without dual signatures for an EPN launch. Vicki said that in the past the bills have gone to Jefferson County and they would send them to the PSAP rep and the PSAP would pay them, but they have not seen a bill in a least six months. Attorney Tharp said that was when they switched from Qwest to Intrado as the EPN provider. Qwest was also at the meeting and was represented by several service and sales representatives. They discussed the master agreement, the maintenance contract and the PO's that the Advisory Committee is trying to get through.

### **TRAINING SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented the training requests in the amount of \$19,645.95. There was an adjustment for Golden PD for a request for per diem which historically has not been paid by the Board. Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Directors Cassa and Kilpatrick absent, the Board approved the training request in the amount of \$19,645.95.

### **MINOR EQUIPMENT SUBCOMMITTEE**

Larry Stodden, Wheat Ridge PD presented the minor equipment requests in the amount of \$40,134.26. He explained to the Board that at the January meeting that was supposed for be for December, there were a couple of laptops approved for funding for the GeoComm mobile application and as agencies are purchasing them and getting an invoice, they are putting them on the minor equipment list. Director Angell clarified for everyone that the invoices for laptops are not to come through the Minor Equipment Subcommittee, but should be turned in to the Board. He will set up a spread sheet and proposed that the Board approve \$2,000.00 for each laptop and installations not to exceed \$1,000.00 per laptop. By using a spreadsheet he would only have to do one expense report and would provide a monthly update as to which agency has received their laptop reimbursements. The invoices must be on agency letterhead for audit purposes. This will enable him to keep track that the IGA is signed and that he has the original letterhead that says it is for them and has been accepted along with the invoice and then the check will be issued. After deducting the laptop charges listed on the minor equipment expense sheet, the amount requested is \$12,140.70. Director Angell made a motion, duly seconded by Director McSherry and with Directors Cassa and Kilpatrick absent, the Board approved the minor equipment request in the amount of \$12,140.70.

Diana Dolan, West Metro Fire presented an emergency fund request for training in the amount of \$3,400.00 for Lakewood PD for a IWCE wireless communication expo class. Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Directors Cassa and Kilpatrick absent, the Board approved the request in the amount of \$3,400.00.

### **EBBYFISH DEMONSTRATION**

Diana Dolan, West Metro Fire presented a demonstration of the custom software that they are currently using which was developed by Ebbyfish Multimedia. She told the Board that they had been using a very cumbersome system consisting of email communication for their requests. Because they are dealing with personnel and staffing as well as other factors, oftentimes there is a need to change the request creating a duplicating effort which is not efficient and therefore the need for an improved system is evident. Other options were discussed among members of the Advisory Committee and it was agreed that a web based system would be the most effective method due to the accessibility for all agencies 24/7 and also a much better use of taxpayers money to have one local system that everyone can use. They began using the system in September 2005. Modifications took time to develop and implement and those development costs were provided to them gratis. The service space and hosting that has been provided since that time was also donated gratis. In April 2006 Director Angell discussed concerns that he had regarding whether or not the committee was spending the training funds responsibly and whether they were tracking the funds that they were spending appropriately. Diana has done a demonstration for Director Angell which showed the benefits of the system. It allows for greater efficiency and accountability in requesting funds. It also enables each agency to see a historical record of their request as well as real time updates of balances and each agency has it's own I.D. and password for security. In addition each agency has an ongoing status of all training requested for the year and their available funds. The Board also has a read only login so that they can see what's coming up and should enable them to be better prepared for the upcoming meetings. Each agency enters their own requests reducing duplication and funding of web service will include daily backups and annual archiving which will be in digital format. This can also be expanded to include any items that need to be tracked.

Director McSherry made a motion, duly seconded by Director Angell and by majority vote, with Director's Cassa and Kilpatrick absent, the Board approved the Ebbyfish Software in the amount of \$26, 400.00 for a four year contract.

### **PUBLIC ED SUBCOMMITTEE**

Colleen Eyman, Lakewood PD had no updates on public education. They are being kept updated on the website including some job postings and classes.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. presented the MSAG Coordinator report. (See attached report)



### **GEOCOMM STATUS/DATA SHARING AGREEMENT**

Greg Murdock gave an update on GeoComm. Mobile Link installation has not changed and will occur the week of March 12, 2007. Each entity will have a separate analysis of their data that occurs over a period of a week. Upon completion of that, a hard copy will be mailed and emailed to all the participants and GeoComm, the MSAG Coordinator and the GIS personnel from the entity. All of these meetings will be recorded. They will be running web based meetings so that they will be both audio and video recorded and provided for later review. (See attached Schedule)

Vicki Pickett, Arvada PD extended an invitation to the Board to the Jefferson County Awards Banquet for the dispatchers on April 15, 2007.

Attorney Tharp brought up the GIS Data Sharing Agreement. He has gotten one back from Arvada Fire and asked everyone to sign theirs and get them back to him.

### **MAJOR EQUIPMENT REQUESTS**

There were no major equipment requests at this time.

### **TREASURER'S REPORT**

Director Angell presented the Treasurer's report (See attached) He also introduced Debi Luft with Adams/Jeffco Hazmat Authority who will be the new bookkeeper for the Authority Board. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote, with Directors Cassa and Kilpatrick absent, the Board approved the Treasurer's Report.

### **BUDGET APPROVAL**

Director Angell stated that since the budget has been presented to everyone three months in a row and he has actually signed the letters and given them to each member, the budget has been approved by acclamation. Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Directors Cassa and Kilpatrick absent, the Board approved the 2007 budget.

Director Angell presented the following bills to be paid, a Qwest tariff bill for QSI Consulting which is a pro-rated share of services in an amount not to exceed \$4,000.00. A bill for Ranguet and Associates was presented for the executive director recruitment position for approximately \$9,800.00 and travel expenses for an interview for Gene Vardeman in the amount of \$707.29. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote with Directors Cassa and Kilpatrick absent, the Board approved the amounts requested.

Director Angell also presented a Special Projects request for each individual agency for reimbursement for their laptops and the appropriate installation, not to exceed \$4,000.00 per laptop and \$1,000.00 for each installation for a total per agency not to exceed \$10,000.00. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote, with Directors Cassa and Kilpatrick absent, the Board approved the requests.

### **EXECUTIVE SESSION**

Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Directors Cassa and Kilpatrick absent, the Board approved a resolution to go into **executive session for conference** with the attorney to determine positions subject to negotiations to develop a strategy and also on personnel matters relating to the Qwest litigation and the Executive Director.

**The portion of the executive session that was not recorded was confined to the topic authorized for discussion in an executive session pursuant to C.R.S. 24-6-402 (4b).**

The Board came out of executive session. **Director Kilpatrick was present** during the executive session and the remainder of the meeting. Director Lucatuorto informed Sharon Black that she was approved as the E911 Executive Director. A meeting will be scheduled with Ms. Black for the first part of March to review and discuss duties and parameters of the position. Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the executive director contract as provided with the amended areas as agreed with regard to equipment and other items.

### **QWEST MAINTENANCE ISSUES**

Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board accepted resolution of the litigation and the proposed tariff based upon discretion exercised in the next couple of weeks so that they can try to get the new tariff started March 1, 2007

### **OTHER BUSINESS**

Director Angell presented a request to pay for bookkeeping services to West Metro Fire to close the books from December 7, 2006 through January 18, 2007 in the amount of \$1,879.13. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Cassa absent, the Board approved the request in the amount of \$1,879.13.

### **ADJOURNMENT**

With no further business to come before the Board, the meeting was adjourned.

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

March 15, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MAJOR EQUIPMENT REQUESTS

AUTHORITY BOARD POSITIONS

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

**March 15, 2007**

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

Absent:                 Director Tim McSherry

Also Present:         Larry Stodden, Wheat Ridge PD  
                             Kimberleigh Coleman, Broomfield PD  
                             Sue Steward, Arvada Fire  
                             Colleen Eyman, Lakewood PD  
                             Shaina Lee, Evergreen Fire  
                             Diana Dolan, West Metro Fire  
                             Karin Hermosillo, Westminster PD  
                             Kristine Yost, Arvada PD  
                             Jaci Marie Louise, 911 Solutions, Inc.  
                             Greg Murdock, GeoComm  
                             Debi Luft, AJCHRA

Director Kilpatrick called the meeting to order.

**MINUTES**

Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote, with Director McSherry absent, the Board approved the Minutes of February 15, 2007.

Director McSherry present.

**ADVISORY COMMITTEE REPORT**

Colleen Eyman presented the Advisory Committee Report. Qwest was at their meeting. They have had a big turnaround in their relationship and talked about a quarterly report card. The committee talked about Inventory Surveys for Positron, having site meetings and coordinating purchases as a joint effort. Each agency is in the process of evaluating all call routing and where the emergency calls will be routed. They met with Deb Luft, AJCHRA and discussed ways to streamline the billing process so bills would be paid in a more timely manner. Director Angell suggested that the Committee work directly with Diana Dolan and Deb Luft to put all the PSAP requests on

one expenditure request form.

Greg Murdock gave the GeoComm report. The committee discussed portal access for additional personnel and he will report on that matter during the weekly conference call. The Mobilynx training and upgrades were completed March 15th. The data assessment is completed for Golden and Broomfield will be next. The other agencies will be scheduled by June and they will reconcile all software accounts in May and have a regional summary report in July. They are waiting on Arvada due to their construction. As they do the assessments they are open to requests for changes to buttons and processes to improve the equipment.

The Advisory Committee had a discussion about the EPN First Responder and the Software Enterprise license. They need to partition off each agency's responders and need a \$24,000 upgrade to protect each PSAP to allow access to only their own information and not the other agencies information. Sue Steward said the groups can put together a call out list of First Responders and then create groups for an incident. West Metro is the only agency to create their list. The PSAP's did not realize there was a security breach with the equipment. Dennis Tharp suggested that Glenn Stevens be called in to work with Intrado first before purchasing the upgrade because they should have disclosed this problem. Director Angell made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved a motion to allow Attorney Tharp and Stevens to pursue Intrado for a solution to the security problem with the software.

The Committee wanted to know if the Board would pay for some of the emergency incidents triggered by a reverse 911 call. Director Angell suggested that the PSAP's give the Board historical data giving some idea of cost as background for a budgeting item. Director Cassa wanted the information to be criteria versus specific calls.

### **TRAINING SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented the training requests in the amount of \$14,566.40. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the training requests in the amount of \$14,566.40.

Kim Coleman presented an handset order not to exceed \$1,000 and headsets not to exceed \$16,000. Director Cassa made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the request for handsets and headset hardware in the amount of \$17,000. There were no minor equipment requests.

### **PUBLIC ED SUBCOMMITTEE**

Diana Dolan announced that she would be handling the public education subcommittee. She said they will put the video on the website. The target audience for the video is the elderly and children. She presented a request for an amount not to

exceed \$24,000 for educational materials. Director McSherry made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the request for \$24,000 for educational materials.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. presented the MSAG Coordinator report. (See attached report) She gave an explanation for the necessity of the MSAG Coordinator in the completion of the GeoComm project. Attorney Tharp asked for an estimate timewise for the MSAG maintenance to see if it is reasonable to have the executive director perform this duty. She stated that 20 to 30 hours a week is possible but will not know for sure until the County analysis is completed. Ongoing maintenance is required to keep the data current. Once they are through the setup process she thinks that 10 hours a week should be enough to maintain the MSAG but also believes that the MSAG coordinator will be needed for a year to ensure the quality of the project. She also stated that Senator Joan Fitz-Gerald is willing to help draft legislation for 911.

The Advisory Committee were complimentary to the Coplink technology and how it has helped the First Responder service. The Board asked for an update on Coplink and suggested that Don Wick do another demonstration at the next meeting.

The Committee also asked if the Board would consider funding consoles. They are wondering about what direction to take with vendors. Plant is the only digital system available right now. Director Kilpatrick asked if the Advisory Committee could present the vendor issues to the Board within the next 90 days.

Director Kilpatrick asked about the Federal guidelines for the dispatcher clearances including maintenance people but so far they don't know much information about it.

Director Kilpatrick asked who pays for the 911 banquet? Colleen said that a lot of the vendors donate. GeoComm has donated some money for it and then FOP and unions donate also. He wanted to know if they are allowed to take that money under Amendment 41. The Advisory Committee asked the Board if they could pay for the plaques and awards for recognition to the dispatchers presented at the 911 Banquet? The Board felt that that they could give a plaque, but not a gift to honor the winning applicants. Attorney Tharp will look over the amendment so he is prepared to advise the Board but asked the question, "Is the award directly related to 911 operations?" and the answer the Board felt was yes.

### **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 February. (See attached) Director Angell stated that paying the bills monthly would double the workload for the bookkeeping and accounting firm and the Board should consider that extra burden at one of the next meetings .

## **ELECTION OF OFFICERS**

Director Kilpatrick stated that Director Angell would continue as the treasurer. When he agreed, Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved Director Angell as the treasurer.

Director Kilpatrick offered to continue as the Chairman if the Board agreed. Director Angell made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved Director Kilpatrick as Chairman of the Board.

Director Angell made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved Director Lucatuorto as the Vice Chairman of the Board.

Director Angell made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the proposal for the Board to supply the Service Award plaques.

## **MAJOR EQUIPMENT REQUESTS**

Colleen Eyman, Lakewood PD presented a non-budgeted request for a generator to cover their new Comm center. Director Lucatuorto felt that it was a facility item. After some discussion the Board agreed that they needed to define the circle of purchasing equipment and funding. Since it is not an emergency the Board asked her to bring the request back with more information at the next meeting.

Kristine Yost, Arvada PD presented a request for a replacement UPS system in the amount not to exceed \$25,000. Director McSherry made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the request in the amount of \$25,000 for the upgrade.

Kimberleigh Coleman, Broomfield PD presented an unbudgeted request for backup logging recorder. She had a budget request for \$70,000 and now needs a total of \$145,000 because of a move to the backup dispatch center. They also requested a quality assessment, quality improvement offered by Voiceprint for \$23,267 which will allow them to determine quality control with the call takers. They are asking for a total of \$145,000 with \$75,000 being budgeted and then approximately \$70,000 not budgeted. Director Kilpatrick was not inclined to purchase the quality control software and other Board members agreed. After a brief discussion, Director Lucatuorto made a motion, duly seconded by Director Angell and by unanimous vote, the Board approved the amended figure of \$83000 which was not for the PSAP dispatch center move, but was for an upgrade to the current software that exists in the dispatch center. The unbudgeted portion which wasn't approved was for a recorder at our Detention Center to be used in the event the PSAP has to evacuate the current Dispatch Center and for the quality assessment software.

## **OTHER BUSINESS**

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Director Kilpatrick said the Board would be having a retreat soon and that they would set up some guidelines and strategic goals with the input of the Executive Director and the Advisory Committee.

Director Kilpatrick stated that the E911 Board had hired Sharon Black as the executive director. They were meeting on March 16th to discuss and establish expectations.

Jaci Marie announced that the next generation NENA class hosted in Parker will be May 11th and would cost \$200.00 per person to attend.

Attorney Tharp stated that Larimer County was investigating and seriously considering consolidating to a regional 911 center for a savings of 4.5 million dollars per year.

Attorney Tharp asked the Board whether the Master Agreement could be shared with other agencies and Counties?

The Board authorized the Master Agreement to be shared with others.

Director Kilpatrick absent.

Attorney Tharp also stated that the Tariff Legislation is moving forward slowly. The Legislative Task Force has been ineffective. He asked the Board if he could move forward with independent legislation to require VOIP and pre-paid wireless phones have every device that calls 911 pay the emergency telephone charge? Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the decision to allow Attorney Tharp to pursue legislation that addresses wireless and Voiceover IP with the ability to charge for the emergency telephone charge.

Director Angell asked the Advisory Committee to turn in written requests to the Clerk for the major equipment requests. (The expenditure request form is not enough. We would like the actual written request and backup documentation.)

Director Angell made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved a decision to adjourn.

### **ADJOURNMENT**

With no further business to come before the Board, the meeting was adjourned.



NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

April 19, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

EXPENDITURE REQUESTS

COPLINK DEMONSTRATION

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

**April 19, 2007**

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 Don Angell  
                             Director Bill Lucatuorto  
                             Dennis Tharp, Attorney  
                             Teri Schmaedecke, Secretary

Absent:                 Director Tim McSherry  
                             Director Joe Cassa

Also Present:         Jeff Irwin, Jefferson County SO  
                             Kimberleigh Coleman, Broomfield PD  
                             Sue Steward, Arvada Fire  
                             Colleen Eyman, Lakewood PD  
                             Shaina Lee, Evergreen Fire  
                             Diana Dolan, West Metro Fire  
                             Karin Hermosillo, Westminster PD  
                             Stacy Cross, GeoComm  
                             Greg Murdock, GeoComm  
                             Debi Luft, AJCHRA  
                             Sharon Black, JCETSA Board  
                             Larry Stodden, Wheat Ridge PD  
                             Mark Krapf West Metro Fire  
                             Jenny Lepro, Golden PD

Director Kilpatrick called the meeting to order.

**MINUTES**

Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director's McSherry and Cassa absent, the Board approved the amended Minutes of March 15, 2007.

**TREASUERS REPORT**

Director Angell presented the Treasurer's Report for January, February, March and April 2007 (See Attached). Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote, with Director's McSherry and Cassa absent, adopted the Treasurers Report for January, February, March and April 2007.

### **ADVISORY COMMITTEE REPORT**

Colleen Eyman presented the Advisory Committee Report. Colleen stated that Gary Crumbacher, Jefferson County Project Life Saver Program is trying to get all the agencies educated on what Project Life Saver does. This program is for Alzheimer patients that can't identify themselves or where they live. Colleen also said that Sharon Black introduced herself to the Advisory Committee and gave the committee an indication of what kind of information she needs and what her expectations are. One of the new projects for the Advisory Committee Sharon would like to include would be the Positron upgrades and the telephone networking.

Glen Stevens gave the E911 Board an update on what he discussed with the Advisory Committee and the Verbatim Transcript regarding legal Updates from Mr. Stevens is as follows:

Stevens: Gentleman, Glen Stevens. First matter that we discussed was Intrado. If you recall on March 15, 2006 we entered into contracts with Intrado with Citizen Notification and First Responder. In both of those situations the service was supposed to be put in place by July 1, 2006 and in both situations that did not occur. For the Citizen Notification there was a hand off to be had between Quest and Intrado and for a number of reasons, loading the data base different things of that sort it did not take place until January 2007, actually it may have been December 1<sup>st</sup> but January was essentially the start date. The charges that Quest charges us and you may be familiar Quest offered the Intrado service under what they call Citizen Notification was 2x the price we are getting from Intrado. So during that period by not having that service entirely on there was some monetary losses that we may have suffered as a result of not having this service and we are quantifying them and working with Intrado now to resolve that situation. The situation on First Responder is different, what happened there was the training of First Responder did not take place essentially until the end of the year. And the service was not available from Intrado until again January 1<sup>st</sup>. The problem is that no one is using it and the reason no one is using it is that the capability in the First Responder a service that the Advisory Committee and the PSAP's want to have is what I can the siloing function. That is if we have the names and addresses of the SWAT personnel or the Drug Enforcement agents in the data base the respective PSAP's wanted to be able to mask or prevent other PSAP's from seeing that information. The old system that we had with Quest did not offer that capability. However in speaking with the Advisory Committee it was the understanding of this Advisory Committee that the system that we were putting in place with Intrado this First Responder would offer that capability. That is not the case. So the Board authorized me to speak with Intrado and find out what was going on and in speaking with Intrado they explained that they did not understand that we wanted that siloing function for this new system. That in fact the siloing function would be/is available but in a enhanced software version for about \$24,000 more and that we had decided that we did not want to take it. And after explaining to them that for whatever reason good bad or ugly my clients are not using this First Responder system because it doesn't have this siloing function.

So I asked for a solution. And I raised the concern about we are being billed for something we are not using and also tied it into of course the Citizen Notification where there was this gap when we expected it to be turned on until January 1<sup>st</sup>. And Intrado looked at the functionality of the First Responder system and decided and determined that in fact there was the capability within that system that would allow for the masking of both names and addresses but on a system wide basis. That is you couldn't do it between PSAP to PSAP, you could do it for the entire...no PSAP would be able to see that data except those who had the authority from the administrative perspective. We had a demonstration today from their Project Manager and unfortunately after seeing the demonstration, it looks like the patch this masking function would be very administratively difficult to do. There would be a lot tracking of who in fact was masked, who would house this data. How would we know when one person was replaced with the other. And the Technical Committee said we really think we want the siloing functionality in the enhanced version. The mission now is for Intrado to go back and give us the price algorithm for that enhanced system and I as you are getting to know me do not want to pay \$24,000. But we are comparing that system price with the system we have now. In addition Sharon is demanding from them that we want to know the specific differences and capabilities of these systems. So we are negotiating with Intrado, we are going to allow the use of First Responder even though we are in negotiating posture but with clear recognition on the part of Intrado that unless there is a solution we have a jeopardy situation. Intrado has offered already money to us for the Citizen Notification gap. I can't reveal the numbers since we are in settlement discussions at this point but we will bring it to the Board before we resolve this matter. So that's Intrado. On the Quest front, Quest's Sharon Montgomery and you gentleman met Sharon at our meeting with them during our negotiations for the master agreement. She is still speaking to me. And the purpose of today's meeting was to discuss the Qwest report card. If you recall Gentleman you thought it was a good idea that Qwest would appear before this Board periodically in the form of an Executive like Sharon to discuss and evaluate the relationship. They are a very important vendor and we expect performance out of that vendor. They have proposed a vendor report card, which is acceptable to us. However, I drafted a supplement to that report card because they have taken on responsibilities under the master agreement and they should be accountable. For example what is the response time? What information they have to provide us about vendors? How they have to track trouble reports and if you have signed an agreement and if we are paying money for these services then why not measure it. So Sharon now has the report card, she is going to look at it with her colleagues at Qwest and I think you have a copy there. The Technical Committee is also going to be looking at both the Qwest Report card and my proposal and by next meeting we should have resolution about what this report card would look like. Then schedule Sharon before this Board after we have graded her so she can explain their existence. The next thing is GeoComm and this brings up the issue overall of contract administration and why it's so important on how things are occurring under the contracts. We signed a contract with GeoComm and the contract is going well.

Unfortunately there was a little bit of a confusion on the part of GeoComm. We have a unique situation where we were able to negotiate a one year warranty instead of a three month warranty they typically gave folks. So as a consequence GeoComm billing Department thought we were under a three month warranty and billed us and you paid for one year of maintenance which is all under warranty. GeoComm after I pointed this out to them has graciously agreed to write a check to you Bill, for \$89,103.50 which we paid them and we will have that check by the end of April. So that's the legal report at this point.

### **TRAINING SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented training requests in the amount of \$6,761.95. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director's McSherry and Cassa absent, approved the training requests in the amount of \$6,761.95.

Diana also made a request for Jeffco in the amount of \$3,055.00 for When Seconds Count monthly PSAP training. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director's McSherry and Cassa absent, approved the request for \$3,055.00.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. was out of town and unable to attend today's meeting.

The Advisory Committee thanked the E911 Board for their support and attendance with the banquet. Banquet attendance had exceeded what was anticipated.

### **GEOCOMM QUARTERLY REPORT**

Greg Murdock, gave the report for the 1<sup>st</sup> quarter. Mr. Murdock said these reports will be delivered on the month after the end of each quarter at the E911 Board meetings. The report was also delivered to the Advisory Committee for their review. If the Advisory Committee has any corrections that need to be made they will be posted to the web portal. Mr. Murdock said that weekly conference calls are continuing and will be continued until they have concluded all the data analysis. They hope to have them finished by the end of June. Greg said he will now attend them quarterly rather than the monthly on site meetings here. Mr. Murdock also apologized for the billing error. He also said that four of the analysis are completed and they have six to go. They should have all the analysis completed by the end of June. Mr. Murdock said that analysis are going really well and they are getting a lot of good feedback from the GIS types. Stacy Gross the Account Manager with GeoComm told the Board that they are working with Larimer County on a PSAP consolidation study. Mr. Gross stated they are looking at the feasibility costs and ramifications of consolidating their centers into a single center.

Jeff Irvin from Jefferson County presented some minor expenditure requests for Adams County/Jeffco Hazmat for communication pager costs. The Board upon motion of Director Angell duly seconded by Director Lucatuorto and by majority vote with Director's Cassa and McSherry absent, approved the expenditure request for \$16,250.00.

### **MAJOR EQUIPMENT REQUESTS**

Colleen Eyman, Lakewood PD talked to the Board about a non-budgeted request she made at the last meeting for a generator to cover their new Comm center. Colleen said they did not budget for it because they were going to use the existing generator. The generator they have is up for replacement and undersized for the new communication center. The Board asked Colleen to budget this item for next year.

Colleen also presented the Board with another budgeted expenditure request for the Arvada Police Department for phone positions including cabling, workstations and licensing. The Board upon motion of Director Lucatuorto, duly seconded by Director Angell and by majority vote with Director's Cassa and McSherry absent, approved the expenditure not to exceed \$48,000.00.

Director Killpatrick was questioning and felt it might be a good idea to discuss in the future whether there is a real need for E911 to be spending money for each PSAP to have redundancy. Director Killpatrick felt the need for redundancy is critically important but maybe the way the Board has been thinking about it is out of date. Therefore Director Killpatrick felt this topic should be discussed in the future.

Mark Krapf, West Metro Fire Department presented the Board with the request for technical enhancements to improve security network infrastructure and information sharing needs. The Board upon motion of Director Lucatuorto, duly seconded by Director Angell and by majority vote with Director's Cassa and McSherry absent, approved the expenditure in the amount of \$16,217.74. The Board will talk to Sharon Black and wait to consider West Metro's expenditure request for the antenna infrastructure at the May E911 meeting.

The Board discussed the thought of at some point various PSAP's considering the idea of consolidation. Director Killpatrick indicated that he won't see the consolidations in his lifetime but feels like conceptually is a good idea.

### **INTRODUCTION OF SHARON BLACK**

Sharon Black formally introduced herself and talked about the retreat next Monday, April 30<sup>th</sup>. Sharon asked to bring Debi Luft, AFCHRA to the retreat to talk about budget and also Glenn when they talk about contracts and vendor relationships. Sharon will be sending out a proposed agenda shortly.

**COPLINK**

Dennis Tharp had some Qwest billing statements to submit to the Board for approval for the Coplink Program for the T-one lines and the Internet for a total amount of \$5,153.58. Debbie Luft indicated that T-One Coplink bills had already been paid. The Board indicated that all future bills for Cop-Link should go to Sharon Black directly.

The Board upon motion of Director Lucatuorto, duly seconded by Director Angell and by majority vote with Director's Cassa and McSherry absent, approved the Qwest expenditures for the Coplink program for the year of 2007 based on Sharon Black's approval.

Dennis Tharp informed the Board that the Coplink demonstration would take place at the May E911 meeting.

**ADJOURNMENT**

With no further business to come before the Board, the meeting was adjourned.

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

May 17, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

EXPENDITURE REQUESTS

COPLINK DEMONSTRATION



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

**MAY 17, 2007**

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 Joe Cassa  
                                 Director Tim McSherry  
                                 Dennis Tharp, Attorney  
                                 Sharon Black, E911 Executive Director  
                                 Joyce Woodley, Secretary

Absent:                    Bill Kilpatrick

Also Present:            Jeff Irwin, Jeffco Sheriff's Office  
                                 Sue Steward, Arvada Fire  
                                 Colleen Eyman, Lakewood PD  
                                 Shaina Lee, Evergreen Fire  
                                 Diana Dolan, West Metro Fire  
                                 Karin Hermosillo, Westminster PD  
                                 Kathy Lilyquist, GeoComm  
                                 Tony Coraggio, Broomfield PD  
                                 Debi Luft, AJCHRA  
                                 Kristine Yost, Arvada PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Don Wick, Arvada PD/COPLINK  
                                 Jaci Marie Louise, 911 Solutions  
                                 Shellie Moriarty, Arvada PD/COPLINK  
                                 Ira Cohen, Arvada PD/COPLINK

Director Lucatuorto called the meeting to order.

**MINUTES**

Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Kilpatrick absent, the Board approved the Minutes of April 19, 2007.

**Director Kilpatrick present.**

**TREASUERS REPORT**

Director Angell presented the Treasurer's Report for April and May, 2007 (See Attached). Director Cassa made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the Treasurers Report for April and May, 2007.

Don handed out a profit and loss report for the month and year to date detailing all the expenses and thanked Debi Luft for putting all the information into the program. He also updated the Board on the E911 Special Project Laptop. To date the amount that has been paid is \$120,770.80 in laptops and \$11,663.02 in installation for a total expenditure of \$132,433.82.

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD gave the Advisory Committee Report. They had Intrado come out to speak about the First Responder Application that has already been purchased but is not fulfilling the needs of the agencies. Intrado gave them a more detailed breakdown of how a different solution differs from what they have now and what they would have with a New Enterprise Solution. There is a significant increase in cost to get this and they talked about the advantages it would have. Vicki said that there are some things that still need to be negotiated before they can present this to the Board.

Qwest came out and talked about the Maintenance Contract and had a long discussion about the Positron upgrade that they are considering. They talked about what the issues and cost differences are. An example was the cost of going to a seven stand alone position versus a network solution with two hubs. The difference was surprisingly very little. The Advisory Committee has decided that they are not going to do the major system part of it yet since there is still more background that needs to be done before committing to it. Qwest reiterated their commitment to improving customer service and giving them project managers. It was decided that Qwest will have a Vice-President come to two Board meetings a year to listen to the results of their score card. They will also come to two other Advisory Committee meetings quarterly. The dates are the October and the April meetings. Director Lucatuorto asked that this be added to the agendas for those two months.

### **TRAINING SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented the training requests in the amount of \$7,334.73. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the training requests in the amount of \$7,334.73.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. presented the MSAG Coordinator report. (See attached report) She told the Board that the tariff has been filed with the ALJ because there was a settlement attached to the tariff. Dennis Tharp said that they had filed the settlement agreement with the new tariff with the ALJ and once the ALJ approves the settlement agreement, the tariff will be filed with the PUC for approval. He received an email from the ALJ advising that they have some questions they want to address and are in the process of setting up a meeting with him sometime in May or June.

Sharon Black told the Board that she has been concentrating more on the budget and Jaci has been working with GeoComm. She recommended that the Board renew Jaci's contract for four more months in order to finish most of that process and to get a better idea of what is involved. Director Angell made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the renewal of Jaci's contract for the next four months in the amount of \$22,000.00.

### **EXECUTIVE DIRECTOR COMMENTS**

Sharon Black, Executive Director informed the Board that Debi Luft and Glen Stevens have worked on getting all the budgeted items up to speed and getting the bills directed to the new address and trying to clear things up and determine what they are paying. She said she had attended the Colorado Task Force meeting. She has also been included in discussions that the Advisory Committee has had with the different vendors.

### **COPLINK DEMONSTRATION**

Don Wick, Arvada PD presented the Coplink demonstration. He introduced Sgt. Shellie Moriarty, Arvada PD who is in charge of training and Ira Cohen, Police Systems Manager in Arvada who has acted as their Project Manager through the course of this project. He has overseen not only the training aspect, but also the construction of the network. Don gave a brief history of Coplink for the benefit of the two new Board members. He said that he would have some figures available shortly, but said it appears as though of the \$400,000.00 that was approved by the Board for this project, they have spent approximately \$157,700.00, which leaves a balance of approximately \$242,295.00 that has not been expended. Although the project took longer than expected to get implemented, it came in under the budget that they had originally anticipated. They have a system that works and there have already been a number of success stories that have come from every agency that has the system up and running.

As far as the future is concerned, when they initially came before the Board for the funding, they wanted to make sure of some availability of Coplink to the Comm Centers and that is still their intention and after everybody is fully in the production mode with Coplink, they want to approach their other public safety partners mainly about how they can utilize Coplink to the extent that they can deal with that information to another criminal justice agency. He mentioned that there has been a great deal of interest in this project not only in the metro area, but also in various parts of the United States. On behalf of the consortium, he thanked the Board members for participating in funding this and being a partner as they develop this project. He also told the Board that they have outgoing expenses every month of paying the T-One lines. Currently they are costing about \$3,700.00 a month for the seven agencies involved in this partnership and asked that based on where they are financially, if the Board would approve funding the T-One line cost of this project to the end of this year which would amount to about \$26,000.00. Director Cassa thanked Don Wick and everyone involved with this project for all their hard work and efforts taken to make this happen.

Director Cassa made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the expenditure for the T-One lines for the agencies for the remainder of the year in an amount not to exceed \$30,000.00.

Shellie Moriarty attempted to give a power point demonstration on Coplink. However, due to a computer problem was not able to do so.

### **MINOR EQUIPMENT SUBCOMMITTEE`**

Vicki Pickett, Arvada PD presented the minor equipment requests. The first was for a CAD Reassessment for Arvada Fire in the amount of \$6,400.00. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved a request for a CAD Reassessment for Arvada PD and other agencies in the amount of \$6,400.00.

She also presented a request for missing photo tiles for the Regional Map Project with GeoComm in an amount not to exceed \$1,200.00. Director McSherry made a motion, duly seconded by Director Lucatuorto and by unanimous vote, the Board approved the request in an amount not to exceed \$1,200.00.

### **MAJOR EQUIPMENT REQUESTS**

Jeff Irvin, Jeffco Sheriff presented a request for a Voice Logger Upgrader Replacement in the amount of \$75,000.00. Director Cassa made a motion, duly seconded by Director McSherry and by unanimous vote, the Board approved the request not to exceed \$75,000.00.

Jeff also presented a request for Golden PD in the amount of \$1,860.00 for Pro QA Maintenance and Software Support. Director Lucatuorto made a motion, duly seconded by Director Cassa and by unanimous vote, the Board approved the request in the amount of \$1,860.00.

At this time, Ira Cohen told the Board that they were not able to access a certain version of Java on the computer that makes their Coplink program run. It was decided that a full presentation for Coplink be given at the next meeting.

Director Kilpatrick mentioned to everyone that Larimer County is hosting a meeting on August 2, 2007 from 10:00 A.M. to 3:00 P.M. welcoming all the Advisory Board members and Executive Directors.

### **ADJOURNMENT**

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

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JUNE 21, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

COPLINK DEMONSTRATION

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

**June 21, 2007**

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 Tim McSherry  
                                 Dennis Tharp, Attorney  
                                 Debbie Quinn, Secretary

Absent:                    Director Bill Kilpatrick  
                                 Director Joe Cassa

Also Present:            Kimberleigh Coleman, Broomfield PD  
                                 Sue Steward, Arvada Fire  
                                 Diana Dolan, West Metro Fire  
                                 Karin Hermosillo, Westminster PD  
                                 Rich Snelling , Lakewood PD  
                                 Jaci Marie Louise, 911 Solutions, Inc.  
                                 Vicki Pickett, Arvada PD  
                                 Debi Luft, AJCHRA

Director Lucatuorto called the meeting to order.

**MINUTES**

Director McSherry made a motion, duly seconded by Director Angell and by majority vote, with Directors Kilpatrick and Cassa absent, the Board approved the Minutes of Special Session May 30, 2007.

**TREASURER'S REPORT**

Director Angell presented the Treasurer's Report. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Directors Kilpatrick and Cassa absent, the Board approved the Treasurer's Report for May. (See attached) Director Angell stated that with just over \$10 million dollars in the checking account that he would like to open 2 more CDs for \$1 million each to increase the amount of interest the money would accrue. Director McSherry made a motion, duly seconded by Director Angell and by majority vote, with Directors Kilpatrick and Cassa absent, the Board approved moving \$2 million from the checking account to open 2 CDs.

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. The Committee met with Plant before the meeting to go over communication issues and Mission Control. The Committee went over the report card process with Qwest and changed the written request time to 21 days with a grading scale of 1-5. Feedback will be given

June 21, 2007

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to Qwest in September and then Qwest will meet with the Board in October.

Director Kilpatrick present.

### **TRAINING & MINOR EQUIPMENT SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented the training requests in the amount of \$5,544.41. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the training requests in the amount of \$5,544.41.

Diana Dolan presented the minor equipment requests for Larry Stodden in the amount of \$713.94 for replacement of three UPS's for Evergreen Fire. Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the minor equipment requests in the amount of \$713.94.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. presented the MSAG Coordinator report and stated that Jefferson County was going with the postal standard which will be very time consuming. (See attached report)

### **EXPENDITURE REQUESTS**

Kimberleigh Coleman submitted an invoice for CritiCall maintenance renewal contract for one year in the amount of \$7,794.00. This renewal included all the PSAP's except Lakewood. Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the expenditure request for CritiCall in the amount of \$7,794.00.

Sue Steward, Arvada Fire presented a request in an amount not to exceed \$16,000 for the move of their new Comm Center. Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the expenditure request in an amount not to exceed \$16,000.00.

### **APPROVAL OF MINUTES**

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the Minutes of the April 30, 2007 Special Session and the Minutes of the regular session, May 17, 2007.

### **EXECUTIVE DIRECTOR REPORT**

Sharon Black gave her report. (see attached) Director Kilpatrick suggested that the logo that is being designed be used on the Board's letterhead. Sharon explained the PSIC grant concerning Emergent Next Generation projects. The Federal government approached Jefferson County to be a beta site for this grant allocation. She will continue to explore any grant opportunities that arise.

Director Kilpatrick left the meeting.

June 21, 2007

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Sharon also asked the Board about insurance for the Executive Director. Attorney Tharp will look into the matter for her. She requested a laptop for Debi Luft for paying and tracking the bills. The laptop only needs the bill paying program but must be secure. Director Angell made a motion, duly seconded by Director McSherry and by majority vote, with Directors Kilpatrick and Cassa absent, the Board approved the expenditure request in an amount not to exceed \$2,000.00 for a laptop purchase.

Sharon reminded all the Board members and Attorney Tharp to have their bios and pictures ready for the website.

Director Angell reported that the Board purchased laptops for 21 agencies in the amount of \$176,974.00.

### **ADJOURNMENT**

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Directors Kilpatrick and Cassa absent, the meeting was adjourned.

## NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

July 19, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

### **AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

COPLINK DEMONSTRATION



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

**July 19, 2007**

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 Don Angell  
                                 Director Bill Lucatuorto  
                                 Director Tim McSherry  
                                 Dennis Tharp, Attorney  
                                 Teri Schmaedecke, Secretary

Absent:                    Director Joe Cassa

Also Present:            Kimberleigh Coleman, Broomfield PD  
                                 Sue Steward, Arvada Fire  
                                 Diana Dolan, West Metro Fire  
                                 Karin Hermosillo, Westminster PD  
                                 Rich Snelling , Lakewood PD  
                                 Jaci Marie Louise, 911 Solutions, Inc.  
                                 Vicki Pickett, Arvada PD  
                                 Debi Luft, AJCHRA  
                                 Brian Groeman, Broomfield PD  
                                 Larry Stodden, Wheat Ridge PD  
                                 Steve Boatright, Lakewood PD  
                                 Michelle Tovrea, Lakewood PD  
                                 Greg Murdock, GeoComm  
                                 Dale Massey, Massey Consulting Services, LLC

Director Kilpatrick called the meeting to order.

**MINUTES**

Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Cassa absent, the Board approved the Minutes of June 21, 2007.

**TREASURER'S REPORT**

Director Angell presented the Treasurer's Report. Director Lucatuorto made a motion to approve the report as presented, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the Treasurer's Report for June 2007. (See attached)

### **COP LINK DEMONSTRATION**

Chief Wick from the Arvada Police Department announced that several developments have taken place with Cop Link. Chief Wick said that they are in the production mode with all the agencies. Sgt. Michelle Moriarty from Arvada PD then demonstrated and gave an overview of the Cop Link features for the E911 Board.

Director Kilpatrick stated that various agencies are either committed to or pursuing this type of system. He asked Arvada Police that once the system has been up for a year or so if they would come back and give the E911 Board some highlights of the things they have done over the course of the year.

### **ADVISORY COMMITTEE REPORT**

Colleen Eyman, Lakewood PD presented the Advisory Committee Report. The Committee met with John Hunt today with On Star. Mr. Hunt indicated that On Star can now deliver through the 911 trunks automatic crash notification. On Star is phasing this program in so the initial information that they will get is a call back number and a call taker on the other end that can deliver X and Y coordinates. At this point in time there is no cost associated with it. The Committee has agreed to sign all the consent forms with the approval of Sharon to look at it from a legal perspective.

Greg Murdock with GeoComm delivered the second quarter report on the map data maintenance for the regional data set. Mr. Murdock briefed the Advisory Committee and discussed with the Committee overall what the project management aspect of the project was, who participates on the weekly and now monthly calls with the Advisory Committee and the on site meetings. Greg said that as far as the GIS regional data set maintenance goes, they had about 3,600 spatial alignments to the data set in the last quarter and attribute data changes of 1,700 in the last quarter and those include additions, deletions and corrections. Map Data Uploads GIS analysis are all complete except for Wheat Ridge, which is in the hands of Flatirons, Inc. Greg said at the next quarterly meeting in October he should have a lot more detail because he will have a report on the regional data set and at that time determine if any field work needs to be done. The GeoComm software had fulfilled 3 enhancement reports for the mobile links and there are 4 left to go. Greg said on the MobiLynx side of things the total Licenses deployed in quarter 2 was 19. The total GeoLynx licenses deployed is 59 to date (see attached report).

Dennis Tharp suggested that the Advisory Committee discuss the entire project making sure that the individual entities are able to utilize what GeoComm is providing. The Board purchased a map and tried to make it available and want to make sure that in fact it is. Dennis continued to state that since only 59 are deployed at this point, what can the Board do to assist to make it operational for everybody which was the original intent.

Greg said that goes back to the whole hardware issue and financing of the hardware of that equipment.

Colleen clarified that the Advisory Committee would be discussing 2 issues at their next meeting, training being 1, the second being facilitating the project with whatever it takes to make it work.

Collen and Sharon gave the Quest update. Sharon has been meeting with Quest on four separate projects. Sharon said that we are not making a lot of progress but she said the upside is that we have great visibility, 5 levels up. Sharon continued to state that they just finished the first report card with Quest and she would be sending it to the E911 Board.

### **TRAINING REPORTS**

Diana Dolan, West Metro Fire let the Board know that four agencies were requesting this month. All are pre-approved classes that have been outlined and were approved by the Advisory Committee and the total is \$7,598.49. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the training requests in the amount of \$7,598.49.

Diana Dolan, informed the Board that she would be meeting with the media company to put together the public service announcement for this year which will be addressing elderly and their use of 911. Diana said that Lakewood PD has put together some basic information on what happens when you call 911 and when should you call 911. Diana continued to state that Lakewood got a very good price on the printing and she asked if the Board would fund each agency so they could customize this for their agency with specific information, contacts etc. Diana said that Lakewood's brochure price was \$1,000 for 100 brochures and based on that cost, it would be \$100 per PSAP so she was requesting \$1,000 for the printing of the brochures. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the Board approved the printing of 911 brochures not to exceed \$1,000.

### **MINOR EQUIPMENT**

Larry Stodden, Wheat Ridge PD submitted a request for payment to the city of Wheat Ridge for \$119.80 for DVD discs for a recorder. Director Angell made a motion to accept the submittal, seconded by Director McSherry and by majority vote, with Director Cassa absent, approved the request for \$119.80.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. presented the MSAG Coordinator report and stated that there were no SAU's or 701/709's which means that there is not a backlog of errors for each month. Whatever Entrado sends from the reports is cleaned up that month. Jaci also pointed out that the conversion that Jefferson County has requested for postal standard has taken more time to do. Jaci said she is working on special spreadsheets to work on the changes. (See attached report)

### **BUDGET DISCUSSION**

Colleen stated that the Committee would like direction from the Board as to how budget would be done this year. She asked if a 2 year budget projection should be done this year. Don Angell agreed that a 2 year projection is what they should do. Don asked the PSAP'S to submit budget requests to Sharon Black by next month. Colleen suggested a study session like they did last year and asked the E911 Board to come to the next Advisory Committee meeting and listen to the discussion and perhaps participate. The Board agreed to attend the next Advisory Committee on August 16, 2007 at 10:00 a.m. in hearing room 2 to listen to the budget issues. Dennis Tharp mentioned that the first draft is due October 15, 2007 under state law. The budget must be adopted by December 31, 2007 and the surcharge be set by September.

Director Angell, E911 Treasurer said that his recommendation to the Board would be to set the tariff at \$.52 and leave it for another physical year. Angell stated he believes that they currently have a sound operation basis.

Director Kilpatrick said that the E911 Board gets requests that are unbudgeted every year and he would like the PSAPS to discuss what they need before we set the tariff. He would rather know what they are planning up front before the tariff is set. Director Kilpatrick stated that he believes the E911 Board should have a big picture in site, one being the potential consolidation of PSAPs and how we are doing things now and where we are going.

### **LARGE EXPENDITURE REQUESTS**

Colleen Eyman submitted a request for Lakewood PD for a budget item request for \$150,000.00 for their remodel project to get the call taker positions, cabling and data switches. Director McSherry made a motion, duly seconded by Director Lucatuorto, and by majority vote with Director Cassa absent, the Board approved the request not to exceed \$150,000.00

Sharon Black submitted a request to hire Dale Massey for the remainder of 2007 for an amount not to exceed \$45,000. Mr. Massey's duties would be: 1) assisting in the verification of Qwest bills to each PSAP, and 2) using that information to provide detailed network diagrams showing, for example, the telephone Central Office to which each PSAP is connected and the links between PSAPs. The diagrams will enable development of the "back-up" or "Disaster Recovery" project. Director Lucatuorto made a motion to hire Dale Massey, duly seconded by Director McSherry, and by majority vote with Director Cassa absent, the Board approved the request not to exceed \$45,000.00 contingent upon a written agreement.

### **EXECUTIVE DIRECTOR REPORT**

Sharon Black gave her report to the E911 Authority Board. (see attached report)

Sharon stated that she has been working on the logo and the last thing they need to talk about is changing the 911 Board's doing business name from Telephone Service to Communications Service. Sharon said she feels the new name is consistent with their mission statement. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, approved the to motion to change the doing business name to The Jefferson County Emergency Communications Authority Board

Karin Hermosillo, Westminster PD invited the E911 Board and the other agencies to Westminster PD on August 9<sup>th</sup> to see a demonstration of the Logger to see exactly what the Logger's capabilities are.

### **OTHER BUSINESS**

Director McSherry stated that a couple of the Communication Center Managers that participate in the Combined Incident Dispatch Team (CIDT) have approached him asking that a more formal agreement be created identifying the working relationship and call-out procedures for the team. For the past 6 years, there have only been verbal agreements between participating agencies. McSherry asked the Board if they could use either Dennis Tharp or Sharon Black to draft some type of agreement for participating agencies to sign. Director Lucatuorto made a motion, duly seconded by Director Angell to approve Dennis Tharp working with Director McSherry as a board lead to investigate the possibility of creating a letter of agreement for the Combined Incidence Dispatch Team.

### **ADJOURNMENT**

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

August 16, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

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

**August 16, 2007**

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 Don Angell  
                              Director Bill Lucatuorto  
                              Director Tim McSherry  
                              Dennis Tharp, Attorney  
                              Sharon Black, Executive Assistant  
                              Joyce Woodley, Secretary

Absent:                 Director Joe Cassa

Also Present:         Colleen Eyman, Lakewood PD  
                              Kimberleigh Coleman, Broomfield PD  
                              Sue Steward, Arvada Fire  
                              Diana Dolan, West Metro Fire  
                              Karin Hermosillo, Westminster PD  
                              Rich Snelling , Lakewood PD  
                              Jaci Marie Louise, 911 Solutions, Inc.  
                              Vicki Pickett, Arvada PD  
                              Debi Luft, AJCHRA  
                              Brian Groeman, Broomfield PD  
                              Larry Stodden, Wheat Ridge PD  
                              Karyn Kretzel, West Metro Fire  
                              Ken Grimes, Golden PD  
                              Jenny Lepro, Golden PD  
                              Tony Coraggio, Broomfield PD  
                              Jim Monson, Arvada PD  
                              Shaina Lee, Evergreen Fire

Director Kilpatrick called the meeting to order.

**QWEST UPDATE**

Executive Director Sharon Black and Qwest representatives have spent the last month getting letters of authorization to the various levels at Qwest. What they are trying to do is take their current invoices and from that find out the network configuration so they will actually be able to pinpoint where the lines go, to which central office and how much they cost. That will give them a map toward the disaster recovery and contingency planning. They presented hard copies of the Positron inventories and will be getting a quote for the Positron maintenance no later than the 11<sup>th</sup> of September. Vickett Pickett questioned a bill she had received from Qwest for a Magic Server for Arvada for approximately \$12,400.00.

Qwest said they should not have been billed and asked Vicki to email a copy of the bill which they will research. Vicki talked to the plant representative and they definitely want to upgrade the Magic Server for Arvada. Another subject discussed was software upgrades and whether or not that is included in maintenance. Given that Jefferson County has two vendors and Positron maintenance has expired, if they want software upgrades to be a part of that maintenance, it is something that Qwest would include in their quotes. Sue Steward will coordinate and schedule meetings to discuss Positron and will email everyone with dates and times. Sharon asked that Dennis Tharp or Glen Stevens be included in the meeting.

### **BUDGET DISCUSSION**

There was discussion by all the PSAP's of expenditures for previous years and requests for future expenditures based on priorities.

### **MINUTES**

Director McSherry made a motion, duly seconded by Director Angell and by majority vote, with Director Cassa absent, the Board approved the Minutes of July 19, 2007.

### **TREASURER'S REPORT**

Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Cassa absent, the Board approved the Treasurer's Report for July 2007.(See attached)

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. They spent most of their meeting talking about the budget and meeting with Qwest to talk about the status of several outstanding items that the new project manager, Vicki Brown is going to be working on. She had several action items from the last meeting and came back with them completed. She talked specifically about some of the moves that are on the way including West Metro Fire, Lakewood and Arvada Fire. They also discussed the vendor report card that they will be doing for Qwest. During their budget discussion they talked about the process, how they will transition with Sharon Black coming on board and how she will be coordinating things with them. Director Kilpatrick pointed out that it was a valuable discussion and thanked the Advisory Committee for taking to heart comments that the Board has been making over the last couple of years about trying to do a better job of combining purchases. He feels that they are on the right track and give real positive hard responses to show how everyone is using the public dollars that they are entrusted with in a very positive way. Sharon said that they will try to do more groupings, but be more clear instead of having technical enhancements, trying to break that down and also separate out maintenance so that they really know purchases from ongoing cost and line that up with what the Board sees each month.



### **TRAINING SUBCOMMITTEE**

Diana Dolan, West Metro Fire had three agencies requesting training this month. Broomfield asked for Supervisory Excellence training and EMD training as well as reimbursement for an incident dispatcher training book for a total of \$798.00. Lakewood asked for Surviving the Comm Center Environment training as well as Supervisor Management in the Communications training for a total of \$825.00. Westminster had Incident Dispatcher training and Survival in the Comm Center training for a total of \$370.00. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Cassa absent, the Board approved the training request in the amount of \$1,993.00.

Diana handed out a blurb of what they asked for regarding public education. Broomfield has found a phone costume on line and felt that it would be very educational and very good for children as far as visualization and teaching them how to use 911. She said that as technology advances, cell phones are becoming more and more common and they are getting in the hands of not only the elderly but children as well and even taking over household phones as their primary source of communication. Learning and teaching people how to use these appropriately and what the pros and cons are is becoming more and more relevant. Their thought is that having a character that is more personable, more memorable and more recognizable might be a better form of training and educating the public at events such as Fire Musters, National Night Out and various other educational programs. The costume they have looked at has the ability to be customized and they would like to put the county logo, Jefferson County Authority Board and 911 logo on there to be used for any agency. The basic cost is approximately \$2,000.00 each. With customization, shipping and handling and various other things, it would be closer to \$3,000.00 each and are asking for two for a total of \$6,000.00. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Cassa absent, the Board approved a phone character costume in the amount of \$6,000.00. Director Lucatuorto suggested notifying other agencies who may want to access the costume.

### **MINOR EQUIPMENT**

Larry Stodden, Wheat Ridge PD presented the minor equipment requests. Evergreen Fire requested a Spetracom Interface for 911 Positron equipment in the amount of \$2,090.00. West Metro Fire for EMD card printing and EMD books in the amount of \$864.07. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, the Board approved the request in the amount of \$2,954.00.

Tony Coraggio, Broomfield PD presented a minor equipment request for headsets in the amount of \$5,000.00. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, the Board approved the requests for headsets in the amount of \$5,000.00.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. presented the MSAG Coordinator report. (See attached report) Sharon Black, Executive Director asked the Board to extend Jaci's contract to the end of the year and to discuss options for next year. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Cassa absent, the Board approved the request to extend the MSAG contract from August to the end of the year in the amount of \$27,212.50. Jaci told the Board that with GeoComm, her work has increased this year, but is foreseeing that once they are through with all the analysis with GeoComm, the work will go back to a maintenance mode.

### **EXPENDITURE REQUESTS**

Tony Coraggio, Broomfield PD and Ken Grimes, Golden PD presented requests for similar items. Tony presented a request in the amount of \$155,628.00 for Broomfield PD for CAD costs related to a AVL through GeoComm and also GeoStat. The cost for Golden PD is \$81,975.31 and that is not to include GeoStat or maintenance at this time. Broomfield PD is requesting four years worth of maintenance. Golden is asking for the four year maintenance and for GeoStat in the 2008 budget. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Cassa absent and Director Angell voting no, the Board approved the expenditure request for Broomfield PD in the amount of \$156,000.00 and the request for Golden PD in the amount of \$81,975.31. Director Lucatuorto asked for a breakdown of large expenditure requests before meetings in order to asses the cost of these items. Sharon said they would have backup paperwork for the Board three to four days prior to meetings.

Colleen Eyman, Lakewood PD presented a request for a budgeted line item for the microwave line reimbursement for the city in the amount of \$250,000.00. This was approved last year and had to be reappropriated for this years budget. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, the Board approved the request in the amount of \$250,000.00.

Colleen also presented a request for technical enhancements for fiber connection between West Metro and Lakewood not to exceed \$15,000.00. Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, the Board approved the request in the amount of \$15,000.00.

She also presented a request for technical enhancements for Lakewood PD not to exceed \$55,000.00 for UPS for the Communication Center. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, the Board approved the request in the amount of \$55,000.00.

Sharon Black stated that the support staff has asked for a new format for expenditure requests which should include the item, the amount, which agency is asking for it, the Executive Director's recommendation including some background information and any supporting documentation. She asked that she receive this the Friday before each Board meeting so that the Board can have an opportunity to review the requests.

Karin Hermosillo, Westminster Communication Center presented a request for a new logging recorder. The preference at this time is to purchase the equipment, not to lease it and do it in two phases. She requested Phase I in the amount of \$149,326.00 which includes an upgrade to maintenance including a warranty of phone and technical support and 90 days of onsite warranty after all the training and installation has been approved. Phase II has been put in the budget for next year and would be to add the trim PC, hardware and software integration from NICELOG. Last year when Karin asked for either an upgrade on the current logger or a new logging system, she had added the two numbers together so when that amount was approved, it was a total of \$110,000.00. At this time she is asking for \$110,000.00 from the budget request from last year and \$39,326.00 out of technology enhancement for a total of \$149,326.00. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Cassa absent the Board approved the request in the amount of \$149,326.00.

Karan Kretzel, West Metro Fire presented a request for an amount not to exceed \$4,000.00 to move the existing phone and trunk lines to their new dispatch center. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, the Board approved the request in the amount of \$4,000.00.

### **TARIFF CHARGE FOR 2008**

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Cassa absent, the Board voted to leave the tariff at \$.52.

### **OTHER BUSINESS**

Director Kilpatrick presented a request for the Board to consider adopting a resolution to pay overtime costs for dispatchers as it relates to the Combined Incident Dispatching Team. Dennis stated that the request is for the Authority Board pay for the actual cost of a dispatcher while they are working with the Combined Incident Dispatching Team or while they are performing training with the Dispatching Team and to pay overtime costs fill in dispatchers while the CIDT dispatcher is working on the team. He said that if there is not going to be FEMA funding or any other funding to pay this, Westminster or other entities are not willing to allow their personnel to participate with the combined dispatch team because of the additional costs to that entity. Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Cassa absent, the Board approved a motion to sign the resolution for payment of dispatcher personnel costs associated with the CIDT.

Minutes of August 16, 2007

Director Angell said he would like to see if the Board can identify potential costs that will be incurred. He realizes that it is a valuable service, but is concerned about replacement and backup dispatchers, plus all the training. He asked if there is any idea of the county wide costs. Karin Hermosillo said she would try to find out an average amount of time spent, average salaries for the dispatchers, plus overtime costs and present that to the Board at the next meeting. Following a general discussion, the Board decided to table this request until the next meeting in September in order to give Karin enough time to research the costs.

### **DISCUSSION OF REGIONALIZATION COST**

Dennis Tharp said that there have been ongoing discussions regarding the cost of individual PSAP's and how much of a savings there would be on a regionalization concept. He has spoken with Suicide Consulting who do cost analysis items and were the experts in their tariff litigation. They have said that they would be willing to do an analysis for the Board. However, even if such a study is done, would the political entities support it because they feel that their PSAP's will do a much better job individually than anybody can do on a regional basis. He told the Board that if they want to move forward with any type of a cost study, the first step is to authorize contact with the city managers, let them take the issue back to their people and determine whether or not they have an interest in pursuing the issue.

### **EXECUTIVE DIRECTOR REPORT**

Sharon Black gave her report to the E911 Authority Board. (see attached report) She presented a request for an amount not to exceed \$15,000.00 for Debi Luft's time for various bookkeeping duties for the rest of the year. Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Cassa absent, the Board approved the request in the amount of \$15,000.00.

She also presented a request for a laptop computer for the Executive Director in the amount of \$2,000.00. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Cassa absent, the Board approved the request in the amount of \$2,000.00.

### **ADJOURNMENT**

Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote, with Director Cassa absent, the meeting was adjourned.

NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

October 18, 2007 AT 2:00 P.M.

1ST FLOOR – HEARING ROOM #2

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

DISTRIBUTION OF COUNTY-WIDE MAP  
TO PRIVATE AMBULANCE COMPANIES

NO BOARD MEETING HELD IN SEPTEMBER 2007

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

**October 18, 2007**

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 Don Angell  
                                 Director Tim McSherry  
                                 Dennis Tharp, Attorney  
                                 Sharon Black, Executive Assistant  
                                 Debbie Quinn, Secretary

Absent:                    Director Bill Lucatuorto

Also Present:            Colleen Eyman, Lakewood PD  
                                 Kimberleigh Coleman, Broomfield PD  
                                 Sue Steward, Arvada Fire  
                                 Diana Dolan, West Metro Fire  
                                 Karin Hermosillo, Westminster PD  
                                 Jaci Marie Louise, 911 Solutions, Inc.  
                                 Vicki Pickett, Arvada PD  
                                 Debi Luft, AJCHRA  
                                 Larry Stodden, Wheat Ridge PD  
                                 Karyn Kretzel, West Metro Fire  
                                 Lisa Sorrentino, Golden PD  
                                 Steven Boatwright, Lakewood PD  
                                 Terry Winsie, Lakewood PD  
                                 Kristine Yost, Arvada PD  
                                 Shaina Lee, Evergreen Fire  
                                 Jeff Irvin, Jefferson County Sheriff's Office  
                                 Glenn Stevens, Stevens, Littman & Biddison  
                                 Al Macaluso, Qwest  
                                 Lisa Halblub, Qwest  
                                 Sharon Montgomery, Qwest  
                                 Dale Massey, Massey Consulting Services, LLC

Director Kilpatrick called the meeting to order.

**MINUTES**

Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the Minutes of August 16, 2007.

### **TREASURER'S REPORT**

Director McSherry made a motion, duly seconded by Director Kilpatrick and by majority vote with Director Lucatuorto absent, the Board approved the Treasurer's Report for August and September 2007.(See attached)

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. They spent most of their meeting talking with Qwest. (See below) GeoComm does have a map available for the Private Ambulance Companies to use. It is a mid-level map and Glenn Stevens is working on a contract for pricing of the map. The Board and Committee have scheduled an extra meeting to be held on October 31st to discuss the budget and come to a consensus on priorities.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions, Inc. presented the MSAG Coordinator report. (See attached report) She is working on the Postal Standards and the largest VSN's are completed.

### **GEOCOMM REPORT**

Greg Murdock presented the GeoComm report. They are working on Digital access for the ESN. (report attached)

### **TRAINING AND PUBLIC EDUCATION SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented the September training requests in the amount of \$2,578.84. \$9,000.00 for the August requests was previously approved at the retreat. Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the September training requests in the amount of \$2,578.84.

Diana Dolan presented the Public Education request for \$52,960.00 for the PSA Production. Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Director Lucatuorto absent, the Board approved the Public Education request in the amount of \$52,960.84.

### **MINOR EQUIPMENT**

Larry Stodden, Wheat Ridge PD stated there were no Minor Equipment requests. Kim Coleman presented a request for headset enhancements in the amount of \$8,000.00. Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the request in the amount of \$8,000.00.



### **EXPENDITURE REQUESTS**

Sharon Black presented a request for a GIS Consultant for a part time consultant to work on the maps in the amount of \$20,000. Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Director Lucatuorto absent, the Board approved the expenditure request in an amount not to exceed \$20,000 for a GIS Consultant.

Sharon requested a Consultant to do a database buildout of links and reports in an amount not to exceed \$40,000 and suggested that Michael Delahunt could be the person to do the job. After a brief discussion Director Kilpatrick stated that he needed more information about this request and tabled the item until the next hearing.

Sharon requested a Microsoft Access license in the amount of \$1,000.00 for building a database. Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the expenditure request in the amount of \$1,000.00 for a Microsoft Access license.

Director Angell presented a request for \$300.00 for stamps. Director McSherry made a motion, duly seconded by Director Kilpatrick and by majority vote with Director Lucatuorto absent, the Board approved the expenditure request in the amount of \$300.00 for stamps.

### **QWEST UPDATE**

Executive Director Sharon Black, Glenn Stevens and the Qwest representatives have been working on the quarterly vendor reports. Sharon feels that the team assigned to Jefferson County is too thinly spread and would like to see dedicated resources put in place. Sharon Montgomery, Al Macaluso and Lisa Halblub, Qwest representatives came before the Board to address any concerns they might have. Director Kilpatrick expressed his appreciation of Qwest's efforts for the record. The Qwest team members said that they will come to report to the Board two times a year.

### **EXECUTIVE DIRECTOR REPORT**

Sharon Black gave her report to the E911 Authority Board for September and October. (see attached report) She stated that there have been some problems with the West Metro move. Glenn Stevens, Sharon Black, Vicki Pickett and Kim Coleman are going to meet to address the Qwest problems. Sharon stated that the audit has not been done. She also asked about a vote for the logos. She went on to say that she has a real concern with Qwest. Several counties have reported that the system is dropping calls. There have been reports of calls being delayed with the Meridian switch and Qwest being the common denominator. Glenn Stevens suggested that the Board talk to someone in upper management because the County business is less than 1% of the revenue source. Director McSherry asked what other options the board has? Glenn said that Qwest is violating the contract but suggested that the Board try the political route as the first course of action. Colleen Eyman stated that Lakewood has the first

digital equipment. They have real live scenarios which is good ammunition for a complaint. Attorney Tharp asked what options do the PSAP's have to bypass Qwest? Sharon replied with three options. 1) Turnkey with Intrado and pay them. 2) Do it themselves with the IT Department 3) Use off the shelf equipment sent to Powerphone. There will be more information towards the end of the year. Colleen Eyman said that they need more ownership. Jeff Irvin stated that Jeffco does not have many problems with Qwest. Director Kilpatrick said that Glenn would assemble the Board and meet with the CEO.

Sharon also mentioned that the ballots went out for the Board member replacement. She asked that she receive all expenditure requests the Friday before the Board meeting. (The Clerk to the Board would like to be copied on these expenditure requests.) The Budget meeting will be held at the Dakota Building at 8:30 a.m. on October 31st and should last for 2-3 hours.

### **OTHER BUSINESS**

Attorney Tharp presented a resolution to the Board for payment of dispatcher personnel costs associated with the Combined Incident Dispatching Team. Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Director Lucatuorto absent, the Board approved the Resolution.

Shaina Lee, Evergreen Fire presented a request for Maintenance for mapping in the amount of \$15,260.00. The District no longer had a person to handle the GIS for Evergreen Fire. Director Angell questioned how the Board can represent the entire County when many secondary PSAP's do not have a GIS person and wondered if mapping didn't affect all districts? Jeff Irvin stated that the layers for the Fire Department are not represented and there are Fire Districts that are bigger than Evergreen. He felt it was smarter to talk to GeoComm about bulk pricing. Director Kilpatrick stated that this might fall under a special project in 2008 but the secondary PSAP's are not asking for the services. Director Angell stated that he notified his PSAP in writing of his request. Director Kilpatrick questioned the responsibility the Board has if they are not a PSAP and what the difference is between the PSAP and secondary PSAP. Sharon Black stated that if the PSAP is taking in funds or if they are a member of the IGA they must be considered. The service is provided Countywide and the obligation is spread across the Board. Glenn Stevens said each PSAP is a member to the GeoComm contract and it is the fire district's responsibility to provide the updated data to the PSAP and the data sharing agreement will address this issue. Attorney Tharp said that this must be a policy decision by the Board because the Fire Districts do not have the personnel, equipment or expertise to update the GIS maps. Glenn Stevens stated that this was anticipated and is part of the contract. Director Kilpatrick again asked if the PSAP should provide the information. Attorney Tharp said that the Board needs to provide the same service regardless of where it is. The Board agreed to continue this discussion at the Budget Meeting. Shaina stated that she was asking for her requested money out of her Technical Enhancements Budget item which had not been expended. Director Kilpatrick again stated that he had a problem with this particular request. It was tabled. Shaina's second request was for the PRO Q & A Software in the amount of \$35,000.00 with the money coming out of her Technical

Enhancement budget. Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the Board approved the expenditure request in the amount of \$35,000.00. Director Angell asked if there were any discounts available if more than one PSAP would order the equipment at the same time and was told no.

Attorney Tharp stated that the Draft Budget would be presented to the Board on November 15th and adopted at the December 20th meeting.

### **ADJOURNMENT**

Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Lucatuorto absent, the meeting was adjourned.

### NOTICE OF MEETING

FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

NOVEMBER 28, 2007 AT 3:00 P.M.

HEARING ROOM TWO

### **AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

DRAFT BUDGET PRESENTATION

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

**November 28, 2007**

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 Lucatuorto  
                             Director Don Angell  
                             Director Tim McSherry  
                             Dennis Tharp, Attorney  
                             Sharon Black, Executive Assistant  
                             Teri Schmaedecke, Secretary

Absent:                 Director Bill Kilpatrick

Also Present:         Commissioner Jim Congrove  
                             Colleen Eyman, Lakewood PD  
                             Sue Steward, Arvada Fire  
                             Diana Dolan, West Metro Fire  
                             Vicki Pickett, Arvada PD  
                             Debi Luft, AJCHRA  
                             Larry Stodden, Wheat Ridge PD  
                             Shaina Lee, Evergreen Fire  
                             Jeff Irvin, Jefferson County Sheriff's Office  
                             Dale Massey, Massey Consulting Services, LLC

Director Lucatuorto called the meeting to order.

**MINUTES**

Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick absent, the Board approved the Minutes of October 18, 2007.

**TREASURER'S REPORT**

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board approved the Treasurer's Report for October and November 2007.(See attached)

**ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. Vicki stated that they had a large showing of Qwest representatives at their last Advisory Committee meeting. Quest talked about some of the resolutions that they had regarding the report card.

Qwest will add two staff members including a Project Manager back up at Qwest to help support the PSAPS in Colorado. Quest's main focus will be on Denver and Jefferson County. The committee also talked with GeoComm about the proposed unincorporated map development for Evergreen Fire.

### **TRAINING AND PUBLIC EDUCATION SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented the November training requests in the amount of \$2,264.96. Director McSherry made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick absent, the Board approved the November training requests in the amount of \$2,264.96.

Director Lucatuorto stated that he would like one trainer from GeoComm to come and train everyone. Lucatuorto continued to state that there is a real need to get this training in place once and for all.

Diana commented on the public education and told the Board that the Public service announcements have been sent to the stations and will hopefully be aired.

### **MINOR EQUIPMENT**

Larry Stodden, Wheat Ridge PD presented expenditure requests for Arvada Police Dept., Lakewood Police, Evergreen Fire and West Metro Fire. Director Angell made a motion, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board approved the request for a total of \$35,761.77 for small equipment.

### **EXPENDITURE REQUESTS**

Colleen Eyman, Lakewood Police asked that a request that was made in 2007 be reappropriated to 2008. The Board previously approved a Lakewood request that was made at the August 2007 E911 meeting. The request was for a UPS for the communication center in the amount of \$55,000. The UPS can now not be delivered until 2008. Colleen asked that it be reappropriated in the 2008 budget for that reason. Sharon Black indicated that the Board would probably be seeing a lot of these and asked how they be handled in the future. Director Angell asked that if these requests have already been approved that they do one expenditure and staple all the approval sheets to it and they will summarize it at the next E911 hearing.

Shaina Lee with Evergreen Fire told the Board that currently the unincorporated areas of Jefferson County do not have an agency specific GIS department to ensure adequate and up to date mapping. GeoComm has put together a proposal for GIS Maintenance Services for all the 12 agencies in Jeffco. This map data would be shared and be incorporated into GeoLynx county-wide mapping. This would fix and update and add all the corrections and missing items that are currently an issue with GIS data. This cost would not exceed \$75,000.00 for 12 unincorporated agencies. Sharon Black stated that she went to the Jeffco GIS group and asked questions about this issue. The County told Sharon that the problem was that the roads were unnamed.

Sharon stated that the County Departments that deal with street naming are back logged. Sharon told the Board they need names to streets or they won't interface with the CADs or radio traffic. Don Angell asked if it would be smarter and maybe take the opportunity to perhaps work with the County and Planning and get assistance from the Planning Dept to get the data? Vicki Pickett mentioned that this is an urgent issue and that they do not have the luxury of waiting for the County's assistance. Commissioner Congrove talked to the E911 Board about pulling Jefferson County Planning Administrator Tim Carl into this project to help find ways to accomplish this. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, to table the current Evergreen Fire proposal until the December meeting.

### **BUDGET ISSUES**

Collen Eyman stated that Lakewood had requested a generator to the 2008 Budget and realized that it was taken off the proposed 2008 budget. Colleen told the Board they were hoping they could get it in 2007 but some of the construction problems are forcing them to purchase items in 2008. Collen asked that the generator be added to the 2008 Budget for Lakewood Police and not exceed \$80,000.00. Director Angell asked that we go over the proposed budget before the Board makes a decision on the generator.

Jeff Irvin with Jefferson County Sheriff asked the Board to consider a 2008 Budget request for \$1,223,950.00 for Computer Assisted Dispatch (CAD) system for the Jefferson County Sheriff's office. Director Lucaturto asked that they discuss this issue after the Board goes over the proposed 2008 budget.

John Camper with Jeffco CopLink Consortium talked about the success of CopLink and thanked the Board for their support. Camper asked the E911 Board to consider continuing to provide the cost of the T-one lines into the lease line charges at the cost of \$21,438.00 per year.

### **2008 PROPOSED DRAFT BUDGET PRESENTATION**

Executive Director Sharon Black presented the 2008 proposed budget to the Jefferson County Emergency Communications Authority.

The 2008 budget will be adopted at the 2:00 p.m., Thursday, December 20, 2007.

### **BUDGET DISCUSSIONS**

Jeff Irvin with JCSO requested for the 2008 budget that the Board consider a funding request for the JCSO for a CAD system at a projected cost of approximately \$1,223,950.00. Following a general discussion the Board agreed that they would not fund the request for a CAD system.

Collen Eyman with Lakewood police requested that the Board consider putting Lakewood's Generator request in as a line item on the 2008 Budget. Director Angell and Director Lucatuorto said the generator should fall under Disaster Recovery.

### **AUDIT APPROVAL**

Director Angell told the Board that the audit was completed by Swanhorst & Company LLC and that it came back with a clean record. Director Lucatuorto made a motion to accept the audit, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board accepted the audit dated December 31, 2006 and 2005.

Director Angell requested that the Board approve the payment of the bill for the audit in the amount of \$3,500.00. Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the Board approved the payment of the audit in the amount of \$3,500.00.

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Black discussed the following issues: Continuing problems with recently moved PASAPs, West Metro move postponement, Plant training issues, and MSAG and bookkeeping updates.

Sharon Black requested that the Board hire a technical analyst to assist her and Dale Massey. Dennis Tharp indicated that maybe they should take the time to consider the statutory interpretations of an employee such as this because there are limitations of the use of money for personnel. Director Lucatuorto stated that in the recent past the Board has hired Jackie Marie Louise, Executive Director Sharon Black and, Dale Massey. Director Lucatuorto asked where we are going because it appears we are setting up a group of employees. The Board asked that this request be put on hold until the December meeting.

### **ADJOURNMENT**

Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote with Director Kilpatrick absent, the meeting was adjourned.

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

DECEMBER 20, 2007 AT 2:00 P.M.

HEARING ROOM TWO

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

2008 BUDGET ADOPTION



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

**December 20, 2007**

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 Lucatuorto  
                                 Director Lynn Johnson  
                                 Director Don Angell  
                                 Director Tim McSherry  
                                 Dennis Tharp, Attorney  
                                 Sharon Black, Executive Director  
                                 Joyce Woodley, Secretary

Absent:                    Director Bill Kilpatrick

Also Present:            Ed Engels, Evergreen Fire  
                                 Greg Furman, Evergreen Fire  
                                 Sue Steward, Arvada Fire  
                                 Kristine Yost, Arvada PD  
                                 Kim Coleman, Broomfield PD  
                                 Diana Dolan, West Metro Fire  
                                 Vicki Pickett, Arvada PD  
                                 Debi Luft, AJCHRA  
                                 Shaina Lee, Evergreen Fire  
                                 Larry Stodden,, Wheat Ridge PD  
                                 Jeff Irvin, Jefferson County Sheriff's Office  
                                 Jaci Marie Louise, 911 Solutions  
                                 Dale Massey, Massey Consulting Services, LLC  
                                 Tim Mancuso, Jeffco GIS  
                                 Calli Broome, Jeffco GIS  
                                 Stephen Mitchell, Jeffco GIS  
                                 Boris Naschansky, City of Lakewood  
                                 Rich Snelling, Lakewood IT

Director Kilpatrick was absent.

Director Lucatuorto called the meeting to order.

**MINUTES**

Since not all the Board Members were able to review the minutes of the previous meeting, it was decided to wait until the December meeting to approve them.

### **TREASURER'S REPORT**

Director McSherry made a motion, duly seconded by Director Johnson and by majority vote with Director Kilpatrick absent, the Board approved the Treasurer's Report for November 2007. (See attached)

### **ADVISORY COMMITTEE REPORT**

Vicki Pickett, Arvada PD presented the Advisory Committee Report. The Committee met with Qwest at their meeting today and talked about some of the new programs that were mentioned at the last E911 meeting. Qwest is working on getting a project specialist and something having to do with project management and are currently interviewing for these positions and should have this done by the beginning of the year. They also gave a status update of all the different moves that are going on between West Metro, Lakewood, Arvada Fire and Golden and also talked about the managed services that they got for four plant sites and are trying to get some clarification of what services were actually paid and will get some quotes back to the Committee. Also discussed was the mapping agreement with the private ambulance services. They need copies of the public version of the map and how they are going to get access to it. Sharon Black, Executive Director will be the point person for any private ambulance service that wants to have access. They can go through Sharon for the software, to get their login and password and pay for it in as many groups as they want. Qwest is working with Jeffco GIS to streamline the process and to get them to do some things that the PSAP's are looking for that they are not getting. They will put the GeoComm request on hold for a while to see if this kicks in and it gives them what they need for the map for the unincorporated areas.

### **TRAINING AND PUBLIC EDUCATION SUBCOMMITTEE**

Diana Dolan, West Metro Fire presented the December training requests in the amount of \$1,106.00. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Kilpatrick absent, the Board approved the December training requests in the amount of \$1,106.00.

Diana handed out a DVD of the PSA's. There was enough money in the budget to re-edit the first one down to a 15 second slot so that it can also be aired. All of the networks have received a copy and are reviewing them in order to figure out when they can be scheduled. The Advisory Committee also discussed the education budget for next year. Instead of making a new PSA every year, she suggested alternating years. Getting these aired as just PSA's right now is at no cost to them. However, as previously discussed, if aired in the middle of the night when there are less people watching there is less of a viewing audience. Investing in airing it in more viewable hours would obviously be better. She has one quote from Comcast and depending on which channels they have it aired on, it's approximately \$20.00 for each viewing and since it is sold in blocks, it could amount to a large amount of money. Director Angell asked Diana to bring any quotes before the Board.

### **MINOR EQUIPMENT REQUESTS**

Larry Stodden, Wheat Ridge PD, presented a request for Broomfield PD for recorder media DDS tapes in the amount of \$103.90. Director Angell made a motion, duly seconded by Director Lucatuorto and by majority vote, with Director Kilpatrick absent, the Board approved the expenditure request.

### **MSAG COORDINATOR REPORT**

Jaci Marie Louise, 911 Solutions gave her report (See attached report). She told the Board of how much she has enjoyed working for them as MSAG Coordinator. She has talked to Sharon about a retainer fee should she be needed for the next few months. Director McSherry asked how long it would take to finish up Arvada, Jeffco and Wheat Ridge. Jaci anticipates that each analysis takes 40-80 hours a piece and Jeffco will be more intensive than Arvada or Wheat Ridge. Sharon told the Board that part of the request to have Jaci remain is that she would charge for 10 hours per month at \$125.00 per hour. Jaci can reserve that time and after 10 hours, she would charge \$95.00 per hour. Attorney Tharp said that Jaci has approximately ten boxes filled with hard copy documentation with changes that have occurred over the last several years. He suggested that she continue to retain the information for a period of time and if anything would come up, she would have access to it and be able to make a copy if needed. Vicki Pickett thanked Jaci for all her hard work and all the effort she has put into her job.

### **EXPENDITURE REQUESTS**

Shaina Lee, Evergreen Fire asked for \$150,000.00 for their phone system. After eight months of doing some research and looking at the newer phone product, she would like to ask for the phone system. The amount was budgeted for 2007, but she asked for it out of the 2008 budget. She said there are several reasons why Evergreen wants to merge to a different system than Positron. She introduced Ed Engels and Greg Furman from Nine One One, Inc. to answer some of the Board's technical questions. Director Lucatuorto made a motion, duly seconded by Director Angell and by majority vote with Director Kilpatrick absent, the Board approved the request in the amount of \$139,953.53. Dennis stated that they are working on a contract with proposed changes so the motion needs to be amended for approval by counsel. Director McSherry asked why the expenditure request form is for \$150,000.00. Shaina said that there is always something that comes up that is not covered and wanted to keep it as it was budgeted. She does need to get one outlet right now and there could be other costs that are incurred. Director Lucatuorto amended his 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 a \$150,000.00 cap and making it contingent on legal counsel's approval with the contract.

### **EXECUTIVE DIRECTOR REPORT**

Sharon met with the new Director, Lynn Johnson to update him on some of the current problems and issues. (See attached report) She asked the Board to keep Jaci Marie Louise on as her trainer and backup person at a monthly retainer of \$1,250.00 for six months to assist her with the MSAG transition and to continue cleanup work with GeoComm as needed with the option to renew the contract at the end of the six month period. The contract would be to make sure she is retained for at least 10 hours per month and anything after that would be at \$95.00 per hour in an amount not to exceed \$10,000.00. Following a general discussion, Attorney Tharp suggested they approve the \$95.00 per hour rate as needed and discuss it further at next months meeting. Following a general discussion, Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Kilpatrick absent, the Board approved a motion to retain Jaci for another six months at the rate of \$95.00 per hour as needed. Dennis asked Sharon for a flat fee proposal to be presented to the Board for the completion of the Arvada, Jeffco and Wheat Ridge GIS data base with GeoComm.

Sharon also asked for the authority to hire Rich Snelling, Lakewood IT as a contractor for the E911 Board for one year in assisting with disaster recovery and NexGen projects. It would be a 40 hour per week position in an amount not to exceed \$100,000.00 per year. The Board expressed concerns regarding the hiring of an additional employee. Sharon then asked if the Board would hire Rich for at least 3 months at \$50.00 per hour because they now have a date certain of February 6<sup>th</sup> for West Metro and then have Evergreen, Golden, Arvada Fire and Lakewood all before March 30<sup>th</sup>. She estimated the work would take between 8-10 weeks per PSAP. After discussing this further, it was determined that Rich would not be able to complete the work that needs to be done for all PSAP's in 3 months. There was further discussion concerning the hiring of an additional employee. Following a question and answer period by the Board, it was determined that another meeting would be scheduled within the next 30 days in order to go into an executive session for further discussion of the duties and responsibilities of the Executive Director position. Director Angell asked Sharon to bring forth more defined boundaries of what her duties are as well as Dale Massey's duties and responsibilities. Dennis told the Board that an executive session is part of a public meeting so the Board would still need to have a public meeting, then follow statutory procedure for going into executive session and having those discussions and then reconvening the public meeting.

Following a general discussion, Director Lucatuorto made a motion, duly seconded by Director McSherry and by majority vote, with Director Kilpatrick absent, the Board approved an invoice for Sharon for 200 hours in the amount of \$14,000.00.

### **ADJOURNMENT**

Director McSherry made a motion, duly seconded by Director Lucatuorto and by majority vote with Director Kilpatrick absent, the meeting was adjourned.

NOTICE OF MEETING  
FOR E911 EMERGENCY TELEPHONE SERVICE AUTHORITY

JANUARY 17, 2007 AT 2:00 P.M.

HEARING ROOM TWO

**AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES

TREASURER'S REPORT

ADVISORY COMMITTEE REPORT

TRAINING SUBCOMMITTEE

MINOR EQUIPMENT SUBCOMMITTEE

MSAG REPORT

EXPENDITURE REQUESTS

EXECUTIVE DIRECTOR REPORT

2008 BUDGET ADOPTION