



# El Paso-Teller County 9-1-1 Authority Dispatch Review Committee Meeting

**Wednesday, January 24, 2018 10:30 AM**

Present: Diann Pritchard, Jesse Avery – Cripple Creek PD  
Renee Henshaw, Carla Lewis – Colorado Springs PD  
Kyla Gingrich, Dan Ausec – El Paso County SO  
Cindy Link – Teller County SO  
Dawn Lucero – Fort Carson  
John Lofgren, Ardelle Grima, Jenna Armstrong, Ben Gairrett, Ben Bills, Carl Simpson – 9-1-1 Authority  
Amy Duarte, Jill Hartley – AMR

1. Call to Order:
  - a. 10:30AM by Diann
2. Approval of Minutes:
  - a. November 2017 minutes Motion to approve by Cindy. Second by Carla.
3. Old business:
  - a. Centralized CAD Update Benjamin Gairrett [In process of writing the job description and duties for the new CAD Admin position..will reach out to PSAPs for feedback in the next week or two. We're in a holding pattern on Centralized CAD until we know how soon we can get the new CAD Admin hired.](#)
  - b. The next certification classes are scheduled through July.

[EMD Feb 26-28 \(Ft Carson 1, EPSO 6, WPPD possibly 2?\)](#)

[ProQA/CPR March 1](#)

[EFD March 5-6](#)

[ETC April 2-6](#)

[EMD April 9-11](#)

[ProQA April 12 0800-1200](#)

[CPR April 12 1300-1630](#)

[EFD April 16-17](#)

[EPD April 18-19](#)

[ETC June 25-29](#)

[EFD July 2-3](#)

[EPD July 5-6](#)

[EMD July 9-11](#)

[ProQA July 12 0800-1200](#)

[CPR July 12 1300-1630](#)



## El Paso-Teller County 9-1-1 Authority Dispatch Review Committee Meeting

- c. Navigator 2018 Update (Roster of attendees, process to register, travel arrangements, and PSAP travel budget) Need to know who everyone is sending to reserve hotel and start booking conference. Frosch cards were distributed for airfare. CCPD sending Tammy, CSPD Kelly Focht, TCSO ?, EPSO 1, Fort Carson 1. Board approved \$56,650, TriCon is out of CAD's budget. Send list to John if you know who else is attending other conferences throughout the year.
4. New business:
  - a. Everbridge Ben Bills – Planning to roll out training for IPAWS, already have codes needed, have access to wireless emergency alerts, also have authorization for Emergency Alert System (TV and radio) Highly recommend narrowing down who has access within the Communications Centers. Planning a Press Release during 1<sup>st</sup> quarter. Classes for those who have access will be hosted by topic based on what PSAPs want by Ben Bills rather than Everbridge University. IPAWS notifications should only be sent for evacuation notices and law enforcement activity with imminent threat. Everbridge mobile member app...would like to Press Release sooner than later for citizens to download and start using. Can use with GEO fence shape so all within fence will get notification. Also option to use NIXLE to text a number and receive an update on the incident. Citizens can add quiet time and incident types to opt-in/out when signing up for Everbridge (clarify to citizens). Kyla - Internal recall groups? Can you see if someone has accepted the message? Yes
  - b. Tele-communicator of the Quarter and Year (Accepting submissions, voting, and calendar) Proposed new calendar for voting. Months 12-2 vote in March, 3-5 vote in May, 6-8 vote in Sep, 9-11 vote in Nov.
  - c. Authority Sponsored PSAP training opportunities in 2018. (see handouts) Adam Timm in March, APCO CTO in May – target audience is on-the-floor trainers (also one scheduled in November 14-16), Bob Pike Group for Training Coordinators, NENA CMCP – target audience is PSAP Managers or designee.
  - d. Refreshers 2018 Looking at different avenue for signing up. Still setting dates, will offer different times to accommodate different shifts. Further info to be provided.
  - e. Officer Elections Renee elected as Chair, Jenna as secretary.



## El Paso-Teller County 9-1-1 Authority Dispatch Review Committee Meeting

- f. Spring training update/PSAP sign up Ardelle (Jennica) [Deadline to signup is February 1<sup>st</sup>](#). [Email Jennica to sign up](#). [Wednesday will be offered as an evening class](#).
  - g. PFCs
  - i. Nothing to eat or drink instruction. [\(see handout\) Ardelle - approved](#)
  - ii. Has the fire been extinguished? [\(see handout\) Jenna Armstrong - set aside for further discussion and training within the PSAPs](#).
5. Any other business:
- a. Round Table - [nothing](#)
  - b. PSAPs hosting ETC – [Reminder that PSAPs can host their own classes](#). [Contact John if interested to obtain course number and order books](#).
  - c. Plans for DRC and Steering Committee [CCPD coming up for Re-Accreditation](#). [Want to make sure committees are in line with the Academy's idea](#). [Will discuss more in March](#).
  - d. EMD 13.1 Ardelle – [13.1 will be released soon](#). [Jennica put together a CDE on the changes](#). [Go live date is March 1<sup>st</sup>](#). [CDE will be uploaded onto PSAPs thumb drives to train employees on the major changes](#).

Next meeting: [Wednesday, March 28<sup>th</sup>](#)

Meeting adjourned 11:30am