



El Paso – Teller County 9-1-1 Authority

2350 Airport Road, Colorado Springs, Colorado 80910

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July 26, 2017

Meeting Minutes

Authority Members Present: Miles DeYoung, Vince Niski, Ron Reeves, Joe Ribeiro, Dave Rose, Brad Shannon, Chris Truty and Derek Wheeler.

Authority Members Absent: Pat Rigdon

Vacancies: None

Other Personnel Present: Carl Simpson, CEO, Bob Cole, Authority Counsel and Christy Davis, Administrative Assistant.

Members of the Public Present: 15

1) Call to Order:

The July 26, 2017 regular session meeting of the El Paso - Teller County 9-1-1 Authority Board was called to order at 1:05 PM by Chairman, Dave Rose. The meeting was held in the 9-1-1 boardroom, located at 2350 Airport Road, Colorado Springs, Colorado.

2) Act on Requests of Authority Members Who Have Asked to be Excused:

Pat Rigdon has asked to be excused.

Motion was made by Ron Reeves to excuse Pat Rigdon; second by Chris Truty.

Motion passed unanimously on voice vote by the 8 Authority Members present.

3) Introductions:

Introductions were made.

4) Public to be Heard:

Ben Bills reported that the Independence Center presented an award to the Authority for the work done on the Text to 911 project at a luncheon held earlier in the day.



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5) Consent Calendar:

A – Approve the minutes of the June 28, 2017 Authority Meeting.

B – Approve the July 2017 Financial Statement and authorize payment of the monthly bills.

Motion was made by Vince Niski to approve the consent calendar; second by Miles DeYoung.

Motion passed unanimously on voice vote by the 8 Authority members present.

6) Approve Authority Resolutions:

A – None.

Bob Cole arrived at 1:10 PM.

7) Report by the CEO:

Staff – Carl reported that the auditor will be presenting the Draft 2016 Audit at the August meeting and that site visits at each PSAP for budget discussions are complete.

IT – Carl reported Peterson AFB will be relocating, the Voice Logger Project is progressing and that the GIS team will be using standardized ESRI tools in place of specialized tools developed by a former employee. It was also noted that the Network Engineer position was posted for the sixth time. It was discussed that the position needs to be filled by someone with not only the right skill set but also the right personality and attitude.

Training/QA – ETC classes are coming up as well as EMD, EFD and EPD classes.

8) Reports by Standing Committees:

A - DRC/PSAP Managers Committee

Diann Prichard reported that Ben Bills informed them of the Everbridge update and that Dr. Bronsky discussed approved medical definitions. Agencies also collaborated on getting a quote to have all the consoles cleaned at one time to help lower the cost. The dates for the refreshers were discussed as well as the dates for the ETC and EMD/FD/PD classes. PSAP Managers also reviewed policy revisions and will give their feedback prior to the next board meeting in August when the board will approve the revisions. They would also like to move forward on a feasibility study for a centralized CAD system for the agencies using TriTech CAD. It was discussed the study would cost a maximum of \$50,000. Other associated costs would include a CAD Administrator position and TriTech costs. The pros and cons of centralization were also discussed.



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9) Old Business:

A – Update Amendment 2 of the Restated IGA.

It was reported that six signature pages have been received. Authority members were asked follow up with their agencies to ensure that the signature pages be returned.

B - Revised Policies **4.0 General Policies and Procedures, 4.14 Supplies and Equipment, 4.21 Primary PSAP Alternate List, 4.30 Disposition of Property, 4.32 PSAP Telecommunicator Award Program, 4.34 9-1-1 Hero Program, 4.40 Organization and Conduct of Authority Committees, 4.46 Public Information Dissemination/Social Media Use, 4.48 Inventory, 5.1 EMD Quality Assurance and Improvement Process and 5.5 Procedure for PSAP Instructors used for Fire and Police Protocols.**

Carl gave an overview of the Policy Updating Project. He stated that it had been many years since a majority of the policies have been reviewed or revised and that some policies no longer reflected current practices. Policies pertaining to PSAPs will be reviewed for revisions by the PSAP Managers Committee before coming to the board for approval. It was discussed that there should be a way of ensuring that all employees have read and are aware of changes in policies such as signing a document when having their yearly evaluation.

Policy 4.0 – Add a section that will address acknowledgement of receipt of policies and policy updates.

Policy 4.14 – Add that all is subject to annual appropriations. Reference APL as well as AVL.

Policy 4.21 – Consider moving this policy to Operations Manual

Policy 4.30 – All revisions accepted.

Policy 4.32 – Change “plague” to “plaque”.

Policy 4.34 – All revisions accepted.

Policy 4.40 – All revisions accepted.

Policy 4.46 – It was discussed that a separate policy should be created for social media. Also add “Policy”, “Purpose”, and “Procedure” sections to be consistent with other policies.

Policy 4.48 – All revisions accepted. It was noted that a new inventory program will be a 2018 budget request.

Policy 5.1 – Ensure all vendor specific references are removed.

Policy 5.5 – Include feedback from DRC, possibly move to Operations Manual.

Motion was made by Vince Niski to approve the revised policies pending a final review; second by Brad Shannon.

Motion approved unanimously on voice vote by the 8 Authority members present.



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C - Abolished Policies 4.1 *Promulgation of Policies and Procedures*, 4.3 *Maintenance of PSAP Log*, 4.15 *9-1-1 PSAP Training*, 4.16 *Report on Occurrence Form*, 4.37 *9-1-1 Logo Merchandise Program*, 4.45 *Volunteer Program for El Paso – Teller County 9-1-1* and 4.47 *Secure Card Access*.

Motion was made by Joe Rebeiro to approve the abolished policies; second by Miles DeYoung.

Motion approved unanimously on voice vote by the 8 Authority members present.

10) New Business:

A – None

11) Directors Comments:

Joe Ribeiro commented that he had to call 9-1-1 recently regarding a dumpster fire and that the dispatcher that he reached at CSPD did a great job of processing the call.

12) Executive Session:

Not necessary.

13) Adjournment:

A motion was made by Ron Reeves to adjourn the meeting; seconded by Chris Truty.

Motion passed unanimously on voice vote.

Meeting was adjourned at 2:50 PM.

Submitted for Approval By:

Pat Rigdon, Authority Secretary