



El Paso – Teller County 9-1-1 Authority

2350 Airport Road, Colorado Springs, Colorado 80910

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August 31, 2017

Meeting Minutes

Authority Members Present:	Miles DeYoung, Vince Niski, Pat Rigdon, Dave Rose, Chris Truty and Derek Wheeler.
Authority Members Absent:	Joe Ribeiro and Brad Shannon.
Vacancies:	Vacancy for representative cities, towns, US military and special districts.
Other Personnel Present:	Carl Simpson, CEO, Bob Cole, Authority Counsel and Christy Davis, Administrative Assistant.
Members of the Public Present:	16

1) Call to Order:

Presentation of the APCO Award to Authority IT and GIS staff for the Virtualization Project by Peter Smith.

The August 31, 2017 regular session meeting of the El Paso - Teller County 9-1-1 Authority Board was called to order at 1:14 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:

Joe Ribeiro and Brad Shannon have asked to be excused.

Motion was made by Chris Truty to excuse Joe Ribeiro and Brad Shannon; second by Vince Niski.

Motion passed unanimously on voice vote by the 6 Authority Members present.

3) Introductions:

Introductions were not necessary at this time.



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4) Public to be Heard:

Mike Haley of Fountain PD presented a request for funding of \$19,200.00 for an interface that would collect jurisdictional data, repackage it, and input it into RMS from CAD. Fountain has been lacking this functionality since the consolidation with El Paso County SO dispatch. It was discussed that this should be funded as soon as possible instead of waiting until 2018.

Motion was made by Vince Niski to fund this request; second by Miles DeYoung.

Motion passed unanimously on voice vote by the 6 Authority Members present.

5) Consent Calendar:

A – Approve the minutes of the July 26, 2017 Authority Meeting.

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

Motion was made by Vince Niski to approve the consent calendar; second by Chris Truty.

Motion passed unanimously on voice vote by the 6 Authority members present.

6) Approve Authority Resolutions:

A – Resolution 17-07, A RESOLUTION ACCEPTING THE 2016 AUDIT OF THE EL PASO – TELLER COUNTY EMERGENCY TELEPHONE SERVICE AUTHORITY (AUTHORITY) AS PRESENTED BY STOCKMAN, KAST RYAN & CO, LLP.

This item is being moved to the end of the agenda.

7) Report by the CEO:

Staff – Carl reported that work has started on the 2018 budget and that the PSAPs would be presenting their requests at this meeting. Policies are also in the process of being revised. He also stated that Connie Chavez has resigned and her position has been posted.

IT – Carl reported that Jacob Shaw has been hired as the new Network Engineer. Also, a feasibility study will be conducted on centralizing CAD, Teller County is considering moving dispatch to another location and Contact Map will be replaced by another mapping product.

Training/QA – Staff is working with Dr. Bronsky on tiered response.

8) Reports by Standing Committees:

A - DRC/PSAP Managers Committee



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No meeting, no report.

9) Old Business:

A – Update Amendment 2 of the Restated IGA.

It was reported that ten signature pages have been received. Twenty three are required for approval. Authority members were asked follow up with their agencies to ensure that the signature pages be returned. Bob Cole will provide contact information for the agencies that have not yet responded.

B - Policy Review – DRC Recommendations, Policy 4.4 – Abolish, Policy 4.5 – Abolish, Policy 4.6 – Abolish, Policy 4.7 – Revisions, Policy 4.9 – Revisions, Policy 4.10 – Revisions, Policy 4.11 – Revisions, Policy 4.13 – Revisions, Policy 4.17 – Abolish, Policy 4.19 – Revisions, Policy 5.3 – Revisions and Policy 5.6 – Revisions.

Authority Policies – Policy 4.2 – Discussion, Policy 4.18 – Abolish, Policy 4.20 – Revisions, Policy 4.22 – Abolish, Policy 4.24 – Revisions, Policy 4.10 – Revisions, Policy 4.26 – Revisions, Policy 4.29 – Revisions, Policy 4.31 – Revisions, Policy 4.33 – Revisions, Policy 4.35 – Revisions, Policy 4.36 – Revisions, Policy 4.39 – Discussion, Policy 4.42 – Revisions and Policy 4.44 – Revisions.

It was discussed that since there was so much material to go through perhaps a work session could be scheduled early next year for the purpose of reviewing the policies. It was also discussed that some of the policies would be moved to an “Operations Manual” which would also be reviewed by the Authority.

Two policies needing more immediate attention are Policy 4.50 a financial policy and 4.39 concerning weapons on Authority property. Policy 4.50 will be reviewed at the next meeting and the board would like Authority employee feedback to Policy 4.39 prior to their final review. Carl will present the results at the next meeting.

10) New Business:

A – Board Vacancy Process.

Ron Reeves resigned from the board creating a vacancy. Notice of vacancy was sent to the IGA signers. Letters of interest will be sent to Carl and at the next meeting interested candidates will introduce themselves to the board and a new member will be selected.

B – Election of Authority Vice-Chair.

Nominations for the office of Vice-Chair were opened.

A motion was made by Vince Niski to nominate Miles DeYoung; second by Pat Rigdon.



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Hearing no other nominations; motion passed unanimously on voice vote by the 6 Authority members present.

C – Authority Budget Calendar.

PSAPs will make budget requests today and Authority departments will present their requests at the September meeting. The 2018 Draft Budget must be distributed prior to October 15th. Following the October regular session there will be a work session for budget discussions. At the November meeting the final 2018 budget will be approved.

D – Authorization to Intervene.

Bob Cole provided a memo stating that Century Link filed a proceeding before the PUC to establish a rate for NG911 ESINET service in Colorado. Not knowing the intent, the attorney would like authorization to intervene on behalf of the Authority board.

Motion was made by Miles DeYoung to authorize intervention; second by Chris Truty.

Motion passed unanimously on voice vote by the 6 Authority Members present.

E – PSAP 2018 Budget Requests.

Prior to the requests the board asked Bob Cole to read the statute governing how 9-1-1 funds shall be spent.

Colorado Springs PD – Renee’s 2018 request included radio replacement for the training room, rollover of the CAD upgrade funds and that the board consider reinstating the call-taker salary stipends.

Colorado Springs EOC – Tobi Blanchard requested two radio consoles for use during EOC activations by CSPD dispatchers.

Cripple Creek – Jesse’s 2018 request included Fire accreditation, a laptop with CAD licensing, CLQ from TriTech and rollover of the funding for relocation of the communications center.

El Paso County SO – Kyla’s 2018 request included Fire accreditation, VisiNet Browser Caution Note Enhancement, additional training opportunities, sit and stand desks for supervisor’s offices, 9 new chairs and on behalf of all of the PSAPs she is requesting funds to have the console furniture deep cleaned. She is also requesting CLQ from TriTech.

Pikes Peak Fire Chief’s Council – Jim Ribiski requested funding for a county-wide alerting system for manned fire stations. This would include one-time installation costs and ongoing costs to add additional stations in the future and costs associated with software updates and maintenance.



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Fort Carson – Dawn’s 2018 request included three new chairs, training CAD, additional CAD licenses for Incident Command and CLQ from TriTech.

Teller County SO – Cindy’s 2018 request included five new chairs, a Toughbook with CAD licensing for Incident Command and CLQ from TriTech. It is also probably that they will be moving dispatch to a different location. Authority staff is currently working on costs for that move.

Woodland Park PD – Jen’s 2018 request is for CLQ from TriTech.

It was discussed that chairs and the cleaning of consoles be moved to the Global PSAP category since these are ongoing costs that can be budgeted for each year.

Audit

Steve Hochstetter of Stockman, Kast Ryan & Co presented the 2016 Audit including the Governance Letter, Internal Control Letter and Audit. It was suggested that deposits should be made more frequently than once a month and that capital assets should be tracked more accurately through inventory control.

- A. Resolution 17-07: *A RESOLUTION ACCEPTING THE 2016 AUDIT OF THE EL PASO – TELLER COUNTY EMERGENCY TELEPHONE SERVICE AUTHORITY (AUTHORITY) AS SUBMITTED BY STOCKMAN, KAST RYAN & CO, LLP.*

Motion was made by Chris Truty to approve the resolution; second by Vince Niski.

Motion passed on roll call vote with 6 ayes and 2 not present.

11) Directors Comments:

It was discussed that improvements be made in tracking capital assets and that deposits should be made more frequently and to look at electronic deposits as an alternative. A memo will be drafted to address these items and sent to the auditor and board members.

12) Executive Session:

Not necessary.

13) Adjournment:

A motion was made by Chris Truty to adjourn the meeting; seconded by Vince Niski.

Motion passed unanimously on voice vote.



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Meeting was adjourned at 4:27 PM.

Submitted for Approval By:

Pat Rigdon, Authority Secretary