

El Paso – Teller County E9-1-1 Authority

January 28, 2009

Meeting Minutes

Authority Members Present:	Pete Carey, Ron Gibson, James Grayson, Michael Gower, Bud Silloway, Robert Weller, Marcus Woodward and Paul Zani.
Authority Members Absent:	None
Vacancies:	One Position Representing Cities, Towns, U.S. Military, and Special Districts.
Other Personnel Present:	James Anderson, System Manager and Christy Davis, Administrative Assistant.

1) Call to Order:

The January 28, 2009 regular session meeting of the El Paso – Teller E9-1-1 Authority was called to order at 2:00 PM by Chairman Robert Weller. The meeting was held in the E9-1-1 boardroom, located at 2350 Airport Road, Colorado Springs, Colorado.

2) Act on requests of Authority Members who have asked to be excused:

All Authority Members were in attendance.

3) Introductions:

The audience and Authority Members made introductions.

4) Public to be Heard:

There were no items brought forth at this time.

5) **Consent Calendar:**

- A - **Approve the minutes of the November 19, 2008 Authority Meeting.**
- B - **Ratify – December 2008 financial statement and authorize payment of the monthly bills.**
- C - **Ratify – The custodian of record for 2009 Authority records shall be James Anderson and all records shall be stored at 2350 Airport Road, Colorado Springs, Colorado, 80910.**
- D - **Ratify – The System Manager is hereby appointed Budget Officer for the year 2009.**
- E - **Ratify – The System Manager is hereby appointed Safety Officer for the year 2009.**
- F - **Ratify – The locations for posting of the agenda for Authority meetings are: Colorado Springs Fire Department, Teller County Sheriff’s Office, 9-1-1 Administration building and the 9-1-1 website.**
- G - **Approve the January 2009 financial statement and authorize payment of the monthly bills.**

Motion was made by Paul Zani to approve the consent calendar;
second by Ron Gibson.

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

6) **Report by the System Manager:**

One additional item Jim mentioned is that since instructors at El Paso – Teller E9-1-1 have been teaching students from all over the region, a map is being put up in the training room with push pins to depict where students have traveled from for class. Also it was discussed that EMD classes are being offered every month with the full Academy being taught every other month.

7) **Approve Authority Resolutions:**

- A - *Resolution 09-01, A RESOLUTION AMENDING THE RESTATED BYLAWS AND ADOPTING A POLICY REGARDING PROCEDURES FOR CALLING MEETINGS OF THE BOARD OF DIRECTORS, GIVING NOTICE AND SETTING AGENDAS.*

Motion was made by Marcus Woodward to approve the resolution; second by Paul Zani.

Motion passed on roll call vote with 8 ayes.

- B -** Resolution 09-02, *A RESOLUTION HONORING BILL BEAHAN'S SERVICE TO THE EL PASO – TELLER COUNTY ENHANCED 9-1-1 AUTHORITY.*

Motion was made by Pete Carey to approve the resolution; second by Ron Gibson.

Motion passed on roll call vote with 8 ayes.

Mr. Beahan was present to accept his award of appreciation from the Authority.

- C -** Resolution 09-03, *A RESOLUTION HONORING JENNIFER MANRIQUEZ AS THE TELECOMMUNICATOR OF THE FOURTH QUARTER OF 2008.*

Motion was made by Bud Silloway to approve the resolution; second by Marcus Woodward.

Motion passed on roll call vote with 8 ayes.

Jennifer was presented her award by Chairman Robert Weller.

- D -** Resolution 09-04, *A RESOLUTION HONORING DENISE ACKART AS THE TELECOMMUNICATOR OF THE YEAR 2008.*

Motion was made by Marcus Woodward to approve the resolution; second by Pete Carey.

Motion passed on roll call vote with 8 ayes.

Denise was presented her award by Chairman Robert Weller.

8) Reports by Standing Committees:

A - PSAP Manager's Committee

Liz Brown was unable to attend so Renee Lovely spoke on her behalf. She said that the EMD Version 12 upgrade training had been completed and that CAD to CAD with CSPD is close to completion.

9) Old Business:

A - Appointment of Bill Beahan's replacement to the Board.

A notice was sent out to all IGA signors regarding the vacancy and one letter of intent was received from Chief Darin Anstine, Fountain Fire Chief. Chief Anstine had a prior commitment and was unable to attend today's meeting.

Motion was made by Paul Zani to appoint Darin Anstine; second by Bud Silloway.

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

It was discussed that since Paul Zani was retiring from the board that a replacement would be appointed by the County Commissioners. It is the desire of Sheriff Maketa that Commander Ken Moore replace Paul Zani.

10) New Business:

A - Election of Authority Officers.

Mr. Weller opened nominations for the office of Chairman.

A motion was made by Michael Gower to nominate Robert Weller; second by Paul Zani.

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

Chairman – Robert Weller

Mr. Weller opened nominations for the office of Vice-Chair.

A motion was made by Bud Silloway to nominate Jim Grayson; second by Michael Gower.

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

Vice-Chair – James Grayson

Mr. Weller opened nominations for the office of Secretary.

A motion was made by Bud Silloway to nominate Michael Gower; second by Pete Carey.

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

Secretary – Michael Gower

Mr. Weller opened nominations for the office of Treasurer.

A motion was made by Paul Zani to nominate Pete Carey; second by Marcus Woodward.

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

Treasurer – Pete Carey

B - RFI returns for Next Generation 9-1-1 equipment.

Mr. Anderson reported that 10 companies requested packets and that four companies had responded. The companies were asked to give an estimated cost in the areas of; initial installation, and year one through year five maintenance. A letter from the attorney gave his opinion on if an RFP had to be issued and his response was that the vendors who responded to the RFI could be asked to submit a sealed bid. The Authority board needs to give direction on whether they would like this to progress to a full RFP process or to give the current vendors an opportunity to submit a sealed bid. It was discussed that the companies could be brought in to demo their product for the call takers to evaluate.

Mr. Anderson said that he would be removing the pricing section of the RFIs so that the PSAPs could still view them prior to the sealed bid. The sealed bids will include the pricing for installation, including all equipment and software, training and maintenance costs. The vendors will also be given answers to any questions for clarification and also will be informed that their system is required to integrate with the existing system.

Motion was made by Ron Gibson to ask for sealed bids from the four responding vendors; second by Bud Silloway.

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

Jim asked that board members have any comments or questions to him by February 6th. He will send out the request to the vendors and they will have two weeks to respond back. The sealed bids should be ready for review by the next meeting.

It was also mentioned that the March board meeting would fall during the traditional “spring break” and if any board members desired that the meeting be moved, they should let the System Manager know.

11) Executive Session

Not necessary.

12) Adjournment:

A motion was made by Ron Gibson to adjourn the meeting; seconded by Bud Silloway.

Motion passed unanimously on voice vote.

Meeting was adjourned at 3:05 PM.

Submitted for Approval By:

Michael Gower, Authority Secretary