

El Paso – Teller County E9-1-1 Authority

October 28, 2009

Meeting Minutes

Authority Members Present: Darin Anstine, Pete Carey, Ron Gibson, Michael Gower, Jim Grayson, Ken Moore, Bud Silloway and Robert Weller.

Authority Members Absent: Marcus Woodward.

Vacancies: None.

Other Personnel Present: James Anderson, System Manager, Bob Cole, Legal Counsel and Christy Davis, Administrative Assistant.

1) Call to Order:

The October 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:

Marcus Woodward asked to be excused.

Motion was made by Michael Gower to excuse Marcus Woodward; second by Bud Silloway.

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

3) Introductions:

Introductions were not needed at this time.

4) Public to be Heard:

No items were brought forth at this time.

5) Consent Calendar:

A - Approve the minutes of the September 23, 2009 Authority Meeting.

B - Approve the October 2009 financial statement and authorize payment of the monthly bills.

Motion was made by Darin Anstine to approve the consent calendar; second by Pete Carey.

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

6) Report by the System Manager:

Mr. Anderson reported that the cut-over to the NG9-1-1 system at the 9-1-1 office was made at 7:15 this morning. The soft phone software was installed on the computers and the system will be tested for the next 60 days before rolling out to the other agencies next year.

7) Approve Authority Resolutions:

There are not any resolutions for approval this month.

8) Reports by Standing Committees:

A - PSAP Manager's Committee

Liz Brown reported that CAD-to-CAD between El Paso County and Colorado Springs PD was functional. They will be continuing with testing and setting up SOPs. The PowerPhone call-taking software had been demonstrated at the meeting and the group would like to explore the possibility of switching to this program, provided there is an interface for the existing CAD systems. Also the attorney for the EPSO is reviewing the MOU for QA and is expected to have it back to the Authority Board in mid-December.

9) Old Business:

A - Further discussion of the 2010 budget.

Authority members were given the second draft of the 2010 budget. The budget will be passed at the November meeting.

10) New Business:

A - Pre-paid Wireless Legislation.

There is legislation in the process that will require pre-paid vendors to pay the 9-1-1 surcharge. This will be paid by the vendor where the phone was purchased and will go to the state entity which will distribute it to the appropriate Authority boards.

B - 2010 QA Schedule.

Before hiring someone to fill the position left by Jeff Craig a memo was sent to PSAPs inquiring about their future QA requirements and intentions. The attorney is currently reviewing and revising the MOU between agencies and the Authority that states their intention of not doing their own Qs. PSAP managers are also reviewing the document. By the November meeting it should be known if additional personnel will be required to handle the volume of calls that need to be reviewed. Agencies expressed their desire to Q their own calls but some do not have the staffing to do that. It was discussed that currently all calls QAed by 911 staff is labeled "Work Product" so that each agency Q has the final word. Also if there is a difference of opinion it can be taken to the EDRC for input or the Physician Advisor can also be asked for her opinion.

C - Employee Salaries.

Mr. Carey distributed a salary comparison chart comparing current salaries of JKA Consulting employees to the pay schedule of the City of Colorado Springs employees in a comparable position. There were three discrepancies in pay between JKA and the City. The first was the position of Administrative Assistant which was compared to an Admin Tech. The Admin Tech makes approximately \$5.00 per hour more, so this salary should be adjusted. The second was the position of GIS Analyst but it was stated that the comparison on the chart was not accurate and that the employee's current salary was in line with the pay schedule of the City. The last discrepancy was the receptionist position. An Office Assistant for the City makes approximately \$3.00 per hour more and this salary should be adjusted as well. The total increase in salaries is approximately \$14,000.00 per year. The Authority board members agreed

that the salaries should be adjusted to meet the City salary ranges. The conversion of current contract employees to government employees will be approximately \$200,000.00 per year more than the JKA Consulting contract price but this has already been worked into the budget. The next step in the process will be to work on the IGA and to find out what the fee will be for the City to take over payroll.

D - Company Credit Card.

Mr. Anderson has been working with US Bank to obtain company credit cards for employees for travel and other work related costs. Mr. Anderson will be monitoring any charges and limitations and restrictions will be applied. Additionally employees will be required to sign a usage agreement.

11) Executive Session:

Motion was made by Pete Carey to enter into an Executive session in order to “Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators” pertaining to the proposed System Manager contract; second by Ron Gibson.

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

Regular session was recessed at 3:00 PM.

Regular session reconvened at 3:46 PM.

Upon returning from executive session, no additional discussion took place and no decisions were made, other than to adjourn.

12) Adjournment:

A motion was made by Bud Silloway to adjourn the meeting; seconded by Ken Moore.

Motion passed unanimously on voice vote.

Meeting was adjourned at 3:48 PM

Submitted for Approval By:

Michael Gower, Authority Secretary