

**El Paso – Teller County E9-1-1 Authority**

November 19, 2008

Meeting Minutes

**Authority Members Present:** Pete Carey, Ron Gibson, Michael Gower, Bud Silloway, Robert Weller, Marcus Woodward and Paul Zani.

**Authority Members Absent:** Bill Beahan and James Grayson.

**Vacancies:** None

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

**1) Call to Order:**

The November 19, 2008 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:**

Motion was made by Paul Zani to excuse Bill Beahan and James Grayson; second by Bud Silloway.

Motion passed unanimously on voice vote by the 7 Authority Members present.

**3) Introductions:**

The audience and Authority Members were well known to each other so introductions were not necessary.

**4) Public to be Heard:**

There were no items brought forth at this time.

**5) Consent Calendar:**

- A - Approve the minutes of the October 22, 2008 Authority Meeting.**
- B - Approve the November financial statement and authorize payment of the monthly bills.**
- C - Approve revised Policy 4.37 (9-1-1 Bucks Award Certification)**
- D - Approve revised Policy 4.6 (Call Transfer Procedure)**

Motion was made by Ron Gibson to approve the consent calendar; second by Marcus Woodward.

Motion passed unanimously on voice vote by the 7 Authority Members present.

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

Mr. Anderson introduced Luchia Tingley as the new QA Analyst who will be taking over for Charlotte Hughlett when she retires. He also commented on a certified letter that had been received from Plant. The letter stated that copy write laws were being violated by the Authority using “Reverse 911” on the website and they requested that all mention of “Reverse 911” be removed immediately. Mr. Anderson stated that this request has been complied with and that any reference to “Reverse 911” has been removed from the website as well as all training materials. The term “Emergency Notification System” will now be used in place of “Reverse 911”.

Mr. Cole has prepared a memo concerning placing items on the agenda. A resolution and policy will be on the agenda for approval in January. Any comments or questions from board members can be directed at Mr. Anderson or Mr. Cole.

**7) Approve Authority Resolutions:**

- A - Resolution 08-15, A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE EL PASO – TELLER COUNTY EMERGENCY TELEPHONE SERVICE AUTHORITY (EL PASO – TELLER COUNTY 9-1-1 AUTHORITY) FOR THE BUDGET YEAR 2009 AND APPROPRIATING SAID BUDGET TO THE LINE ITEMS IN THE HERETO ATTACHED BUDGET.**

Motion was made by Pete Carey to approve the resolution; second by Michael Gower.

Motion passed on roll call vote with 7 ayes and 2 not present.

- B -** Resolution 08-16, *A RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN A FIVE-YEAR CONTRACT WITH JKA CONSULTING, LLC FOR SYSTEM MANAGEMENT SERVICES.*

Motion was made by Paul Zani to approve the resolution; second by Michael Gower.

Motion passed on roll call vote with 7 ayes and 2 not present.

**8) Reports by Standing Committees:**

**A - PSAP Manager's Committee**

Liz reported that the committee will be working on updating the Early Notification System Policy by further defining the use of the system for emergent use only. After the policy is revised it will be provided for the Authority board to review.

**9) Old Business:**

**A - 2009 Authority Board Meeting Schedule**

A tentative schedule for all Authority meetings was distributed to board members. The schedule will also be posted on the website.

**10) New Business:**

There were no items at this time.

**11) Executive Session**

Not necessary.

**12) Adjournment:**

A motion was made by Paul Zani to adjourn the meeting; seconded by Bud Silloway.

Motion passed unanimously on voice vote.

**Meeting was adjourned at 2:20 PM.**

**Submitted for Approval By:**

**Michael Gower, Authority Secretary**