



## AUTHORITY BOARD MEETING MINUTES

March 31, 2021 1:00 PM

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### **Authority Members Present**

Andy James, Diann Pritchard, Joe Ribeiro, Pat Rigdon, Derek Wheeler, and Michael Wiles.

### **Authority Members Absent**

Miles De Young, Ryan Parsell, and Adrian Vasuez.

### **Vacancies**

None.

### **Other Personnel Present**

Carl Simpson, CEO; Bart Miller, Authority Counsel; and Christy Davis, Administrative Assistant.

### **Members of the Public Present**

#### **1. Call to Order**

- A. The February 24, 2021, regular session meeting of the El Paso - Teller County 9-1-1 Authority Board was called to order at 1:00 PM by Vice-Chairman Derek Wheeler. **The meeting was held remotely.**

#### **2. Acts of Requests of Authority Members Who Have Asked to be Excused:**

- A. Miles De Young, Ryan Parsell, and Adrian Vasquez have asked to be excused.

A motion was made by Pat Rigdon to excuse these board members; motion was seconded by Mike Wiles.

The motion passed unanimously on a voice vote by the five Authority members present.

**3. Introductions**

- A. Introductions were unnecessary.  
*Andy James arrived at 1:04 PM.*

**4. Public to be Heard:**

- A. Kyla Gingrich updated the board on the First Watch project and thanked them for their decision to fund it. She said they have meetings every fourth Wednesday of the month and that Julian Marcano is the point of contact.

**5. Consent Calendar**

- A. Approve the minutes of the February 24, 2021, Authority Meeting.
- B. Approve the March 2021 Financial Statement and authorize payment of the monthly bills.

Joe Ribeiro made a motion to approve the Consent Calendar; the motion was seconded by Mike Wiles.

The motion passed unanimously on a voice vote by the six Authority Members present.

**6. Approve Authority Resolutions**

- A. None.

## **7. Report by CEO**

Carl S – Adam Smith celebrated his fifth year at the Authority. The Teller County Consolidation Feasibility Study project is progressing. Stakeholders agreed that the study should be conducted and there will be a kickoff meeting in four weeks. Finance – We are seeing a big increase in prepaid wireless since the beginning of the year. The 2020 Audit will start in May.

Stacey M – Management teams have met to discuss the SWOT analysis and identify goals to implement. These will be incorporated into the Strategic Plan. A draft should be ready for review at the May meeting.

Bart M – The FCC is working on tightening and further delineating what 911 funds can be spent on. In the next few months there should be a final ruling. It should not affect operations for the Authority.

Lisa R – The Paid Medical Leave policy has been updated and a Rights and Responsibilities notice has been created. The Bamboo HR program is being implemented. Managers have been trained and the staff will be attending training tomorrow. She is also looking at various manuals for consistency and realignment.

Matt T – Darktrace, a tool for cybersecurity, has been deployed for additional network monitoring. The new furniture has been installed at the Teller County Sheriff's Office. The move in for staff should be in June. The final P1 issues on the phone system should be resolved in April.

Ben G – The new helpdesk has been deployed and new tickets can be submitted. Old and open tickets are being migrated to the new system and historical data is being exported. A summary of the progress on the Fire Station Alerting Project will be given at the April meeting.

Facilities – Adjustments are still being made to the HVAC system.

Dan A – FirstWatch is importing data and developing requested triggers. A group meets the fourth Wednesday of the month to discuss. Additional methods and processes have been implemented for the GIS Data Validation. There has been coordination with Water Districts for use of the Water Source Collector/Closest Resource App. One P1 issue remains outstanding on CentCAD. The employee survey for the PSAP Wellness Program has been completed. The results will be analyzed, and next steps will be determined.

Ardelle G – 793 calls were audited in February. This round of certification classes are wrapping up. The NENA CTO training will be May 3-9, 2021. The NENA Supervisor Course is April 4-7.

Ben B – Amanda Lindgren was selected to receive the NG911 Awareness Award presented by the NG911 Institute. The ceremony will be virtual on April 13, time to be determined. Ten Everbridge notifications were sent out in the last 30 days. Text to 911 PSAs ran in March on Facebook. Challenge coins and thank you cards are being sent out to the PSAPs for National Dispatcher’s week in April.

## **8. Reports by Standing Committee**

### **A. DRC/PSAP Managers Committee:**

Kyla Gingrich reported updates were given for all projects, and upcoming trainings and classes were discussed. Holly Erickson of the Teller County Sheriff’s Office was selected and Telecommunicator of the First Quarter.

## **9. Old Business**

### **A. None.**

**10. New Business**

A. Review and approval of the 2020 Annual Report.

It was discussed that 2020 was a productive year for the Authority despite the challenges of the pandemic. The report was well received by board members and it was noted that there has been zero turn-over this past year.

A motion was made by Andy James to approve the 2020 Annual Report; Pat Rigdon seconded the motion.

The motion passed on a voice vote with six ayes.

**11. Director's Comments**

No comments were made at this time.

**12. Executive Session**

Not necessary.

**13. Adjournment**

Joe Ribeiro made a motion to adjourn the meeting, seconded by Pat Rigdon. The meeting was adjourned at 1:47 PM.

Submitted for Approval by Pat Rigdon, Authority Secretary.

