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## **El Paso – Teller County 9-1-1 Authority**

August 26, 2020

Meeting Minutes

**Due to COVID19, this meeting was held remotely via Zoom.**

### **Authority Members Present:**

Miles De Young, Brad Shannon, Ryan Parsell, Joe Ribeiro, Pat Rigdon, Adrian Vasquez, Derek Wheeler, and Michael Wiles.

### **Authority Members Absent:**

Diann Pritchard.

### **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:**

The August 26, 2020, regular session meeting of the El Paso - Teller County 9-1-1 Authority Board was called to order at 1:01 PM by Chairman Chief Miles De Young. The meeting was held remotely, via Zoom.

#### **2) Act on Requests of Authority Members Who Have Asked to be Excused:**

Diann Pritchard has asked to be excused.

A motion was made by Pat Rigdon to excuse Diann Pritchard; Derek Wheeler seconded the motion.

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

#### **3) Introductions:**

Introductions were made.

Agenda Item 9A was moved forward. El Paso County Undersheriff Pete Carey presented letters of support and justification for the sole source for FirstWatch software for PSAP analytics.

A motion was made by Adrian Vasquez to approve the purchase of FirstWatch as a sole source vendor for PSAP analytics; Brad Shannon seconded the motion.

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

**4) Public to be Heard:**

Authority Network Engineer Claire Linne' presented the Employee of the Quarter award to Information Technology Manager Matt Towell.

**5) Consent Calendar:**

**A – Approve the minutes of the July 22, 2020, Authority Meeting.**

**B – Approve the August 2020 Financial Statement and authorize payment of the monthly bills.**

A motion was made by Derek Wheeler to approve the consent calendar; Joe Ribeiro seconded the motion.

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

**6) Approve Authority Resolutions:**

A – Resolution 20-08, *A RESOLUTION ADOPTING THE AMENDED PROCUREMENT MANUAL OF THE EL PASO TELLER COUNTY EMERGENCY TELEPHONE SERVICE AUTHORITY.*

The attorney stated that most changes were clarifications and modernizations.

A motion was made by Brad Shannon to approve the resolution; Ryan Parsell seconded the motion.

The motion passed unanimously on a roll call vote with eight ayes and one not present.

**7) Report by the CEO:**

Carl Simpson reported approximately 1/3 of the staff are teleworking, 1/3 are working at the building, and six employees are working a hybrid schedule (teleworking and in-person). An employee engagement survey has been conducted with a 95% return rate. 82% of employees categorized themselves as highly or extremely engaged.

Matt Towell reported that there is not any equipment, systems, or hardware that are end-of-life. A replacement schedule is in place to keep everything updated. The contract for the Teller County dispatch center console furniture has been awarded to Russ Bassett, and contract negotiations have begun. The emergency service communications network (ESInet) has been deployed to four of the PSAPs. The City of Colorado Springs, the El Paso County Sheriff's Office, and the Teller County Sheriff's Department deployment have been slightly delayed until minor issues are resolved. The call handling system will undergo final acceptance in mid-October provided there are not any other significant issues reported.

Ben Gairrett reported that the Station Alerting RFP would be released shortly.

Dan Ausec reported that the tactical map is still being tested at the agencies. CentCAD has been upgraded to the most current version in the test environment and will next roll out to training CAD.

John Lofgren reported that the next management certification classes would be conducted beginning September 21, 2020. The NENA Communications Manager Certification Program (CMCP) class will take place the week of September 14. He is also working with Dr. Bronsky to implement an Automated External defibrillator registry in the two-county area.

Ben Bills reported that most schools are back in session remotely or in person, so they are continuing to develop and test virtual programs. Amanda has developed a podcast titled "911 Weight in Gold". She will interview Authority staff members, PSAP personnel, and other public safety personnel.

**8) Reports by Standing Committees:**

**A – DRC/PSAP Managers Committee**

No meeting, no report.

**9) Old Business:**

**A – FirstWatch Sole Source Justification.**

The sole source procurement was approved earlier in the meeting.

**B – Update on State of Colorado HB-1293**

HB – 1293 was signed into law by the Governor. The Bill includes the potential to change the base rate that Authorities can charge for the 911 tariff, implements a state-wide 911 charge for the ESInet, and updates statutes. It was suggested that a subcommittee be established to participate in filing a petition to intervene. September 16 is the deadline to submit written testimony. The committee will consist of Carl Simpson, Bart Miller, Miles De Young, and Joe Ribeiro.

A motion was made by Joe Ribeiro to draft a statement regarding HB-1293; Derek Wheeler seconded the motion.

The motion passed unanimously on a voice vote.

**10) New Business:**

**A – Approval of 2019 Annual Report**

The Annual Report was sent out for review in July. The report includes accomplishments of 2019 and the Financial Audit.

A motion was made by Pat Rigdon to approve the 2019 Annual Report; Adrian Vasquez seconded the motion.

The motion passed on a roll call vote with eight ayes and one not present.

**B – Approval of revisions to Employee Handbook**

The handbook was last updated two years ago. The revisions will keep the handbook in compliance with all Colorado State laws. It will also include an acknowledgment of receipt.

A motion was made by Derek Wheeler to approve the revisions of the handbook; Brad Shannon seconded the motion.

The motion passed unanimously on a voice vote.

**C – 2021 Budget PSAP Funding Requests**

**CSPD** – The Colorado Springs Police Department is requesting that the salary stipend continues in 2021.

**CCPD** – The Cripple Creek Police Department is requesting that the salary stipend continues in 2021.

**EPSO** – The El Paso County Sheriff’s Department is requesting that the salary stipend continues in 2021 and that financial support will continue for software and training.

**FTC** – Fort Carson is not requesting any funding for 2021.

**TCSO** – The Teller County Sheriff’s Department is requesting the salary stipend to continue as well as: rollover funds for the move into a new facility, add two positions in the training room, three more radios, software licensing for additional positions, and map holders.

**WPPD** – The Woodland Park Police Department is requesting that the salary stipend continues in 2021.

**D – Five Year Budget Review**

The five-year budget was presented. It was discussed that at the current revenue and spending level, there would be a deficit by 2023. The board would like to meet in person next month for the regular session (September 23) and to have a workshop directly following to discuss the five-year budget. Precautions will be taken due to COVID-19.

**11) Director’s Comments:**

No further remarks.

**12) Executive Session:**

Not necessary.

**13) Adjourn:**

A motion was made by Pat Rigdon to adjourn the meeting; Joe Ribeiro seconded the motion.

The motion passed unanimously on a voice vote.

**The meeting was adjourned at 2:22 PM.**

**Submitted for Approval By:**

**Pat Rigdon, Authority Secretary**