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El Paso – Teller County 9-1-1 Authority

October 28, 2020

Meeting Minutes

Authority Members Present:

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

Authority Members Absent:

Ryan Parsell.

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 October 28, 2020, regular session meeting of the El Paso - Teller County 9-1-1 Authority Board was called to order at 1:04 PM by Chairman Chief Miles De Young. The meeting was held at the 911 Authority, located at 2350 Airport Road, Colorado Springs, Colorado.

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

A motion was made by Derek Wheeler to excuse Ryan Parsell; Pat Rigdon seconded the motion.

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

3) Introductions:

Introductions were made.

4) Public to be Heard:

Jessica Flohrs of Teller County Sheriff's Office wished to present a change order from Motorola for the radio project previously approved. The additional cost is to add more functionality, and the amount requested is \$21,415.00.

A motion was made by Derek Wheeler to approve the additional expenditure; Mike Wiles seconded the motion.

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

5) Consent Calendar:

A – Approve the minutes of the September 23, 2020, Authority Meeting.

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

A motion was made by Brad Shannon to approve the consent calendar; Pat Rigdon seconded the motion.

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

6) Approve Authority Resolutions:

A – None.

7) Report by the CEO:

Carl Simpson reported that additional dashboards were being developed and that teleworking continues at the Authority for some employees.

Matt Towell reported that CSPD has been dispatching out of the back-up center since October 5, while renovation work is being done at their agency. The electrical work is almost complete, and the carpet is scheduled for installation on November 2. The last P1 issued is being addressed on the phone system, and once the issues are resolved, the 60 days before system acceptance will begin.

Ben Gairrett reported that the Station Alerting RFP had been posted, and vendor questions are being answered. Facilities – the cipher locks on the west gate and pedestrian gates have been replaced, and the upgrades to the tiered classroom and large classroom are almost complete.

Dan Ausec reported that the tactical map is being used at all the agencies. PSAPs will be testing the new version of CentCAD next week, and in November, the final design of the Teller County SO furniture will be accepted.

John Lofgren reported that 810 calls had been audited in September. Certification classes for 2021 are being scheduled, and it has been determined that the NENA CTO program would be adopted to replace the APCO CTO program.

Ben Bills reported they continue to enhance the virtual presentations, and packets will be mailed out to the schools. Ben will be speaking at the Everbridge Users Group and working on training and additional notification templates. In November, Peak Alert ads will be featured on shopping carts in Teller County.

8) Reports by Standing Committees:

A – DRC/PSAP Managers Committee

No meeting, no report.

9) Old Business:

A – Approval of Telework Policy.

The new draft policy incorporates the feedback from the last meeting. The edits should include that if an emergency declaration is enacted, a stipend may be awarded by the Board to offset the costs of home office use.

A motion was made by Derek Wheeler to approve the policy with those changes; Miles De Young seconded the motion.

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

10) New Business:

A – Review results of SWOT analysis.

Stuart Thomas and Allison Fraeder of Arrow Performance Group presented a summary of the SWOT analysis. Interviews were conducted with members of the Board of Directors, PSAP Managers, staff members, and peers. Based on the interviews, a study was formulated. They highlighted the top five strengths, weaknesses, opportunities and threats of the organization. These results will be used in developing the Authority Strategic Plan.

B – 2020 Salary Survey Presented by Employers Council.

Damian Guerin of Employers Council presented the results of the 2020 salary survey. The last salary survey was conducted in 2018. The market comparison or salary survey considers the organization's short- and long-term objectives to determine the guiding principles for the total compensation system. Job descriptions are reviewed, and market matches are made. They identify appropriate salary surveys and, job duties to make a comparison. Salary survey data may need adjustments due to their effective date. Salary

ranges are reviewed, and recommendations are made based on all information gathered.

The recommendation is that an increase of 3.8% is required to achieve the mid-range **average** target for all positions. An adjustment to the salary line in the amount of \$59,746.90 and if approved by the Board of Directors, will be affected by the CEO to maintain, on average, 100% of midpoint. Employees would see different amount of salary change and no employees would see a decrease in their salaries.

C – Move November Board meeting to November 18th, 2020.

A motion was made by Adrian Vasquez to move the November Board meeting to November 18; Brad Shannon seconded the motion.

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

11) Director's Comments:

Miles De Young asked the Board to consider funding a PSAP consolidation study for Teller County, executed by Mission Critical at a cost of approximately \$140,000. This would be a 2021 budget request.

12) Executive Session:

Not necessary.

13) Adjourn:

A motion was made by Derek Wheeler to adjourn the meeting; Mike Wiles seconded the motion.

The motion passed unanimously on a voice vote.

The meeting was adjourned at 2:00 PM.

Submitted for Approval By:


Pat Rigdon, Authority Secretary