



LETA Meeting Minutes

Date: 11/06/13

1 CALL TO ORDER ROLL CALL

Board Chair Bill Nelson called the meeting to order at 0901 and conducted a roll call of all members present. Present: Chairman Nelson, Vice Chair Kufeld, Treasurer Westbrook, Secretary Charles Director Christensen, Director Johnson and Director Leshner. Staff: Executive Director Culp, Technical Manager Roth, Training Specialist Turner, Attorney John Frey.

2 PUBLIC COMMENT

Board Chair Bill Nelson called for public comment. No public comments received.

3 REVIEW OF THE AGENDA

Board Chair Bill Nelson reviewed the agenda and asked for the addition of any items to be considered by the Board. Executive Director Culp requested to remove consent item D from the consent agenda. Highway 36 is reopened allowing all board members to be present and there is no longer a need for remote attendance.

4 Executive Session

For a conference with the LETA Board Attorney for the purpose of receiving legal advice on specific legal questions under CRS Section 24-6-402 (a)(n)(b). AT&T Surcharge Issue; microDATA performance issues.

Executive session for the discussion of a personnel matter under CRS 24-6-402 (2)(f) and not involving; any specific employees who have requested discussion of the matter in open session; any member of this body; the appointment of any person to fill an office of this body; or personnel policies personal to particular employees (Contract and Salary review for the LETA Executive Director).

Motion to go into Executive Session made by Director Leshner. Westbrook seconds the motion. Executive session started at 9:05 am. The motion passed:

UNANIMOUSLY PASSED on the following vote: **AYES:** Chairman Nelson, Vice Chair Kufeld, Treasurer Westbrook, Secretary Charles, Director Johnson, Director Christensen and Director Leshner. **NOES:** None **ABSENT:** None **ABSTAIN:** None

Executive Session concluded. LETA board meeting resumes at 11:02 am.

5 2014 Budget Discussion

Executive Director Culp highlighted a few changes to the budget for 2014.

- **Hardwire Surcharge** – Executive Director Culp advised that LETA has seen a growth in hardwire lines this year. Due to the recent trends of decreasing hardwire lines, she recommends being conservative with this account and has slightly increased this account.
- **Wireless Surcharge** – Executive Director Culp stated that the wireless numbers continue to increase and follow trends. The account has been increased to account for this growth.
- **EMD** – Executive Director Culp highlighted the change to the Physician Advisor account. She also stated that the EMD Upgrades account will cover any expenses anticipated from the ProQA Paramount/Tiburon upgrades.
- **Emergency Fund** – Executive Director Culp explained to the board that this account is for the purpose of emergency equipment acquisition only.
- **DSS** – Executive Director Culp advised that several agencies will be moving to IP radio. This was not in the budget for this year but this account will cover LETA’s cost for this project.
- **Building Acquisition** – Executive Director Culp told the board that this account is for planning future purchase of a building or lease space for daily operations.
- **Emergency Notification System** – Executive Director Culp advised the board that she is getting the original contract of \$86,000 decreased by 10% due to early renewal. Executive Director Culp stated that Everbridge will be letting LETA try new features for 6 months and that if LETA decides to use these new features, they will be included in the original contract price.
- **Pictometry** – Executive Director Culp advised that this account reflects the flight cost and also the floor plan project.
- **Personnel** – Executive Director Culp advised that the increase in salary was based on COLA, performance and a Mountain States salary review.
- **Appropriated Reserves** – This account has 1.3 million dollars which is enough to allow LETA up to 12 months of general expenses.

6 Financial Report

Executive Director Culp advised the board that this material was provided to them in their board packet documents. Due to time constraints, Executive Director did not go into detail. No questions received from the board.

7 Consent Agenda

October meeting minutes

September finance report

September deposits and bills

Board Chair Nelson called for a motion to approve the items on the Consent Agenda. Secretary Charles made motion to approve. Vice Chair Kufeld 2nds the motion. The motion passed:

UNANIMOUSLY PASSED on the following vote: **AYES:** Chairman Nelson, Vice Chair Kufeld, Treasurer Westbrook, Secretary Charles, Director Johnson, Director Christensen and Director Lesher. **NOES:** None **ABSENT:** None **ABSTAIN:** None

8 Old Business

A. LETA IGA Cleanup

No update

B. ANI | ALI Issue with Intrado – CenturyLink

No update

C. Flood infrastructure update- PUC docket

Executive Director Culp advised that a docket has been opened on this issue and that she will keep the board informed on the progress.

D. Everbridge Contract Renewal

Executive Director Culp requested that the board review the information in the packet regarding our partners and working on contract language with Everbridge

to allow partners to join our system. Executive Director will carry this discussion over to the December meeting and will be looking for direction from the board.

9 Executive Director Report

A. Project Update

- i. microDATA
No update given.
- ii. DSS
No update given.
- iii. Pictometry
Update will be given in New Business.
- iv. Everbridge
No update given.

B. State 9-1-1

- i. Text to 9-1-1 (Pitkin County – Weld County) – no update.
- ii. RFI Docket – no update.
- iii. 911 Task Force – no update.

C. Federal 911 Issues

- i. CSRIC Committee(s) – no update.

10 Attorney Report

- a. LETA Board Term Expirations
 - i. Chief Steve Charles – Fire Districts
 - ii. Chief Wes Kufeld – Estes Park | Small Towns
 - iii. Director Bill Westbrook – City of Loveland

All board members up for term expirations have expressed that they would like to remain on the board. Attorney Frey advised that a resolution will be made for the December meeting.

11 NEW BUSINESS

i. Pictometry

Executive Director Culp had Technical Project Manager Ed Roth present to the board a demo of the school floor plan project. Technical Project Manager Roth advised the board the cost of the initial scope, with a large part of that cost being CSU. Executive Director Culp explained to the board the importance of including CSU in the first phase of the project. The board agreed with this and had no concerns

ii. LETA Office Space

Executive Director Culp advised that this topic can be tabled until next month's meeting.

iii. 2014 Meeting Dates

iv. 2014 Retreat

Chair Nelson advised that he has a scheduling conflict on the January 8th retreat date. The board agreed to move the meeting to Wednesday, January 15th to accommodate.

12 MEETING ADJOURNMENT

With no further items for consideration, the LETA Board Chair called for a motion to adjourn. Director Christensen made a motion to adjourn. Secretary Charles seconds the motion. The meeting adjourned at 11:30 a.m.