



# LETA Meeting Minutes

Date: 080614

## **1 CALL TO ORDER ROLL CALL**

LETA Board Chair Bill Nelson called the meeting to order at 09:00. Members Absent and Excused: Director Frank Johnson representing CSU PD. Members present: Chairman Bill Nelson, Vice Chair Wes Kufeld, Secretary Steve Charles, Treasurer Bill Westbrook, Director Randy Leshner, Director Cory Christensen.

Staff Members Present: Executive Director Kimberly Culp, Technical Manager Ed Roth, Attorney John Frey.

## **2 PUBLIC COMMENT**

Board Chair Bill Nelson called for public comment. No 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 commented that the agenda had been revised prior to being published. She stated the Executive Sessions were removed from the agenda and all discussions will take place in the open meeting. Executive Director Culp also requested the resolution adopting the polices be removed from the consent agenda to be considered at a future LETA Board meeting. The Board agreed.

## **4 FINANCIAL REPORT**

- a. Discussion and overview of the Boards financial status - Executive Director Culp displayed the financial reports that were included in the LETA Board packet. She highlighted income received to date. All income is two months behind in reported and expenditures are to date. She explained accounts that will report over this year based on additional expenditures and accounts that will have savings this year due to savings.

Chairman Nelson asked about the settlement funds and stated he did not see the funds included in the deposits and when would the funds be received. Executive

Director Culp stated the funds were received within 10 days of the settlement and were reflected in the deposits from that reporting period (May reports).

No further questions from the LETA Board.

## 5 CONSENT AGENDA

### a. Approval of July 2014 meeting minutes

### b. Approval of June finance report

### c. Approval of June deposits and bills report

Board Chair Nelson called for a motion to approve the items on the Consent Agenda. Director Christensen made a motion to approve. Vice Chair Kufeld seconds the motion. The motion passed:

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

## 6 OLD BUSINESS

### a. LETA Office Space

Executive Director Culp provided a background for the discussion. She stated that the LETA Board is currently leasing office space from TVEMS. The lease expires December of 2016. TVEMS has previously had interest in selling the property to the City of Loveland and the current and future status of the property is unknown. She continued that per the discussion from the last few LETA Board meeting, the LETA Staff members have researched future office space for LETA and has found property that is viable to build a new facility. The intent of the new facility would be to support LETA's current mission which is to host and provide training for the PSAPs on equipment that LETA funds and that LETA can license accordingly. Executive Director Culp turned the conversation over to Chairman Nelson.

Chairman Nelson stated that the executive session was pulled at his request and that he was concerned about what LETA is doing, where LETA is going and this seems to be moving very fast.

## 7 EXECUTIVE DIRECTOR REPORT

### a. Project Update

- i. **VIPER** – Executive Director Culp reported that the VIPER system is stable. She stated that there are a few tickets but there have been no crashes, failures or downtime and that it is performing the way a 9-1-1 system should. Executive Director Culp advised that she has accepted the system and has started maintenance. She did address that she is concerned with ISC and their performance. Executive Director Culp advised the board that there are some options. The options include staying with ISC, work with Intrado support directly or to hire a contract employee to support the system. Treasurer Westbrook asked what the cost difference would be for the other options. Executive Director Culp stated that she has not yet received a quote from Intrado and that Technical Manager Roth has been taking some online courses to determine what it would take to get a contract employee ready for system maintenance.
  
- ii. **DSS** – Executive Director Culp stated that LETA is still struggling with this vendor. She advised that DSS has been put on 90 day notice and since that time there have been multiple events where audio has been lost. Executive Director Culp recommends putting out an RFP for a new vendor. She also stated that if DSS improves performance during this time, that there is no requirement to purchase from the RFP. Attorney Frey added that DSS does have a “money back guarantee” in their contract after the 90 day cure period has been granted. The board agreed with the recommendation to move forward with the RFP process.
  
- iii. **Pictometry** – Executive Director Culp advised that some floor plans are complete and that Pictometry is still on track for an August completion date for the K-12 schools. She said that  
  
CSU campus will be complete in September. Executive Director Culp stated that the floor plans will be embedded into



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the CAD mapping system as well as available on Pictometry Online (POL).

- iv. **Everbridge** – Executive Director Culp advised that she has signed the contract and migration is in process.
- v. **Text 2 911** – Executive Director Culp reported that 98% of the testing is done and successful. She stated that she would start a PR campaign near the end of summer or beginning of Fall.
- vi. **EMD** – Executive Director Culp advised the Board that Operation Manager Turner and EMD instructor Mark Turner have developed GoToMeeting trainings where they dive deeper into the protocols with ProQA. She stated that Erica Snyder and Dr. Sundheim have been assisting as well. Executive Director Culp stated that attendance during these trainings is low and that she will be speaking with the communications managers about this issue.

### b. **Public Education**

Executive Director Culp advised that three people have been hired for the Public Education Team. She stated that scheduling has become difficult for the team.

### c. **State 9-1-1**

Covered in new business.

## 8 **Legal Update**

No updates provided

## 9 **New Business**

- a. **Intrado ALI Services** – Executive Director Culp and Attorney Frey have been working with Intrado to keep ALI services local. Executive Director Culp advised



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that Intrado has agreed to not charge LETA for services if the PUC says that the ALI services have to remain

bundled.

Chair Nelson calls for a motion to approve moving forward with a contract with Intrado. Vice Chair Kufeld made a motion to approve. Director Johnson seconds the motion. The motion passed:

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

- b. **COPLINK-** Executive Director Culp advised the board that LETA's involvement in this project was just to get it off the ground and that she believes some PSAP's think the ongoing costs of the project belong to LETA. She stated that COPLINK will be charging \$30 per sworn officer and that they have sent out another MOU for each agency to sign. The board was in agreement that ongoing costs for COPLINK would be the agency's cost.
- c. **Fall Retreat** – Executive Director Culp recommended moving the retreat from January to October. She stated that it would make more sense to have essential discussions pertaining to the budget before the budget is set. The board agreed to move the annual retreat to October.
- d. **CIRSA Audit** – Executive Director Culp reported that LETA scored 105% on a recent audit. She thanked Mike Finley and TVEMS for their commitment to keeping the building in working order and within code.

### 10 MEETING ADJOURNMENT

With no further items to be considered, the Vice Chair calls for a motion for the meeting to be adjourned. Director Christensen makes a motion to adjourn. Secretary Charles seconds the motion. All in favor. Meeting adjourned at 10:25