



# LETA Meeting Minutes

Date: 07/02/14

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

Board Chair Bill Nelson called the meeting to order at 0859 and conducted a roll call of all members present. Present: Chairman Nelson, Vice Chair Kufeld, Treasurer Westbrook, Secretary Charles, Director Leshner, Director Christensen and Director Johnson. Staff: Executive Director Culp, Technical Manager Roth, Operations Manager Turner, 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. No comments received.

## **4 FINANCIAL REPORT**

- a. Discussion and overview of the Boards financial status - Executive Director Culp advised the board that the financial report covered two months since there was no meeting in June. She highlighted the EMD upgrades account. Executive Director Culp stated that the costs were for upgrading EMD support to the Platinum level which would include Paramount upgrades, card sets and other items.

Executive Director Culp also highlighted outside legal costs and broke those costs down for the boards review.

Executive Director Culp advised that she met with First National Bank to review investments. She stated that there were small gains but that the accounts are doing very well.

- b. Annual Audit Report – Mr. Alan Holmberg presented LETA’s annual financial audit to the LETA Board. He reviewed surcharges and stated that they are staying very steady, right around \$1.8 million.

Mr. Holmberg advised a difference from 2012 to 2013 in expenses as this was the first full year having 3 employees.

He stated that there was an impairment loss from the loss of prepaid support and upgrades already paid to microDATA. Mr. Holmberg reviewed the fund balance, most of which is assigned to NG9-1-1.

Mr. Holmberg stated that LETA is in a very strong financial position and that his firm believes that all financial records are being reported fairly and accurately.

## **5 CONSENT AGENDA**

**a. Approval of May 2014 meeting minutes**

**b. Approval of April-May finance report**

**c. Approval of April-May 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 and Director Johnson. **NOES:** None **ABSENT:** None **ABSTAIN:** None

## **6 OLD BUSINESS**

**a. LETA Office Space**

Executive Director Culp advised the board that from their direction at the last meeting, she has reached out to Chrisland & Associates to begin looking for property or an existing structure for LETA. Chrisland & Associates has already done preliminary work and believe that LETA can get land, property and construction done for right around \$2 million. Executive Director Culp stated that the budget over the next 2 ½ years would be able to accommodate this without concern.

Chair Nelson asked John Frey if there was a conflict of interest with Chrisland & Associates being tied to Nick Christensen with Larimer County. Attorney Frey advised that he was aware of the connection and that he does not foresee any problems with it. Executive Director Culp advised that she would, with

direction from the board, continue to search for a good fit for LETA. The Board agreed to move on with the process.

### 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



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CSU campus will be complete in September. Executive Director Culp stated that the floor plans will be embedded into 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

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. Historically LETA has paid the IBM maintenance costs. The state consortium then bills LETA for the per sworn officer cost and Exec. Dir Culp invoices the agencies. Following up from the LETA retreat in January, the Board's desires were to have the agencies support the ongoing costs for the project, maintenance, support, and per officer fees as billed by the state consortium. She stated that COPLINK will be charging \$30 per sworn officer and that they have sent out another MOU for each agency to sign. Exec. Dir Culp stated LETA has paid the fees for 2014 and has never received the per office costs for 2013 or 2014 from Aurora's Node administrator. The coplink group is ran by a board (CISC) and the board has hired a new Executive Director (Dave Shipley). CISC is working on a node consolidation project and will be contracting directly with IBM and then invoicing agencies. The board was in agreement that ongoing costs for COPLINK would be the agency's cost and these costs shouldn't be supported by LETA going forward.
- 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



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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 10:16.