



LETA Meeting Minutes

Date: 01/04/15

1 CALL TO ORDER ROLL CALL

Board Chair Bill Nelson called the meeting to order at 09:08 and conducted a roll call of all members present. Members present: Chairman Bill Nelson, Vice Chair Wes Kufeld, Secretary Steve Charles, Treasurer Westbrook, and Director Frank Johnson. Excused Absence: Director Randy Leshner and Director Cory Christensen

Staff members present: Executive Director Kimberly Culp, Technical Manager Ed Roth, Operations Manager Val Turner, and Attorney John Frey.

2 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.

3 PUBLIC COMMENT

Board Chair Bill Nelson called for public comment. LECC Communications Mark Gaisford advised that the Loveland PD Award Ceremony would be held on Friday, February 6th at 2 p.m. He stated that 7 dispatchers would be receiving lifesaving awards and that all are welcome to attend. No further comments.

4 CONSENT AGENDA

a. Approval of December 3rd, 2014 meeting minutes

b. Approval of November-December finance report

c. Approval of November-December deposits and bills report

Board Chair Nelson called for a motion to approve the items on the Consent Agenda. Secretary Charles made a motion to approve. Secretary Westbrook seconds the motion. The motion passed:

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

5 ELECTION OF OFFICERS

- a. John Frey will run the nominations and elections of the following positions:
 - i. Treasurer - Attorney Frey calls for nominations for Treasurer. Chairman Nelson nominates Treasurer Westbrook. Secretary Charles seconds the nomination. Attorney Frey calls for a motion to approve Treasurer Westbrook to Treasurer. All in favor.
 - ii. Secretary – Attorney Frey calls for nominations for Secretary. Chairman Nelson nominates Secretary Charles. Kufeld seconds the nomination. Attorney Frey calls for a motion to approve Secretary Charles to Secretary. All in favor.
 - iii. Vice Chair – Attorney Frey calls for nominations for Vice Chair. Treasurer Westbrook nominates Chairman Nelson. Secretary Charles seconds the motion. Attorney Frey calls for a motion to approve Chairman Nelson to Vice Chair. All in favor.
 - iv. Chair – Attorney Frey calls for nominations for Chair. Chairman Nelson nominates Vice Chair Kufeld. Secretary Charles seconds the nomination. Attorney Frey calls for a motion to approve Vice Chair Kufeld to Chair. All in favor.

6 BOARD ACTION

a. LETA Lease at TVEMS

Executive Director Culp advised the board that the lease received by TVEMS is increased in both rent and utilities. She stated that this adjustment was built into the budget for 2015. Executive Director Culp stated that the amendment to the current lease includes the increase as well as a possible adjustment for utilities if TVEMS finds there to be an increase. Executive Culp stated that the amendment to the lease agreement would extend the term to December 31, 2023. The increase would begin as of March.

Chairman Kufeld called for a motion to approve the amendment to the TVEMS lease agreement. Vice Chair Nelson makes a motion to approve. Secretary Charles seconds the motion. The motion passed:

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

b. Discussion of LETA Policies

Executive Director Culp advised that discussion on the policies have been tabled until April. Vice Chair Nelson advised that he had suggestions upon initial review but has not had time to review them again. Executive Director Culp requested that the board members review the policies and contact her with any revisions that may be necessary so they can be reviewed and adopted at the April meeting.

7 COMMUNICATIONS

a. Communications from LETA Staff

i. **Technical Manager**

-Technical Manager Roth advised that the GIS position was posted and there were 7 candidates. Formal interviews would be conducted later this month and the position should be filled within the March timeline.

-Technical Manager Roth stated that he inventoried the VIPER equipment and found there was \$37K worth of spare equipment that was not necessary. A refund is in progress from Venture Technologies.

-Technical Manager Roth advised that there was a problem with the Estes Park link of the MOE network that caused a short outage on their outbound lines. CenturyLink did not notify LETA of the outage. Venture Technology had originally configured the system to alert in this situation but it was found that it was not configured well enough. They will be working to correct this.

-Technical Manager Roth advised that LETA was still evaluating creating a secondary link for the 911 network.

-Executive Director Culp commended Bruce Walters for the great job he did troubleshooting for 30-45 minutes before engaging LETA during the EPPD outage. She stated that Bruce and Julie stayed until after 5 pm to make sure that the situation was resolved.

-Technical Manager Roth advised that LETA was suspending the Pictometry flight for 2015. He said that Executive Director Culp has had numerous awareness meetings with different agencies. Executive Director Culp advised that LCSO is the heaviest user of the Pictometry imagery and that she is excited about the increased usage and awareness but there is still work to be done. LCSO advised that the school floor plans are now integrated with their CAD mapping.

-Technical Manager Roth advised that screen capture was removed from half the consoles at LCSO and FC911. He stated that preliminary results show the DSS screen captures were causing delay in the CAD system.

-Technical Manager Roth informed the board that two redundant loggers would be installed at Fort Collins and Loveland the third week of February. He stated that there was an outage Monday morning at EPPD. DSS initially blamed it on Motorola and the AIS server. LETA is still waiting for an RCA.

-Technical Manager Roth stated that the call box in the Cherokee Park area has been tested and will work. Lee Novotny found a callbox at Highway 14 and it rang into LCSO. Executive Director Culp stated that she reached out for Fort Collins to find out what resources already existed and that she plans on creating a central map of all the callbox locations countywide. She advised that additional collaboration is needed in this area.

ii. Operations Manager

-Operations Manager Turner advised the board that mandatory training on bleeding control went out at the end of January and that all dispatchers have until the end of February to complete it.

-Operations Manager Turner continues to work with three centers to get them ACE accredited.

-She advised that the next GoToMeeting training would be held on February 18th to cover Chief Complaint Selection.

-Chairman Kufeld asked if Dr. Sundheim would be able to join a meeting to discuss his role in the EMD program. It was suggested that the board review Dr. Sundheim's contract at the April meeting to discuss his roles and if there are any further questions that Dr. Sundheim would be invited to attend at that time.

-Operations Manager Turner informed the board that Lori Williams started as LETA's Public Educator on January 5th. The public education team met to discuss goals for the team in 2015 which include Text to 911 and emergency alert education.

-Operations Manager Turner stated that training on the new Everbridge UI was conducted on January 29th and 30th. The deployment has been moved to March 1st. Larimer County Justice Center has completed their employee opt-in portal. Estes Park, Fort



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Collins, and Loveland have not taken any steps to use the subscriptions for community alerts.

iii. Executive Director

- Executive Director Culp advised that there is currently one outstanding MOU for the GIS server for broadcasting Pictometry imagery.
- Vice Chair Nelson asked if the transition to the FRCC radio would cause recorder trouble. Executive Director Culp advised that there should be no problem.
- Executive Director Culp reviewed the contracts listed and advised that Pictometry is the only one due to be renewed for the POL application. She stated that she will probably do a short renewal and pay attention to its use in 2015.
- Executive Director Culp stated that nothing has come from the PUC in regards to rules and regulations.
- Executive Director Culp informed the board that CenturyLink and Intrado have renewed their relationship. Executive Director Culp asked Intado if they would still be interested in filing a tariff which would provide two tariffed providers. Executive Director Culp advised that she is still pressing the diversity issue.
- Executive Director Culp provided the board with a Text to 9-1-1 transcript and displayed a new over the top text app that is working with 9-1-1. She advised that LETA was also working with Garfield County to have LCSO guard their Text to 9-1-1 calls.
- Executive Director Culp stated that the 10 year financial report still needs some review. She advised that the report was currently with the Treasurer and then will meet with Alan again. She estimates that the document will be ready for board review in April.

iv. LETA Attorney

No communications

9 MEETING ADJOURNMENT

With no further items to be considered, the Board Chair calls for a motion for the meeting to be adjourned. Secretary Charles makes a motion to adjourn. Director Johnson seconds the motion. All in favor. Meeting adjourned.