



LETA Meeting Minutes

Date: 04/06/16

1 CALL TO ORDER ROLL CALL

Board Chair Wes Kufeld called the meeting to order at 0900 and conducted a roll call. Members present: Chairman Wes Kufeld, Vice Chair Bill Nelson, Treasurer Westbrook, Director Leshner, Director Frank Johnson and Director Yeager.

Staff members present: Chief Executive Officer (CEO) Kimberly Culp, Technical Manager Ed Roth, and Operations Manager Val Turner.

Excused Absence: Attorney John Frey and GIS Analyst Ben Butterfield

2 REVIEW OF THE AGENDA

Board Chair Wes Kufeld reviewed the agenda and asked the board to consider additional items. No comments.

3 PUBLIC COMMENT

Board Chair Wes Kufeld called for public comment. No comments.

4 CONSENT AGENDA

a. Approval of February 3rd 2016 meeting minutes

b. Approval of January and February finance report

c. Approval of January and February deposits and bills report

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

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

5 BOARD ACTION

a. MOU Update

CEO Culp advised that in order to follow the special districts file retention policy; she recently reviewed two specific MOU's that are in place with the 5 PSAP's. One is the EMD MOU that details what parts of the EMD program that LETA funds and the other is a Non Capital Purchases MOU. CEO Culp stated that changes have been made since 2008 when the MOU's were written and the changes to the MOU are to bring them in line with current practices. She stated that if the board agrees to the MOU changes, she will send them to the appropriate agency designee for signatures.

Chair Kufeld called for a motion to approve resolution to adopt the MOU's and send them to the appropriate agency designee. Director Leshner made a motion to approve. Director Johnson seconds the motion. The motion passed:

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

b. VIPER STATUS

CEO Culp stated that the VIPER was doing great however; LETA has advised in the past that they have concerns with Venture support. She stated that due to recent events, LETA reached out to West Corporation, formerly Intrado, to request a Class A on the system. CEO Culp advised that she received a quote from West Corp for onsite, direct support and additional hardware suggestions in the Class A. She stated that there is enough in the budget to support this change in support models. CEO Culp stated that the quote does not cover support of the CUBE devices at Fort Collins and Estes. LETA will contact GTRI to discuss possible support options for the CUBE.

Vice Chair Nelson asked if there was enough VIPER work to support a 40 hour per week technician. CEO Culp stated that the contract only covers one year of the dedicated tech model. She advised the board that there is plenty of work for a tech to complete in the first year but not beyond that. CEO Culp reiterated that this is only a 12 month commitment.

CEO Culp reviewed the current contract with Venture and stated that the termination clause in the contract states that LETA can terminate the contract at any time and for any reason. CEO Culp stated that she and Attorney

Frey had reviewed this clause and do not believe that there are any legal concerns with terminating the contract.

Chair Kufeld called for a motion to approve terminating the support contract with Venture and sign a purchase agreement with West Corp. Vice Chair Nelson made 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, Director Leshner, Director Johnson and Director Yeager. **NOES:** None **ABSENT:** None **ABSTAIN:** None

c. ESTES PARK OUTAGE

CEO Culp reviewed the 911 outage event on March 23rd, 2016. She stated that she received notification of the outage in Estes Park at 1630 hours. CEO Culp stated that the entire Estes valley lost phone service including cell service and texting. She advised that it took CenturyLink until 2344 hours to enact condition 4 routing.

CEO Culp explained that she communicated closely with wireless providers during the outage and learned that they were not going to send a cell on wheels (COW) because the outage was expected to only last 24-48 hours. She explained to the board her concerns with this due to the fact that many citizens no longer have landline phones so it is imperative that wireless companies have something similar to condition 4 routing available. CEO Culp advised that she filed a formal complaint with the FCC reference the wireless companies' lack of response to the outage. She stated that the root cause of the outage was 5,000 feet of fiber that went down during the snowstorm on March 23rd.

CEO Culp also learned during this event that the Town of Estes Park had applied for a DOLA grant for a fiber extension. She stated that she has been in contact with DOLA and filed an amendment to the grant request in order to resolve the redundancy issue in the Estes Park area. CEO Culp stated that this is a 911 public safety issue and that LETA has committed to paying the cost to match 30% of the grant fund. She stated that she has not yet heard back from DOLA on the status of the grant.

CEO Culp recommends that the board affirm the memo to DOLA committing matching funds for the DOLA grant. Chair Kufeld called for a motion to approve

staff recommendation. Director Lesher made a motion to approve. Treasurer Westbrook seconds the motion. The motion passed:

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

Chair Kufeld extended his gratitude to CEO Culp for her hard work and assistance during the Estes Park outage.

6 COMMUNICATIONS

a. Communications from LETA staff

i. Ed Roth – Technical Manager

Technical Manager Roth advised that GIS Analyst Butterfield submitted new PSAP boundaries to West Corp and that this is a big step in NG911.

Technical Manager Roth stated that the Pictometry flight was delayed due to recent snow but he expects that it will be started by the end of this week.

Technical Manager Roth advised that DSS, while struggling, is still running. He stated that he has taken on more of a support role for the voice logger. Technical Manager Roth also explained that there was a set back with the RFP process due to VPI being purchased by NICE. He stated that NICE will be doing a product demo for the RFP review committee on Friday.

CEO Culp asked the board to consider letting LETA and Attorney Frey sign the contract with NICE, that was negotiated through VPI, prior to the next board meeting given the committee likes the product and there are no concerns.

Chair Kufeld called for a motion to approve LETA finalizing contract with NICE. Director Yeager made a motion to approve. Vice Chair Nelson seconds the motion. The motion passed:

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

ii. Val Turner – Operations Manager

Operations Manager Turner advised that the EMD Committees are making good use of the Schoology website. Each committee is also working on seminars and retreats for continuing education.

Operations Manager Turner stated that Public Education is going extremely well with the addition of Cell Phone Sally. She passed out flyers for LETA's Open House on April 15th and requested that agencies get the word out about the event.

Operations Manager Turner stated that PSAP training has been difficult. The lack of attendance has forced the cancellation of numerous trainings. Operations Manager Turner advised that she would work with the PSAPs to find training opportunities that would be beneficial and more well attended.

b. Communications from LETA Chief Executive Officer

CEO Culp advised the LETA board that the annual audit was complete. She stated that Alan had concern about paid retirement for contract employees if they are told where to work. CEO Culp stated that she would work on this issue and have it closed out by June.

CEO Culp explained that a PUC law judge ruled that the PUC has jurisdiction over wireless carriers. The wireless carriers filed a rebuttal saying that they do not have jurisdiction but the FCC does. CEO Culp believes that there will be 911 legislation that would define jurisdiction. She will continue to monitor the issue.

CEO Culp stated that Task Force on Optimal Public Safety Answering Point Architecture (TFOPA) gave recommendation that all states need statewide planning coordination. She advised that PSAP consolidation is off the table and not being pushed by this task force, however, cyber security is important due to the IP based architecture.



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CEO Culp advised that the National Association of the Deaf filed a lawsuit against the state of Arizona stating that text to 9-1-1 should be available statewide and it is discriminating against them if they do not have text available. CEO Culp reminded the board that this has no implication to Larimer County since Text to 9-1-1 has already been implemented.

c. Communications from LETA Board Members

No comments

8 MEETING ADJOURNMENT

With no further items to consider, the Board Chair calls for a motion to adjourn. Vice Chair Nelson makes a motion to adjourn. Treasurer Westbrook seconds the motion. All in favor. Meeting adjourned.