



# LETA Meeting Minutes

Date: 02/03/16

## **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 Kimberly Culp, Technical Manager Ed Roth, Operations Manager Val Turner, GIS Analyst Ben Butterfield and Attorney John Frey.

Excused Absence: Secretary Steve Charles

## **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 December 2<sup>nd</sup> 2015 meeting minutes**

**b. Approval of November and December finance report**

**c. Approval of November and December deposits and bills report**

**d. Approval of a resolution adopting the job description for LETA's Executive Director.**

Board Chair Kufeld called for a motion to approve the items on the Consent Agenda. Director Leshner 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, Director Leshner, Director Johnson and Director Yeager. **NOES:** None **ABSENT:** Secretary Charles **ABSTAIN:** None

## **5 ELECTION OF OFFICERS**

Attorney Frey began elections for the following positions: Treasurer, Secretary, Vice Chair and Chair.

Attorney Frey opened nominations for Chair for 2016. Vice Chair Nelson nominated Chair Kufeld. The nomination was seconded by Treasurer Westbrook. There were no other nominations. Attorney Frey called for a motion to close nominations. Treasurer Westbrook made a motion. Vice Chair Nelson seconds the motion. Attorney Frey announced candidate for Chair as Chair Kufeld. All in favor. Chair Kufeld will remain Chair for 2016.

Attorney Frey opened nominations for Vice Chair for 2016. Treasurer Westbrook nominated Vice Chair Nelson. The nomination was seconded by Director Yeager. There were no other nominations. Attorney Frey called for a motion to close nominations. Chair Kufeld made a motion. Treasurer Westbrook seconds the motion. Attorney Frey announced candidate for Vice Chair as Vice Chair Nelson. All in favor. Vice Chair Nelson will remain Vice Chair for 2016.

Attorney Frey opened nominations for Treasurer for 2016. Director Leshner nominated Treasurer Westbrook. The nomination was seconded by Director Yeager. There were no other nominations. Attorney Frey called for a motion to close nominations. Director Yeager made a motion. Vice Chair Nelson seconds the motion. Attorney Frey announced candidate for Treasurer as Treasurer Westbrook. All in favor. Treasurer Westbrook will remain Treasurer for 2016.

Attorney Frey opened nominations for Secretary for 2016. Treasurer Westbrook nominates Secretary Charles. The nomination was seconded by Chair Kufeld. There were no other nominations. Attorney Frey called for a motion to close nominations. Treasurer Westbrook made a motion. Vice Chair Nelson seconds the motion. Attorney Frey announced candidate for Secretary as Secretary Charles. All in favor. Secretary Charles will remain Secretary for 2016.

## **6 BOARD ACTION**

CEO Culp reviewed the progress of the PUC revised rules and indicated that the PUC captured many of the changes that 9-1-1 was requesting. CEO Culp advised the board that there were issues that were not addressed in the revised rules such as the issue of jurisdiction. She stated that the PUC believes they have jurisdiction

over 9-1-1, while the carriers believe the FCC has jurisdiction. CEO Culp also explained that CTIA has requested a declaratory ruling on jurisdiction and that litigation is possible. CEO Culp requested that the board discuss and give her direction on whether they would like her to not testify, file comments only or file comments and edit her testimony. The board agreed that it was important for LETA to be represented and that CEO Culp should testify on their behalf.

Chair Kufeld calls for a motion to move forward with comments to the PUC. 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, Director Leshner, Director Johnson and Director Yeager. **NOES:** None **ABSENT:** Secretary Charles **ABSTAIN:** None

CEO Culp advised the board that she was requested to meet with Sen. Scheffel and Rep. Williams reference possible 9-1-1 legislation. CEO Culp and AT&T drafted concepts on how to manage 9-1-1 in the future. CEO Culp stated that she believes that legislation is needed but does not think the timing is right with the rules at the PUC. CEO Culp has advised AT&T that she can no longer be at the table until she has direction from the board. Vice Chair Nelson stated that he would like CEO Culp to stay involved and start conversations with the different associations. The LETA board agreed that she should remain engaged and at the table.

## **7 COMMUNICATIONS**

### **a. Communications from LETA staff**

#### **i. Ed Roth – Technical Manager**

Technical Manager Roth advised that GIS Analyst Butterfield continues to improve centerline data. The current accuracy is at 99.94%. Vice Chair Nelson requested that Technical Manager Roth include the starting accuracy percentage to easily track progress. Technical Manager Roth stated that the IP project was complete at Estes Park. CEO Culp commended Estes Park staff, specifically Bruce, for the work that he did during the project. CEO Culp advised that she has met with Intrado and has requested a proposal for direct support of the VIPER system. She

expects that she will have a proposal for the board to review in the next couple of meetings.

**ii. Val Turner – Operations Manager**

Operations Manager Turner advised that the EMD Committees are working through protocols and have submitted 3 PFC's to the Academy in the last year, one of which has already been addressed in the latest version of the protocol.

Operations Manager Turner stated that Public Education is going extremely well with the addition of Cell Phone Sally. LETA's public education team attended 21 events last year and has already educated 145 preschool children on the use of 9-1-1 this year.

Operations Manager Turner stated that a training calendar for 2016 has been set. The training includes everything from LETA101 to EMD training and will make good use of the computer lab and hands on learning.

**b. Communications from LETA Chief Executive Officer**

CEO Culp advised the LETA board that she would like them to consider a surcharge adjustment for inflation. She would like to put this item on the agenda after the 10 year projection has been presented. The board had no concerns or questions.

CEO Culp reviewed financial reports and reminded the board that 2015 revenue was still being reported. She also advised that the annual audit is scheduled for the end of March.

CEO Culp also reviewed LETA's contracts and stated that there was a termination clause with Venture which allows LETA to terminate with a 30 day notice. She also advised that the Pictometry contract will be renewed with a flight scheduled for Spring 2016.

**c. Communications from LETA Board Attorney**

Attorney Frey stated that CEO Culp has done a great job with the rules revision and has been the voice for 9-1-1 in the state. He stated that he believes that it will benefit LETA and where 9-1-1 is going.

**d. Communications from LETA Board Members**

**i. NCRCN Radio Update**



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Director Yeager advised that last year, a working group was formed to oversee NCRCN. This working group created a board with board positions. Director Yeager advised that this board is committed to cooperation with Larimer County and Estes Park so that they can address radio issues around the region. Director Yeager stated that they are no longer in a place where LETA needs to oversee the group.

CEO Culp stated that the LETA Board had previously requested that she research on other boards that oversee radio systems. She requested clarification on whether this was still necessary. The board agreed that it was no longer necessary to do this research.

### **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 at 10:17 a.m.