



# LETA Meeting Minutes

Date: 12/05/18

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

Chair Kufeld called the meeting to order at 0859 and conducted a roll call. Members present: Chair Kufeld, Vice Chair Leshner, Treasurer Westbrook, Secretary Charles, Director Johnson and Director Yeager.

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

Excused Absence: Director Manago

## **2 REVIEW OF THE AGENDA**

Requested two items: MSRP Text Demo and Executive Session be added to the agenda. Approval of IGA between TVEMS and LETA for HR services was moved to Board Action.

## **3 PUBLIC COMMENT**

Individuals wishing to speak during public comments are welcome and should limit their comments to 5 minutes. No comments.

## **4 CONSENT CALENDAR**

- a. Approval of October 3<sup>rd</sup> meeting minutes**
- b. Approval of September-October finance report**
- c. Approval of September-October deposits and bills report**
- d. Approval of resolution affirming Small Town Seat Major Frank Johnson from CSU, Chief Randy Leshner for Hospital Districts.**
- e. Approval of a resolution identifying the LETA board meeting place for 2019 as 380 N. Wilson Ave and identifying this resolution as the official posting of meeting notices.**
- f. Approval of a resolution adopting the revised contract between LETA and LETA's CEO Kimberly Culp.**

Chair Kufeld called for a motion to approve the consent calendar. Director Yeager made the motion to approve. Secretary Charles seconds the motion. All in favor.



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

### 5 2019 BUDGET OVERVIEW

Alan Holmberg presented the 2019 budget detailing the surcharge revenue increase expected in 2019 as well as expected project costs. No questions from LETA board.

### 6 PUBLIC HEARING ON 2019 BUDGET

Chair Kufeld opened the floor for public hearing on the proposed 2019 budget. No comments.

### 7 ADOPTION OF 2019 BUDGET

Chair Kufeld called for a motion to approve the 2019 LETA budget. Secretary Charles made the motion to approve. Treasurer Westbrook seconds. All in favor.

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

### 8 BOARD ACTION

#### a. Everbridge Agency Letter

CEO Culp advised that letters will be sent to agencies to begin paying for their own internal organizations. The fee will not begin until 2020 and with Everbridge contract negotiation in 2021, the price may increase or decrease.

Chair Kufeld called for a motion to approve the Everbridge Internal Organization fee starting in 2020. Director Yeager made the motion to approve. Director Johnson seconds. All in favor.

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



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**b. 911 Surcharge Audit**

CEO stated that carriers are charging the Weld County surcharge to residents living on the Larimer County side of Windsor. Letters are prepared and ready to send to carriers to correct this issue. No questions or concerns from the board.

Chair Kufeld called for a motion to approve sending the 911 Surcharge Audit letters to the carriers. Director Johnson made the motion to approve. Secretary Charles seconded the motion. All in favor.

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

**c. 911 Call Routing Windsor/Larimer County**

Attorney Oldemeyer advised the LETA Board of the history of the Windsor/Larimer County call routing. She advised that the LETA board can change their mind at the direction of the CEO.

CEO Culp stated that she has had several meetings with Windsor. She recommends that LETA make the change to 9-1-1 call routing in this area as soon as possible and begin directing the calls to Loveland PD.

Chair Kufeld called for a motion to approve resolution to change call routing in the Larimer County/Windsor areas. Secretary Charles made the motion to approve. Director Leshner second the motion. All in favor.

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

**d. Approval of resolution TVEMS/LETA HR & Payroll Services**

CEO Culp advised the board that the resolution was approved by the TVEMS Board and will need to be approved by the LETA Board.

Chair Kufeld called for a motion to enter into contract with TVEMS. Secretary Charles made the motion to approve. Director Yeager seconds the motion. Vice Chair Leshner abstains. All in favor.

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

## 9 OLD BUSINESS

### a. Larimer County Board Seat

Do not have a nomination from Larimer County Commissioners. CEO Culp will continue to work with them and have the seat approved by them for January 1.

### b. CTL NG Tariff

CEO Culp advised that the tariff was approved. Orders will be put in for LETA in May. She also stated that the PUC has freed up funds to cover some costs for the first year but is unsure how this will benefit LETA.

### c. CTL Diversity Tariff

CEO Culp stated that a continuance was issued. Nothing will be issued until January 9<sup>th</sup>.

## 10 NEW BUSINESS

### a. 2019/2020/2021 Legislative initiative

CEO Culp advised that a Title 29 rewrite is needed, and a statewide 911 surcharge is being discussed. She is staying engaged.

### b. Comprehensive/Strategic Plan RFP

CEO Culp stated that she cannot move forward without an RFP due to the quotes that she has been receiving. She will be putting out an RFP shortly.

### c. Sharepoint RFP

LETA needs a tool to track and organize documents. An RFP is needed to get a consultant. The RFP will come out in the next few weeks.

### d. Public Recognition request

CEO Culp shared that she received a request from Fort Collins 911 to recognize a citizen who did a great job on a 911 call. CEO Culp made the recommendation to adopt a 9-1-1 Hero program and invite them to our meeting in February. The LETA Board approved.

### e. Pictometry Partnership

CEO Culp stated that she spoke with Larimer County about their intent to release an RFP for countywide flights. Larimer County is willing to work with LETA under an IGA and annual fee. LETA would drive the project.



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### **f. MSRP Texting Demo**

CEO Culp stated that MSRP texting is the next step to receive photo and video. Benefits include outbound text, lat/long plot in the ANI/ALI screen which can transfer to CAD, and rebid of lat/long.

### **11 General Staff Communication to the LETA Board**

CEO Culp advised that it was suggested to her that LETA be put on the agenda for the CAD project team. She stated that she made the request and the CAD project manager requested a meeting with her to justify how LETA is a stakeholder. Working with CRISP continues to be a roadblock.

### **12 LETA Board Communication**

No comments.

### **13 ADJOURN INTO EXECUTIVE SESSION**

**A discussion of a personnel matter under CRS 24-6-402 (2)(f) Chief Executive Officer Performance Review.**

Chair Kufeld called for a motion to enter into Executive Session.

Meeting adjourned at 10:30.