

LETA Board Meeting Minutes

Meeting Subject:
Larimer Emergency Telephone Authority
2024 Annual Retreat

Location:
LETA Office
4872 Endeavor Dr Suite 200
Johnstown, CO. 80534

Meeting Contact:
Kimberly Culp 970-962-2175

Date:
10/2/24

Time:
0900-0915

AGENDA ITEMS

1. CALL TO ORDER | ROLL CALL

Board Chair, Steve Charles calls the meeting to order and completes the roll call of members present.

Steve Charles	P	Chair	Dan Coldiron	P	Director
Ian Stewart	Excused	Director	Jarrod Poley	P	Director
Joe Shellhammer	P	Vice Chair	Marc Barker	Excused	Director
Justin Allar	P	Treasurer	James Robinson	P	Secretary

2. REVIEW OF THE AGENDA

Review of the agenda and addition of items of new business to the agenda for consideration by the Board.

Request to add the following items:

Awareness all resolutions were renumbered.

- a. Consideration of resolution 24-08, addition
- b. Item 6,b,i,c is an addition
- c. Executive session for the purpose of discussion on the CEO is an addition
- d. Resolution 24-12 is an addition

Secretary Robinson made a motion to approve items a-d. Director Coldiron second the motion, the motion passed 6 – 0, 2 absent.

3. PUBLIC COMMENT

Individuals wishing to speak during public comments are welcome and the time allotted per person is 3 minutes.

Comments from the public are allowed during public comment. If additional comment or input is needed before a decision is made, the Board member should move the agenda item to a future meeting to allow additional discussion or a special committee to study the item.

The Board has the right to invite anyone to speak, whom it wishes to hear from, but this must be done by unanimous or majority vote.

At no time shall the public inject comment during the Board meeting or discussion on agenda items.

No public came forward to offer comment.

4. FINANCIAL REVIEW

a. Income Under Reporting

- i. Landline Revenue
- ii. Grant from Jackson County

CEO Culp presented spreadsheets and discussed various financial reports. CEO Culp highlighted the trend of landline revenue (significant drop) and the point that they have not received the grant money from Jackson County.

b. Expenditures Over Reporting

- i. VIPER Maintenance
- ii. Web hosting / web site redesign
- iii. Back up PSAP / emergency hardware replacement

CEO Culp presented additional spreadsheets regarding expenditures and highlighted for the Board of Directors the VIPER Maintenance account and webhosting / website design were both over budget. Both line items were discussed previously and were planned on being over.

CEO Culp also discussed computer replacements in the backup PSAP that failed prior to capital replacement. The hardware was replaced during the Alexander Mtn Fire as everything fails at the perfect time.

Secretary Robinson asked a question regarding the income revenue. CEO Culp stated the income revenue reports two months behind while expenditures are to date. CEO Culp also stated that some accounts are also paid in full at various times during the year as it depends on when contracts are due. For example the VIPER contract renews in April so that contract was paid in full in April. No Further questions received.

5. CONSENT CALENDAR

- a. Approval of the August 7th meeting minutes
- b. Approval of July and August finance report
- c. Approval of July and August deposits and bills report

Chairman Charles asked for a motion to approve the consent calendar as presented. Vice Chair Shellhammer made a motion, Treasurer Allar seconded the motion. The motion passed 6-0, 2 absent.

6. BOARD ACTION ITEMS

a. HR Update

PTO	Remains the same – 1 leave bank vs sick/holiday/vacation
Retirement * joining CRA: Colorado Retirement Association	Slight adjustment: 401(a) SSR 4% / 4%, Optional 457 up to 6% employer match
Health Insurance	3 options employees will be able to select. Includes Dental / Vision.
Flex Med / Dependent care	Will be offered
Workers Comp	Details almost complete
Paylocity	New payroll management system
HR Staff	Contract w/ Mtn States Employers Council
Total Cost Increase to LETA	~35-52k * still waiting on 2025 premiums

LETA's CEO Culp presented an overview of the new HR benefits and payroll system. CEO Culp stated the HR project remains on track and the transition will occur on December 15th. She then walked through each item and discussed the new options available to the employees.

In addition, CEO Culp stated we have 3 resolutions for the Board to consider. Resolution 06 is declining FAMILI. Even though LETA is declining, employees may opt in on their own. Resolution 07 is for LETA to join CRA and Resolution 8 is for LETA to join the SDA Pool and sign their IGA.

BOARD ACTION: Staff Recommends the Board Chair call for a motion to approve the following resolutions.

- Resolution 2024-06 - Declining FAMILI
- Resolution 2024-07 – Electing Membership in the Colorado Retirement Association
- **Resolution 2024-08 Join CS Pool and Sign IGA**

Chairman Charles called for a motion to approve Resolution 6,7, and 8. Vice Chair Shellhammer made the motion, Treasurer Allar second. No further discussion was received. The motion passed 6 -0, 2 absent.

CEO Culp added with the move to LETA's own HR program, we will be able to terminate the IGA with TVEMS.

Chairman Charles asked for a motion to terminate the IGA with TVEMS. Treasurer Allar made the motion, Director Coldiron 2nd. Additional discussion was asked and Secretary Robinson asked if he needed to abstain. Legal Counsel advised, no, abstention is not needed for this motion. The motion passed, 6 to 0, 2 absent.

b. Term Expirations

- i. Term Expiration – Board Seats for 2025

1. City of Fort Collins – Appointed by City Council
2. EMS Districts – Appointed by LETA
3. CSU and towns not otherwise represented on the Board, appointed by LETA.
4. Larimer County – Appointed by County Commissioners

Chairman Charles called for a motion approving resolution 09 regarding LETA Board seats for EMS Districts and CSU – small towns.

Director Coldiron made the motion, Director Polley 2nd, no further discussion, the motion passed 6-0, 2 absent.

7. ADJOURN BUSINESS MEETING

Chairman Charles advised he would like a motion to adjourn and enter into the retreat.

Secretary Robinson made the motion to adjourn the business meeting and enter into a retreat. Treasurer Allar 2nd the motion, the motion passed 6-0, 2 absent. The business meeting adjourned at 09:20.

8. REJOIN MEETING IN RETREAT

10. ADJOURN RETREAT AND REJOIN BUSINESS MEETING

11. ADJOURN INTO EXECUTIVE SESSION

RESUME MEETING IN EXECUTIVE SESSIONS

The Board Chair states: I move we enter into Executive Session to discuss a potential contract dispute with Jackson County pursuant to:

Colorado Revised Statute § 24-6-402(4)(b) for the purpose of receiving advice from the Board's legal counsel regarding Section VII of LETA's Fifth Amended Intergovernmental Agreement and Jackson County's obligations thereunder, and

Colorado Revised Statute § 24-6-402(4)(e) to determine the Board's position on matters regarding Section VII(2) of LETA's Fifth Amended IGA that may be subject to negotiation, developing strategy for negotiation, and instructing negotiators.

The Jackson County director may *not* participate in the Executive Session to preserve the attorney client privilege and because of the conflict of interest.

2/3 affirmative vote needed to go into the Executive Session on this issue.

Colorado Revised Statute § 24-6-402(4)(f) for discussion of a personnel matter involving the Chief Executive Officer, who was previously informed of this meeting.

Vice Chair Shellhammer made the motion to adjourn business meeting and enter into Executive Session based on the CRS as provided by Chairman Charles. Treasurer Allar seconded the motion. Motion. The motion passed 6-0, 2 absent.

At 1:18 pm Director Polley left the Executive Session.

13. REJOIN BUSINESS MEETING

At 1:28 the LETA Board of Directors adjourned out of the Executive Session and rejoined the business meeting.

a. approval of a resolution adopting the 2025 surcharge

Resolution 2024-10 – establishing 2025 ETC

CEO Culp stated the next item for consideration is the 2025 Surcharge. Chairman Charles called for a motion to set the 911 Surcharge at \$2.12. Vice Chair Shellhammer made the motion. Secretary Robinson seconded the motion.

Chairman Charles asked for discussion. Treasurer Allar made a motion to amend the motion on the floor to raise the surcharge to \$2.12 and to include funding for radio consoles.

No second received. The amended motion did not move forward.

Chairman Charles called for a vote:

Vice Chair Shellhammer Yes

Secretary Robinson Yes

Chairman Charles Yes

Sheriff Poley Yes

Treasurer Allar, No

Director Coldiron, Abstain

The motion passed, 4,1, 1- abstain, 2 absent.

b. CEO

Resolution 2024-11 – setting CEO Compensation for 2025

Vice Chair Shellhammer made the motion to approve Resolution 11, Secretary Robinson 2nd the motion the motion passed 6-0, 2 absent.

Resolution 2024-12 approving the CEO Contract

Treasurer Allar made the motion to approve Resolution 12, Director Coldiron 2nd, the motion passed 6-0, 2 absent.

14. ADJOURN NORMAL MEETING

Treasure Allar made the motion to adjourn, Vice Chair Shellhammer 2nd the motion, the motion passed 6-0, 2 absent. The meeting was adjourned at 1:48pm.