



# LETA Meeting Minutes

Date: 08/07/13

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

Board Chair Bill Nelson called the meeting to order at 0900 and conducted a roll call of all members present. Present: Chairman Nelson, Vice Chair Kufeld, Treasurer Westbrook, Secretary Charles, Director Leshner, Director Christensen and Director Johnson. Staff: Executive Director Culp, Technical Manager Roth, Training Specialist Turner, Attorney John Frey.

## **2 PUBLIC COMMENT**

Board Chair Bill Nelson called for public comment. No public comments received.

## **3 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 received.

## **4 FINANCIAL REPORT**

- a. Discussion and Overview of the Boards Financial Status - Executive Director Culp presented the financial status to the Board and reported no unexpected changes. Executive Director Culp stated that there are outstanding payments that are being withheld until acceptance of the project. No further discussion.

## **5 CONSENT AGENDA**

**July meeting minutes**  
**June finance report**  
**June deposits and bills**  
**Resolution declaring equipment in excess and donation to Weld County**  
**Colorado**

Board Chair Nelson called for a motion to approve the items on the Consent Agenda. Director Christensen made motion to approve. Treasurer Westbrook 2nds the motion. The motion passed:



## LETA Meeting Minutes

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

### 6 OLD BUSINESS

#### A. Windsor – Call Routing | 911 Surcharge | Surcharge Routing

Executive Director Culp has not yet heard back from the letter sent to the Windsor town manager and does not expect to hear back from them until the fall. No further discussion.

#### B. Government entities that are in Multiple Authorities

- i. Lyons Fire Protection District
- ii. Johnstown
- iii. Pinewood Fire Protection District
- iv. Allenspark Fire Protection District

Executive Director Culp and Attorney Frey will prepare letters for these entities and send them out at the end of the month. Executive Director Culp advised that Pinewood Fire Protection District did not sign the IGA with Boulder County and that they only have an IGA with Boulder for their dispatch services. Executive Director Culp will not be sending them a letter requesting them to withdraw from LETA's IGA.

### 7 EXECUTIVE DIRECTOR REPORT

#### A. Project Update

- i. mD – PECC

LETA hosted a meeting with MicroData to try to get to a place where there could be acceptance of the system. Since this meeting, Executive Director Culp has not seen improvement. Executive Director Culp advised the Board that there are deliverables for the PECC Reader board that are still outstanding and quite a few trouble tickets that need to be resolved on the system. Executive Director Culp will be having a meeting with the Vice President of TCS on Thursday to discuss these issues further.

Executive Director Culp advised that the CSU IP integration project has been delayed due to CSU. LETA advised CSU that when they are ready to proceed, the project would continue.

The Larimer County PBX upgrade will be underway. Executive Director Culp would like to see that project complete within the next 30-45 days.

Executive Director Culp reviewed the PSAP call statistics and advised the board that if there were any specific statistics they would like to see in the monthly report, that those can be added at their request.

**ii. DSS**

Executive Director Culp advised that after sending a letter of concern to the CEO of DSS, there was a follow up discussion and that DSS has fixed a bulk of the items. Executive Director Culp stated overall that DSS is being very responsive. No further discussion.

**iii. Pictometry**

Pictometry advised that they sent out new drives and they should arrive at the LETA office sometime this week. Executive Director Culp stated that Pictometry rebuilt all of the imagery to include the Fern Lake Fire area, which the original flight did not capture due to smoke, and packaged it in new drives for dissemination.

**iv. Everbridge**

Executive Director Culp advised the board that there were quite a few alerts sent on the system this month and that all of alerts were successful. Executive Director Culp advised that there were some alerts that sent that could have been better and that she addressed those issues with the PSAP. Executive Director Culp is pleased that all PSAP's have embraced the LETA test scenarios and that everyone is now using them.

**B. State 9-1-1**

## **i. Century Link Tariff**

Executive Director Culp advised the Board that a group of authorities have decided to conduct an RFP process. Century Link told this group of authorities that if they changed it to an RFI process that they would remove their tariff. The RFI is now going to be the tool for figuring out what NG911 will look like for the entire state.

Attorney Frey attended an informational meeting that the PUC hosted. Attorney Frey advised the Board that the meeting was educational on what NG911 was and he felt that it was very beneficial for the PUC.

Executive Director Culp advised that any authority that wanted to participate in the RFI process had to submit letter of participation, therefore LETA submitted a letter in order to be a part of the discussion. Executive Director Culp advised that there are some agencies that are signing a letter for a statewide solution and PUC regulation. It is Executive Director Culp's recommendation that LETA does not sign that document. Attorney Frey agrees with this recommendation. Executive Director Culp will send the Board a copy of this letter.

Executive Director Culp scheduled a meeting with AT&T to have a discussion with them about where the wireless industry sees NG911 going. Executive Director Culp will send an invite to the Board for this meeting.

Executive Director Culp and Technical Manager Roth are attempting to join FCC committees. Executive Director Culp is looking to join three committees: NG911, emergency notification and National EAS system. Technical Manager Roth is looking at joining a security committee.

## **8 ATTORNEY REPORT**

### **a. AT & T Notice**

Attorney Frey advised the board that this issue moved from an attorney in New Jersey to someone local. He advised that this new attorney has set up a meeting with LETA and other local authorities to

discuss this issue. August 19<sup>th</sup> is the scheduled meeting. Attorney Frey will update the Board next month on this issue.

## **9 NEW BUSINESS**

### **a. MOE Upgrade**

Executive Director Culp advised that when the MOE network originally deployed, LETA had an ideal design that Century Link could not accommodate. It was found during the Estes Park outage in January, that Century Link had configured the primary route correctly but they failed to configure the protect route correctly.

Technical Manager Roth told the Board that today's network has multiple single points of failure. Century Link can now accommodate LETA's proposed network that includes two independent circuits. Technical Manager Roth advised that Century Link would incorporate redundant power supplies, redundant links to MicroData routers, and routers to switches. Century Link has the hardware; they just need to make a few changes in their configurations.

Century Link is willing to make these configuration changes with a 12-month contract extension. Executive Director Culp advised the cost of that extension would cost \$10,000. She also stated that MicroData have provided a quote for their work, which totals \$8,200. Technical Manager Roth stated that the proposed design would provide fully redundant data paths from the Century Link core to each PSAP. Executive Director Culp advised that the goal would be to sign the contract extension with Century Link and MicroData and once those documents are in hand, they will provide a timeline for completion. Executive Director Culp's intent is to get going on this right away.

### **b. EMD Physician Advisor Contract**

Executive Director Culp sent a request for letters of interest and she received two. Dr. Sundheim and Dr. Apostle both submitted letters of interest. Executive Director Culp advised the Board

that Dr. Apostle is a physician that has not worked with any of the PSAP's before, therefore, it is her recommendation that the board move forward with a contract with Dr. Sundheim. Executive Director Culp advised the board that Dr. Sundheim is very engaged in the PSAP he oversees now, reviews calls and adds great benefit and value to the EMD program. Executive Director Culp stated that the contract would start in January 2014 and that the value of the contract is not to exceed \$12,000 with an added benefit to attend the annual Navigator conference. Executive Director Culp advised that she would draft a scope of work and include in the contract.

Board Chair Nelson called for a motion to approve an EMD Physician Advisor Contract with Dr. Sundheim. Treasurer Westbrook made a motion to approve. Vice Chair Kufeld seconds the motion. Motion passed:

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

**c. Call Box Upgrades**

Executive Director Culp advised that the call boxes in Larimer County were last upgraded in 2007 and that all five call boxes need hardware refresh. She stated that as the phones are now, when you go off hook, there is dead silence for almost 2 minutes before connecting and that it was found to be a bug in the Verizon network. A work around was programmed to have all five callboxes call the 10 digit number. Executive Director Culp stated that an upgrade to the boxes would fix the problem and undo the work around. Executive Director Culp advised the Board that this upgrade was not budgeted for this year but recommends upgrading this year and she does not expect the work to exceed \$10,000. The Board agreed to move forward with the upgrade to the call boxes.

### d. 2014 Project Goals

**Pictometry** – LETA will begin to gather floor plans for all local schools and large gathering places in Larimer County and getting them integrated into Pictometry. Training Specialist Turner and Technical Manager Roth will take the lead on this project and will work to scope out the project and figure out costs.

**mD expansion to LETA** – Executive Director Culp would like to get an xT911 application at the LETA office for contact changes and testing. Executive Director Culp would also like to stand up an ECDC at the LETA office to use for testing upgrade patches due to the unintended issues in these patches that affect the dispatch center. The ECDC at LETA would isolate those testing issues.

**Everbridge upgrade** – Executive Director Culp will be speaking with Everbridge to get the cost for upgrading and getting users trained on the new interface. LETA is looking at this very early 2014 project.

**MSAG replacement**- Executive Director Culp advised that LETA would be bringing in a new MSAG. This is a very large project so it will be broken up and worked by street name. Executive Director Culp advises that City of Fort Collins GIS has implemented a plan for conversion and will slowly start to replace the data. Executive Director Culp advised the board that there might be some minor costs associated with City GIS work.

**EMD Q Program**- Executive Director advised that LETA has been looking at implementing this program for over a year to ensure that the Q's are scoring consistently. Executive Director Culp advised that the Larimer County EMD trainer, Mark Turner, will be a part of the program and that there are some other folks that have shown interest in assisting with the program and grading.

## 10 MEETING ADJOURNMENT

With no further items for consideration, the LETA Board Chair called for a motion to adjourn. Director Christensen made a motion to adjourn. Treasurer Westbrook seconds the motion. The meeting adjourned at 10:03.