



# LETA Meeting Minutes

Date: 06/05/13

## **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, Treasurer Westbrook, Secretary Charles, Director Leshner, Director Christensen and Director Johnson. Staff: Executive Director Culp, Technical Manager Roth, Training Specialist Turner, Attorney John Frey. Excused Absence: Vice Chair Kufeld (excused)

## **2 PUBLIC COMMENT**

Board Chair Bill Nelson called for public comments of any item not currently on the agenda. 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 items added. Agenda stands as presented.

## **4 FINANCIAL REPORT**

- a. Discussion and Overview of the Boards Financial Status - Executive Director Culp presented the financial status to the Board and reviewed the budget vs. actual, checks and deposits, and highlighted income and expenses. No concerns.
- b. 2012 Audit Report – Alan Holmberg presented the auditor’s report. He highlighted a couple of new items/changes.

The first item is the Prepaid Items listed under Assets. This item covers annual support, technician services, and all intangible assets that you are pre-paying for, for future use

Accounts Payable amount is significantly increased with Larimer County now doing payroll. LETA pays them on a quarterly basis. The change there is in the amount of \$90,000 that is paid to Larimer County annually.



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LETA has two assigned fund balances. One for NG 9-1-1 projects and the other is Capital Outlay. Alan explained to the Board that this money is not restricted but that it is essentially assigning the money to a specific project.

Executive Director Culp advised that she and the Anderson & Whitney staff will be meeting this fall to go through depreciation values on inventory to make sure that LETA records match theirs.

### 5 CONSENT AGENDA

Executive Director Culp requested that the Annual Report be added to the Consent Agenda for approval. Board Chair Nelson calls for a motion to add the Annual Report to the Consent Agenda. Secretary Charles makes motion. Director Christensen 2nds the motion. The motion passed:

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

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**April Finance Report**

**April Deposits and Bill Reports**

**2012 Annual Report**

Board Chair Nelson calls for a motion to approve the items on the Consent Agenda. Treasurer Westbrook makes motion to approve. Secretary Charles 2nds the motion. The motion passed:

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

## 6 OLD BUSINESS

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

Executive Director Culp has not yet drafted a letter requesting Windsor to remove themselves from the LETA IGA. Letters will also be going out to the entities below. This topic will remain in old business until the letters have been sent.

### 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

## 7 EXECUTIVE DIRECTOR REPORT

### A. Project Update

#### i. mD – PECC

PECC was originally scheduled to CUT yesterday but that did not happen. The delay was due to Ft. Collins Telecom as well as microDATA. An upgrade to fix some functionality issues on the microDATA end will be done on Thursday morning.

microDATA has provided a letter of commitment to LETA. They have provided more experienced resources to the project. microDATA has verbally committed to pay for any costs due to the delay, between June 4<sup>th</sup> and June 18<sup>th</sup>, up to \$10,000. Chairman Nelson asked if LETA anticipated any costs due to the delay. Executive Director Culp advised that she will have to speak with CenturyLink and Cassidian.

The system at the production PSAP's is stable and there is a very small amount of trouble tickets.

#### ii. DSS

DSS has decided to contract with Radio Resources for truck rolls and technician services. LETA has not accepted the system and has not yet

made final payment. There are outstanding tickets that have yet to be resolved.

**iii. Pictometry**

Pictometry hosted a POL online training last month. Training Specialist Turner will send a link to all users for the online training videos. Executive Director Culp advised that another training could be scheduled if necessary.

**iv. Everbridge**

LETA will not continue conversation with CodeRed. Code Red's current product isn't going to work for us and they have not been able to commit to a date for their new product release.

LETA continues conversations with Everbridge and will have a call with them tomorrow about their summer release schedule.

**b. State 9-1-1**

**i. Legislation Update**

Both house bills died at the Capital. Executive Director Culp believes that it will be harder to fight next year. A lot of work will need to be done this summer to come up with model language that the authorities and wireless providers can agree on. Executive Director Culp will be attending the next Task Force meeting in July and will start conversations with the wireless carriers.

**ii. CenturyLink Tariff**

CenturyLink has filed an additional tariff to the one already in place. Executive Director Culp stated that the tariff reads more like a contract. PUC staff has asked them to withdraw their tariff. CenturyLink has no intention of withdrawing their tariff. The tariff, based on the costs provisioned in the tariff, would cost LETA \$360,000 annually. CenturyLink is missing any wording about an SLA in the tariff. Executive Director Culp stated that CenturyLink still has a lot of work to do on the tariff before it will be accepted.

**iii. National 9-1-1 Issues**

FCC update – Comments regarding text to 9-1-1 has been filed by NENA. Those comments are being prepared to give to the FCC. Notes on this topic are in the board packet.

## **8 ATTORNEY REPORT**

**a. AT & T Notice**

Attorney John Frey reported that LETA is due a refund of around \$5800 but they are only offering around \$1400. He acknowledged that the Board recommendation was to not put much effort into this but to engage the PUC. PUC has not heard back from AT&T.

## **9 NEW BUSINESS**

**a. EMD Physician Advisor**

LETA currently has 3 physician advisors that assist with EMD program. Those contacts have expired. LETA would like to put out a letter of interest to have one physician advisor for the county. Director Lesher had some concerns about how one physician advisor would make medical decisions based on community policies. Executive Director Culp advised that the selected physician advisor would be advised and expected to learn about those policies. Executive Director Culp sees no reason that those policies would change and hopes that having one physician advisor would help baseline the EMD program county wide.

Chairman Nelson calls for a motion to put out a letter of interest and to move from 3 advisors to 1 advisor. Motion made by Director Christensen. Treasurer Westbrook 2nds the motion. The motion passed:

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

## **10 MEETING ADJOURNMENT**

With no further items to be considered, the LETA Board Chair called for a motion to adjourn. The meeting adjourned at 10:10.