



# LETA Meeting Minutes

Date: 06/07/17

## 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, Secretary Steve Charles, Treasurer Bill Westbrook, Director John Manago, Director Frank Johnson and Director Greg 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: Vice Chair Leshner

## 2 REVIEW OF THE AGENDA

Board Chair Kufeld reviewed the agenda and asked the board to consider additional items. No comments.

## 3 PUBLIC COMMENT

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

## 4 CONSENT CALENDAR

- a. Approval of April 5<sup>th</sup> 2017 meeting minutes
- b. Approval of March and April finance report
- c. Approval of March and April deposits and bills report

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

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

## **5 ANNUAL REPORT | AUDIT | 10 YEAR FINANCIAL PROJECTIONS**

Alan Holmberg presented the annual audit to the LETA Board. Treasurer Westbrook asked why the overall surcharge revenue is the same or less with the increased population. CEO Culp explained possible issues with prepaid collections and wireless call volume reports submitted to the Department of Revenue.

Alan Holmberg also presented the 10-year financial projection for the purpose of surcharge planning. The board reviewed multiple options for surcharge increases. Secretary Charles asked if there are any other county/government agencies that have similar fund balance policy to LETA. CEO Culp requested the board members look into reserve policies at their own agencies and that the board would discuss this topic in more depth at the retreat in October.

## **6 BOARD ACTION**

CEO Culp asked the board for direction on a request for a callbox in the Lyons/Blue Mountain area. She stated that Lyons Fire Protection District was specifically requesting a callbox at their fire station. The board discussed criteria for funding callboxes and the possibility of sharing costs. The board suggested that CEO Culp discuss the option of having a ringdown line at that location or having the fire department share costs either for ongoing costs or the box and signage.

## **7 COMMUNICATIONS**

### **a. Communications from LETA Staff**

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

Technical Manager Roth updated the board on the GIS progress towards NG911. He stated that Pictometry incorrectly stated that the imagery was complete but there was one community that was missed. The imagery will now be delivered late – expected in July. Technical Manager Roth advised of two callboxes that were recently moved to locations with better service/accessibility. He also advised the board that Northern Colorado Water agreed to lease fiber to LETA at no cost.

#### **ii. Val Turner – Operations Manager**

Operations Manager Turner updated the board on the work of the EMD committees. She stated that many government partners are working with LETA to set up Everbridge for internal communications. Operations Manager Turner explained the “incident zones” technology in Everbridge

and the public education push that LETA would be working on to encourage citizen use of the ContactBridge app.

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

CEO Culp discussed options for LETA office space. She advised the three options are staying in the current office space, joining the training facility at the Fort Collins – Loveland Airport, or joining with the EOC building at The Ranch. CEO Culp stated that a partnership would allow for cost and space sharing. She stated that LETA will remain at the table for future discussions.

CEO Culp advised the LETA Board that the contract with Everbridge expires January 2018. She is currently in negotiations with Everbridge.

CEO Culp advised that LETA is participating in the NG911 Committee meetings by listening and taking notes. CEO Culp has provided material to the PSAP representatives on the committee. She stated that the committee's intent is to introduce language for the next legislative session.

**c. Communications from LETA Board Attorney**

Tracy stated that BRETSA moved to intervene in LETA's complaint and it was granted. She advised that direct testimony is due June 23<sup>rd</sup>. CEO Culp added that she and Tracy would be at the Allenspark Fire Board meeting at the end of the month to discuss the PUC complaint with their board members.

**d. Communications from LETA Board Members**

No comments.

## 8 MEETING ADJOURNMENT

With no further items to consider, the Board Chair calls for a motion to adjourn. Director Yeager makes a motion to adjourn. Secretary Charles seconds the motion. All in favor. Meeting adjourned at 1034 hrs.