



# LETA Meeting Minutes

Date: 4/06/22

## 1 CALL TO ORDER | ROLL CALL

Chair Lesher called the meeting to order at 0900 and conducted a roll call. Members present Chair Lesher, Vice-Chair Charles, Treasurer Allar, Secretary Keeton, Director Coldiron, and Director Meisner.

Excused absence: Director Kufeld.

Staff members present: Attorney Tracy Oldemeyer. Chief Executive Officer (CEO) Kimberly Culp

## 2 REVIEW OF THE AGENDA

No comments.

## 3 PUBLIC COMMENT

No comments.

## 4 CONSENT CALENDAR

- a. **Approval of February 2<sup>nd</sup> meeting minutes**
- b. **Approval of January and February finance reports**
- c. **Approval of January and February deposits and bill reports**

Chair Lesher called for a motion to approve the consent calendar. Vice Chair Charles made the motion to approve. Director Coldiron seconds the motion. All in favor.

UNANIMOUSLY PASSED on the following vote: **AYES:** Chair Lesher, Vice Chair Charles, Secretary Keeton, Treasurer Allar, Director Coldiron, and Director Meisner. **NOES:** None **ABSENT:** Director Kufeld **ABSTAIN:** None

## 5 OLD BUSINESS

### a. **9-1-1 Legislation**

Harassment legislation is in the drafter's office and has a bill sponsor. Due to the time of year, not sure if the bill will make it through this session.

### b. **9-1-1 Tariff**

Lumen provided a draft amendment that would increase the cost for LETA. There are a total of three amendments. Lumen may try to push all three at once.

### c. **9-1-1 Outage in Estes Park**

Outage was caused by two failed mucks cards, neither of which triggered an alarm. CEO Culp contacted Lumen's VP of Public Safety for answers to outstanding questions such as capital replacement of 911 equipment. Staff recommendation to continue informal conversation while Tracy and her team prepare documentation around outages. The board agreed with LETA's recommendation to proceed with informal conversations.

**d. Rapid Deployable**

LETA did not hear back on the grant application, so it is assumed that it was not accepted. A huge thank you to Berthoud Fire for helping with the setup up of the CRD. CEO Culp asked partners to identify 1 or 2 people at their agency to be trained along with LETA staff on the setup and use of the CRD.

**e. Emergency Alert System Update**

LETA went live with the Reachwell app on April 1<sup>st</sup>. CEO Culp requested assistance from agency PIOs to talk about the app and reshare information on social media. White pages data is in progress and will be complete by May 1<sup>st</sup>. LETA has made the decision to use white pages data only when launching IPAWS. LCSO is currently working through polygon creation. Estes Park and Berthoud Fire are 100% complete. LETA staff is looking at a company called Zonehaven for polygon creation. No decision has been made on engaging this vendor.

CEO Culp reminded that board that any time evacuations are done, even door-to-door, that Everbridge needs to be used.

Open Item: Working with agencies that provide municipal broadband in their communities and adding that data to the emergency alert system. They have not made a decision – trying to determine if they can share the data. LETA will generate a letter to send to those agencies at the end of April, so we have that request on file.

**f. Shared GIS FTE**

Attorney Oldemeyer completed an IGA for board consideration. Loveland and Fort Collins will take this IGA to their boards on the 19<sup>th</sup>. Staff recommendation to approve the IGA with the person being hired and supervised by LETA through a ¼ cost-share agreement between LETA, City of Loveland, City of Fort Collins, and Larimer County.

Chair Leshner called for a motion to approve GIS IGA. Secretary Keeton made the motion to approve. Treasurer Allar seconds the motion. All in favor.

UNANIMOUSLY PASSED on the following vote: **AYES:** Chair Leshner, Vice Chair Charles, Secretary Keeton, Treasurer Allar, Director Coldiron, and Director Meisner. **NOES:** None **ABSENT:** Director Kufeld **ABSTAIN:** None

## 6 NEW BUSINESS

**a. LETA Policy Review| Records Retention and CORA processes**

LETA Policy 1.2 redlines clarify the records retention lengths that LETA is using. Approved to follow the SDA Records Management Policy.



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LETA Policy 1.7 proposed changes to clarify how LETA will handle each request, deadlines, and appropriate charges.

Staff recommendation to approve both policies as presented.

Chair Leshner called for a motion to approve changes to Policies 1.2 and 1.7. Director Meisner made the motion to approve. Secretary Keeton seconds the motion. All in favor.

UNANIMOUSLY PASSED on the following vote: **AYES:** Chair Leshner, Vice Chair Charles, Secretary Keeton, Treasurer Allar, Director Coldiron, and Director Meisner. **NOES:** None **ABSENT:** Director Kufeld **ABSTAIN:** None

**b. Bank of Colorado | BBVA | PNC**

PNC Bank provided the wrong lockbox address for a carrier mailing, resulting in 911 remittances be returned or missing. LETA will work with the carriers to recover the missing revenue. Auditors have been made aware of this situation. Due to these errors, LETA has moved to Bank of Colorado and have already seen remittances deposited in the new lockbox.

**c. PUC Rulemaking**

Colorado Council of Authorities (CCOA) is official. The PUC has opened a notice of rulemaking, including 911 reliability. The comments filed on this rulemaking will come from the CCOA, not from LETA. CEO Culp will post the comments in the board folder for board review.

**7 GENERAL STAFF COMMUNICATIONS**

No comments.

**8 LETA BOARD COMMUNICATIONS**

No comments

**9 ADJOURNMENT**

Chair Leshner called for a motion to adjourn the meeting. Treasurer Allar made the motion. Director Meisner seconds. All in favor.

Meeting adjourned at 10:02 am.