

E911 TELEPHONE AUTHORITY
BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 14, 3:00 P.M.
MINUTES

1. **CALL TO ORDER / ROLL CALL**

- a. Rick Reigenborn – Chair - Present
- b. Stuart Sunderland – Treasurer - Present
- c. James May - Present
- d. Dave Ramos - Present
- e. Gregory Sadar – Absent

Other attendees:

- Ryan Tharp – Board Attorney
- Joel Estes – ADCOM – Present
- Tonia Fuller – ADCOM - Present
- Teneyia Wilson – ADCOM - Absent

Rick Reigenborn called to order 3:04P.M.

2. **APPROVAL OF MINUTES**

- a. October 14, 2022

Motion: Stuart Sunderland made a motion to approve the October 14, 2022, Meeting Minutes.

Second: Jim May

Approval: Motion Carried

3. **REPORTS**

- a. Treasurer’s Report: Financial Statements

Stuart Sunderland – The budget comparison year to date reflects another payment to ADCOM within the last few days. November, there are a few items that are pretty high. He will go over them when the budget for next year is talked about. If you go to the E911 Maintenance, it is over budgeted amount, part of that is the way items are being allocated and also, ADCOM is doing a better job going forward with some of their MDT expenses. These got out of whack with a lack of control by the previous IT manager. It will be better projected going forward. Air Cards in general have just gotten expensive with all the data we are using. Joel Estes – The only thing I would add about the E911 Maintenance line, we doubled our number of concurrent sessions and we 9 here and 8 at the back up center. It doubled the cost. All of that is offset by a state revenue from the 911 surcharge. Stuart Sunderland, going down the list, CAD to CAD expenses carried over from last year as they were paid out then. Hoyt Expenses – that was miss allocated, several tower work line items that got lumped together so some of the tower work and other stuff were just lumped together. On the second page, the Zerto Software is over budget. It is for data replication at the DR site. We had some issue with the 3 Servers there and had to get them reinstalled. They have been ordered and when they are received, they will be installed. We are still under budget overall. Questions?

Motion: Dave Ramos made a motion to approve the Financial Statements.

Second: Jim May

Approval: Motion Carried

- b. 2023 Budget Adoption -

Ryan Tharp – The budget was included with the email. The process we need to do today is to have Stuart Sunderland walk us through the budget and then we will need to open up a public hearing for any of the public to make comments on the budget. And then we will need a vote to adopt the budget and appropriate the budget. And we can make any changes to the budget that we decide on today. Stuart Sunderland – There are a few highlighted things on the budget detail sheet. The blue areas are the 2022 approved budget, year to date expenses and the projected expenses. He walked through this with Tonia. There are a few things out of whack. He wanted

to get a feel for why they were over or under. And he is confident with where we're at, but as we mentioned the MDT services is the Air Card expense and we know it will be over budget, we accounted for that next year, but we also hope a little different management to it will keep it in check going forward. They are asking to consider that extra expense. Cable Locate services is hard to predict. It is when someone hits a line, and they have to go and find them. ADCOM has to pay for the locating of the lines. The tower work is a whole group of different line items that has been lumped together is why it is over budget. It should be spread out down below in different line items. It doesn't matter in the bottom line. The E911 Maintenance, Joel commented, is the concurrent sessions, costing more than anticipated, but it offset by revenues of the State 911 Surcharge. It washes out. The IT infrastructure is due the replacement of the SAN equipment before anticipated. We will have some similar expenses next year, but is one of those deals that you have to replace it as it breaks down. Joel Estes - The system was underestimated by the former IT manager and started failing. He told us we had 2 more years and it turned out not to be the case. And we were forced into a position where we had to do a replacement on the entire system. At a significant expense. It was mentioned a previous ADCOM meeting. It should take us well into the future. The ADCOM piece is already installed, it is up and running and doing exactly what it is supposed to be doing. It is working flawlessly. There is a second part of the project where we have to do the install at the DR site. It will be in January. We do not anticipate any issues there and that will get us where we need to be. Stuart Sunderland - The CAD to CAD on the GeoComm expense, there is a contributor cost we were not aware of. The one below, Table Command is just a little extra expense than what we had budgeted. The CAD to CAD interface is the maintenance that goes between our CAD system and the CAD to CAD hub. The extra work that we had to do on it. It was unanticipated cost as we only budgeted 17,000. It may be something that was allocated to the wrong line item. Joel doesn't recall it being that high. It is covered in that line item. It was a 2019 PO and the items were not in place and it was not carried over and when it was released by Rob Morris once they met the requirements. The IP Logger was a 2021 project, but due to supply chain issues, it was completed in 2022. Bottom line is we budgeted about 3 mil and it will be about 2.5 and big part of that is the HVAC expense. It is money carried forward as it could not be spent this year due to supply chain issues again. Even though ADCOM's budget next year is about 4 mil, we need to carry that money forward so it is more like 4.4 mil. for the total requested for projects. Any questions so far. The budget does account for the CAD to CAD carry over and the HVAC carry over. For next year and looking at where we are trending, which I know after we do some accrual stuff, it will end up being a little higher due to the yearend stuff carried back. He left it the same, it is trending at about 800,000. We will end up about 6.6 mil next year. The expenses do not change much. These categories stay about the same for next year. The total ADCOM request will be about 4.4 mil. and we have talked about long term and what that looks like. And how much carry over that leaves us which is projected at 3.3 mil. If we spend all of the budget, which we rarely do. We know going forward some of the expense has to go back to the agencies. ADCOM has prepared for that, and the agencies have discussed that as well. Nice job Stuart.

The Public Hearing is open for comment:

The meeting is open to public comment.

No public comments

The Public Hearing is closed.

Motion: Jim May makes a motion to adopt the 2023 budget.

Second: Stuart Sunderland

Approval: Motion Carried

Ryan will prepare a short resolution and send out for signature and then will file the budget with the state.

c. ADCOM Update:

Joel Estes- New building moving forward. Putting up steel today. They have a number of the columns set up. Moving forward with all the things associated with that. We are in good shape. The HVAC project we mentioned we were hoping to have it wrapped up this year, which is not

the case. It is because of Supply Chain issues. It will be wrapped up by April. We have two sections, the HVAC piece, and the boiler piece. We are not going to shut down the boiler in the wintertime. We have the SAN project, and it is moving forward. The ADCOM piece of that is all wrapped up and the DR site is going to be wrapped up in early January. The Server piece of it with the

DR Site wrapped up in January. 3 Servers will be installed at the DR site after a little work is completed by the county.

Personnel – CAD admin filled, Sys Admin offered, RMS was interviewed today. Making headway on getting Call Takers. Hopefully it all continues.

d. 911 Task Force Update

Joel Estes – ECATS amendment to the tariff, working on a schedule for the hearings. There is this new thing we talked about before with is a Colorado Council of E911 Authorities was taken up at the task force. A number of the 911 boards have jumped onboard with that. The purpose for it is a unified voice. They offer legal counsel, representation at state and federal proceedings and lobbying efforts. They are looking for all the 911 Authorities to join. It would be something for his group to take up if they choose to. If they were to do so, it looks like the cost would be about \$3,000.00 a year as it is based on concurrent sessions. The only other thing discussed was the inability of transfers from the 911 to the 988 System. The 988 system being the mental health help line. They are supposed to make a direct transfer possible sometime mid-2023. Rick Reigenborn – Would the 911 board be beneficial? For ADCOM or E911? For ADCOM, it would not make any difference, for the Authority, possibly, Joel's recommendation is we sit out and wait and see how it progresses to make sure it has some real benefits. We should keep an eye on it, but not jump in at this time. Ryan Tharp – It is being spearheaded by Larimer County 911 Authority. Kimberly Culp is spearheading the process and the intent is there are 50+ 911 Authorities across the state. And there is only a handful that are the repeat players when it comes to regulatory stuff. It is the larger ones, but most of the authorities, their annual revenue is \$100,000. of dollars or less per year. And they do not have the funds to participate. The thought behind this was if you can get 10 or 20 or more of those 911 Authorities to ban together, they would be able to have a voice and together they would be able to be heard at regulatory things, at the PUC where they traditionally aren't involved. That has never been an issue with this Authority. This Authority has a healthy fund balance and brings in a lot of money every year. As do most other metro area 911 Authorities. There is value to be involved. They are taking positions and you have a seat at the table if you are involved. The downside is they may have positions on things that you do not agree with. And it is a majority rules kind of situation. The cost is not a lot. We do not suffer from the detriment or need to be involved. We are at the table for the things we want to be involved in. No big hurry to join. We can see what happens. There is already a lot of groups out there where people are talking about this stuff. There is the Task Force, the resource center, there has been other groups throughout the years that have come and gone, not to do the exact same thing, but to have forums where these things can be discussed.

e. Legal Update – Ryan Tharp

- i. CenturyLink basic emergency service tariff proceeding (ECats) – ECats is a reporting tool for 911. One of the first things that happened was a lot of Authorities came in and said well there's additional modules in addition to the basic ECats offering that we would be interested in having. Those are wireless routing and staffing modules. They asked CenturyLink to price those out. The downside of them filing the tariff is we intervened in that tariff proceeding and it becomes a litigated proceeding. There is nothing wrong with that but it becomes a more formal process. What CenturyLink wanted to do and did, is they withdrew their tariff filing and they have proposed a set of 5 meetings over the next 6-7 weeks so that we can get together and they will provide cost data and other information so we can kick the tires and make sure the costs are appropriate and the structure is appropriate with the intent of in February see what it will be. They will file a new tariff hoping that no one will file so the process will be streamlined. Last time he and Joel spoke, ADCOM would like the additional modules. The cost will be paid by the

911 surcharge. It will be a neutral item. Any additional modules not included, will have to be purchased.

- ii. Wireless 911 Call routing In early January the FCC has a meeting scheduled where they anticipate issuing the notice of proposed rulemaking. It hasn't been issued yet. Usually when they say they are going to do this, expect it to come out. He recommends filing comments in that proceeding. He has talked to the Jefferson 911 Authority and Jeffcom, their primary PSAP, and Westminster and Broomfield PSAPs and also within Arapahoe County they are all interested in filing comments. He is not sure what to say in the comments, but they all indicated that is an important issue for them and I would suggest we, this Authority work with those Authorities and Larimer 911 and file together. We may file joint comments with those Authorities. He will work with Joel to make sure those comments are appropriate and advocate what we want to advocate for.

4. **UNFINISHED BUSINESS**

a. Updated IGA - Ryan Tharp –He sent all the letter about a month ago. One comment that it is fine. He will send it out for final and moving the process forward. It is set up for Rick Reigenborn's signature. He will send it out tomorrow and get it out to all interested parties. He will update the dates to make it appropriate. We can move forward with getting that out to your contacts and other authorities, so everyone receives it. If you know the correct contact people at the other Authorities, please send it on to them. He will have his secretary send them out by mail also, so everyone gets a copy.

5. **NEW BUSINESS**

Nothing

6. **PUBLIC COMMENT**

None

7. **ADJOURNMENT**

Discussion about board officer terms, new sheriff, and if anyone wants to continue as an officer of the board, we can revisit it at the February meeting. If anyone is done with the board, we will need names of those to nominate for the board. He will send this out to the board.

Thank you to Rick Reigenborn for serving with this board and as the Board Chairman.

Motion: Stuart Sunderland made the motion to end the board meeting at 3:42 P.M.

Second: Jim May

Approval: Motion Carried