

E911 TELEPHONE AUTHORITY
BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 9, 2023 3:00 P.M.
MINUTES

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

- a. James May - Present
- b. Dave Ramos - Present
- c. Gene Claps - Absent
- d. Matthew Domenico – Present
- e. (Vacant; Stuart Sunderland resigned)

Other attendees:

Ryan Tharp – Board Attorney
Joel Estes – ADCOM – Present
Tonia Fuller – ADCOM - Present
Amy Buch – ADCOM - Present

Meeting called to order 3:02P.M.

2. **MINUTES**

Minutes from April 12, 2023, and June 14, 2023

Motion: Dave Ramos made a motion to approve the April 12, 2023, minutes.

Second: Matt Deminico

Approval: Motion Carried

Motion: Dave Ramos made a motion to approve the June 14, 2023, minutes.

Second: Matt Domenico

Approval: Motion Carried.

3. **FINANCIALS**

a. Treasurer’s Report: Financial Statements

Dave Ramos presented the financials for 7 months ending July 31, 2023. There has not been a lot of activity in the last few months due to quarterly billing. Any questions on check book register? Move back to sharing the monthly Income/Expense Statement. This displays that. We see the year-to-date revenue and then revenue at the top for the past two months. When we look at year to date it is not that telling as it’s been all year long as the audit is not complete. We don’t have those journal entries moving those accruals that belong back in 2022. Expenditures and Revenues. We don’t have good numbers showing where we are really as compared to the budget. You will notice some operating expenses but, when it comes down to ADCOM’s expenses, you see zero expenditure over these last two months. So not a lot to talk about. Questions? No. Looking at the percentage of budget in July we are 58% throughout the year. You can see that the major revenues are at 76% so we are above that amount but then again, we don’t know where we are at. Next meeting, we should have the information we need to know how we are doing compared to budget. That will enable us to make the decisions for 2024. We don’t have the ability to see if any accounts are way out of whack as we do not know what will be put back into 2022. Tonia Fuller – Any of the line items that do not end in zero, are 2022 expenses. Our financials are going okay, there are a couple of items we need to do. Ryan has it on the agenda. Terry, she needs to know how often we need these statements so that we don’t end up in this bind. Generally, she sees an agenda that comes her way and triggers her to send out financial statements. She said if we wanted, she would ship them to both Ryan and Dave for distribution. And she would just do it monthly. And trigger herself to send out those financial statements.

monthly. Which sounds good to Dave. She has confirmed she has sent the information for the audit to the auditors. They are beginning their work. She needs copies of the signed contract with Feis and Company for her records. She needs an agenda and will send the financials monthly to Ryan and Dave. There will be a lot more work done between now and our next meeting. We will have some good numbers to talk about that are meaningful and accurate for 2023.

Motion: Matt Deminico made a motion to approve the Financial Report.
Second: Dave Ramos
Approval: Motion Carried

b. 2024 Budget

Dave Ramos – Tonia turned in the ADCOM’s E911 Budget Request. Tonia Fuller – Just want to say this is the draft budget. We have a few things we may need to change the dollar amounts. We will do that at our next board meeting to be able to present it to the Authority. It is fairly accurate. We don’t have a lot of changes, but we do have a couple of changes to make to update it. Dave Ramos – has everyone seen the request? Honestly, they wanted to get it early, it tells us that overall, the total cost is not higher, but lower than this year. Some expenditures like the building and others like the building, we will have a few items to finish off to pull it together. We might have to carry some items over. As we move forward, we will have the information we need to finish off the budget and move on adoption. Ryan Tharp – We will need to present the draft Authority 911 budget and the two things we need to include in there, the expenditures and make sure that we adjust revenue for 2024 for the increase effective in February.

4. REPORTS

a. ADCOM Update:

Joel Estes – He introduced the new Deputy Director – Amy Buch, who is sitting with Tonia in the office. She recently was promoted from IT Manager after a very competitive selection process, and we are happy to bring her up into that position. She has been with ADCOM in the Operations position for a while and then she with LETA a while as the Deputy Director and has a lot of experience in the 911 world and brings that to ADCOM.

Cyber incident – about 99 percent restored. We are in good shape, maybe a few items still outstanding. Amy Buch - a handful of servers to rebuild. ADCOM functionality and internal items

Building Expansion – They’re working inside – Drywall, basement done, windows going in, UPS dropping tomorrow. Plumbing for generators and back system putting in place. Looking at late September for major completion date.

HVAC is done. Pressure testing, a new breaker needs to be replaced. This will be done during the switch over September 6.

SAN – IT has a few minor items on site to finalize.

The National Standard was reached 3/5 months. We had 2 months of 30% increases in call volume. This month is 89% and we had a 6 % increase in call volume and took on Thornton’s call due to their outage.

b. 911 Task Force Update

Joel Estes –

CenturyLink upgraded to the system, tariff, and grant to cover cost.

ECats – Number of calls and processing time. It was introduced and will be paid for by the state. 30,000. Savings

ESiNet – Outage calls would be sent to one agency. This will allow us to split the call volume to several agencies. Will be introducing geospatial locating. We will be able to better find callers.

c. Legal Update

i. **FCC WEA NOPR#2** - Ryan Tharp – This is on the WEA (wireless emergency alerts) Filed comments with Boulder, Jefferson County. We may not file response comments.

ii. **Lobbyist** - Ryan Tharp – Nothing to report. Jeffcom and Thornton interested. We will bring back costs for all.

iii. **Collection of ETC Fees** – Ryan Tharp – These are the fees sent to the individual authorities. One company will collect the fees and then give one payment to the authority with a statement of the carriers and amounts. They carriers only must give one statement with the PUC with the authority amounts listed out. The information would be available for PUC audit. It would allow the cost to be low. It would be deposited electronically. It is in very early. They want to issue an RFI to see if there are companies that want to provide this service and

PUC proposing \$2.05 cap for 2024 surcharge. We should have a preliminary answer by the next board meeting. We can complete a resolution about increasing to the maximum.

5. UNIFINISHED BUSINESS

a. **Updated IGA** Ryan Tharp - IGA – We have half of them back with signatures. The most recent was Adams County. Ryan will follow up and find the stragglers.

6. NEW BUSINESS

a. Preparation of minutes – Tonia Fuller – It is difficult to meet the need of timely putting the minutes for the E911 meetings together with ADCOM responsibilities. Joel Estes – We could share the responsibility or at least finish out the year. Ryan Tharp– His assistant is familiar with this and has done the minutes for Arapahoe County Authority. He will talk with her and see if she is willing to take this task. Dave Ramos is onboard with this. If we are looking for a more efficient way, it would be well worth doing. He likes that idea. Jim May agrees. Matt Domenico agrees if we have someone from the outside to do this.
Dave Ramos asked if a letter was sent out to the fire chiefs to have Brycen Garrison appointed to the board. The Chief of CCPD was interested in joining by was told we do not have LE opening. Ryan will follow up with the board appointments.

7. PUBLIC COMMENT

8. ADJOURNMENT

Motion: Dave Ramos made a motion to Adjourn the board meeting at 3:50 P.M.

Second: Matt Deminico

Approval: Motion Carried

Next meeting will be held October 11, 2023, 3:00 P.M.