

E911 TELEPHONE AUTHORITY  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, JUNE 8, 2022

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

The meeting was called to order by Rick Reigenborn at 3: 01p.m.

Rick Reigenborn, Chairman – Present

Stuart Sunderland, Treasurer - Present

Dave Ramos – Present

Clint Nichols – Absent

Jim May – Present

**OTHERS IN ATTENDANCE**

Joel Estes – Adams County Communications Center

Teneyia Wilson – Adams County Communications Center

Tonia Fuller - Adams County Communication Center

Ryan Tharp – Attorney to the Board

**2. APPROVAL OF MINUTES**

a. April 13, 2022

**Motion:** Jim May made a motion to approve of the April 13, 2022, minutes.

**Second:** Dave Ramos

**Approval:** Motion Carried

**3. REPORTS**

a. **TREASURER'S REPORT:**

Authority Financials:

Stuart Sunderland – They look fine, does anyone have any issues or questions. We are ahead in revenues. We will see how it plays out throughout the year and when we move 2021 revenue back. Dave Ramos asked when the audit will take place.

Stuart reached out to Terry to see if she contacted Jim about the audit. He will reach out again. Stuart has not heard anything. The audit letter was signed at the end of May. Ryan has only seen the engagement letter. Stuart is not sure when it is moving forward. He will notify the board when he has information.

**Motion:** Rick Reigenborn made a motion to approve the Treasurer's report.

**Second:** **No second motion**

**Approval:** Motion Carried

b. **ADCOM UPDATE**

Joel Estes –

Progress on the building is not going as hoped. Abatement issues continue to be a problem. There were some issues on the west side of the building because of a power line that runs through there. It is a 480 powerline that all are very cautious with. They had to do some extra work on the abatement piece. The quality of the concrete was not very good. It is pitted, and it requires them to do what is basically a sand blasting and it is taking more time. It is stretching things out and pushing the demo date. That pushes out everything else. And costs may go up due to this.

Staffing – Down 16 Call Takers. We seem to be losing them every month to our local law enforcement agencies. We are doing the best we can. It is impacting our ability to provide the service level we want to be providing.

Tablet Command. – Quote came in at \$78,000. It was supposed to be around \$69,000. Cory is looking at it to figure out why the number is higher than what was anticipated. CAD to CAD seems to go well. Westminster just launched. A couple of minor operational issues were identified, but nothing significant. We seem to be working through that.

We are talking with agencies with our region about a 911 Regional Backup solution – for routing calls the system goes down. With the ESInet available to us we can route call to just about anywhere. We are thinking about approaching that a different way. And not sending them all to one shop and overloading them. We can split them up to several other PSAPS. We are talking about it and what the cost might look like to make that happen. Hopefully we can come up to a reasonable solution. Stuart Sunderland – He and Dave Ramos were on a call today with the Metro Fire Chiefs talking about some other things, but Boulder was talking about how their system automatically, when the reach 20 calls in the queue, they go to West Metro and when West Metro gets 30 calls in the queue, it pushes it to Longmont or something like that. How does that system work? Joel Estes - We can do that now in fact. It is set up that way. It goes to Arapahoe. What we are talking about is instead of pushing all of our calls to one dispatch center, and overloading that one center, possibly splitting it up so some will go to Arapahoe, some to Aurora, maybe some to Denver. So, one place does not get overwhelmed. It might be a better solution. Currently we pull the plug, and the calls are sent to Arapahoe, and they are overwhelmed almost immediately. Then they could push everyone back to Aurora. Stuart Sunderland, you are saying someone must manually divert those calls. It doesn't automatically. Joel Estes – It can be both ways.

c. 911 TASK FORCE UPDATE

Joel Estes – Not much happened this time around. Interesting discussion is the talk of starting a Colorado Council of 911 Authorities. Kim Coates with LEETA is taking the lead on that. Joel was notified they would be interested in having me join this. I don't have a lot of information on this. Maybe Ryan has heard about it. Ryan Tharp has heard about it. The intent is they have a group that allows the 911 authorities to speak with a single voice. While that is a good intent, we have several organizations like that. We have the 911 Task Force at the PUC, the Colorado 911 Resource Center that provides a different role but is in that area. It sounds like one more organization to be involved in. He has not heard anything going on yet. There is a question about where the money coming from, who is going to spend the time to run it and makes sure it does something. And does it actually do that the Task Force doesn't already do? Joel Estes - They want an Executive Director, and have all members pay dues to be members. Joel was looking for some written documentation as to what the mission or goals or objectives are. So far, he has not found anything. He was hoping that Ryan had received something. Ryan Tharp has not received anything. Kimberly and LEETA's lawyers put together a non-profit or group that is, there is the PUC rulemaking to increase fees being paid, the state-wide fees, to pay for network diversity across the state. LEETA through Kimberly, rather than LEETA filing comments, it is filing comments through this association of 911 Authorities that other Authorities can join

and then split fees with is the concept. He doesn't have anymore information. It is this thing that seems undefined.

d. LEGAL UPDATE.

- i. Website -Ryan Tharp – Is finished. [www.adams911.colorado.gov](http://www.adams911.colorado.gov) It needs content and doesn't show Joel as the Director. We will be meeting notices, minutes, financials and other documents as needed. If you want different information let him know. We don't have a logo for the authority. If anyone has a graphic artist or other ideas for the logo let Ryan know.
- ii. 911 Fee Increase: Effective June 1, 2022, it is doubted that you have seen any increases in revenue yet. The carriers will be remitting it. It will take a while to hit their customers. And then it is remitted. It is working as intended.
- iii. Application re: concurrent sessions Ryan Tharp – We filed an application with the PUC that they remit the fee at a hirer level to cover the cost of the additional concurrent sessions with relation to the Weld Backup Center. Weld County already has them, but by us filing the application with the PUC, we increase our allocation that they remit the fee at a higher level to us now. We are going from 9 to 17 associated with the Authority. It will allow the Authority to cover the costs of the additional concurrent sessions. The deadline to file comments is tomorrow, he thinks they will approve as no comments were filed.
- iv. FCC WEA Rulemaking ongoing and comments are due in about 2 weeks. He has been working with Adams, Jefferson, and Arapahoe and also Boulder and Larimer County to make comments within the next week. One of the things they have done is have AT&T come in and talk to them. Then CTIA the wireless trade group come and talk about how they view WEA and what they can and can't do for a technical perspective. It has been very informative and disheartening because they have been talking about is location accuracy with respect to WEA. This happened quite a bit in Boulder and Arapahoe County. Alerts are not being sent out to the correct pinned areas. Boulder – people way outside of the area were getting WEA on their phones. It created an issue with the traffic going into the area was higher than the traffic leaving the evacuation are during the Marshall Fire. They have been working on location accuracy. It is technology difficult problem to solve for many reasons. They are developing their comments for the FCC that they should be focusing on and doing. The FCC asked for volunteers to do testing. Jefferson County volunteered, as well as others.
- v. PUC Diversity Rulemaking Ryan Tharp – This is ongoing. The idea is to raise the fees to pay for diversity projects. They are going to be doing workshops to continue to work on those rules.

**4. UNFINISHED BUSINESS**

- a. 911 Fee Increase. Ryan Tharp - This is complete. Notices sent to Carriers and is in process.
- b. Updated IGA: Ryan Tharp – Still in process. Has not started draft.
- c. Stuart Sunderland – Forecasting of Revenue. Sent out at 11:52 today. They were trying to ADCOM a target projected out for the years. The screen was shared. Stuart Sunderland and Dave Ramos have used a more conservative way of calculating the

revenue. It doesn't impact the ADCOM's board but gives a view over the next few years and those costs will have to be funded elsewhere other than the Authority. The agency fees may go up or change something altogether. ADCOM historically does not use all the funds they request. It might be better for them to be a little more vague and not as detailed. Last year we did not use all the personnel dollars. The funds for 911 need to be utilized for specific thing. Ryan Tharp - When the fee was increased with the PUC. We had to come up with the why we had to increase the fund. The easiest way was to say the money was to fund CT, Dispatcher, and IT. That is the history. The expenditures must be approved within the statutes. Ryan Tharp explained the use of funds based on the statute.

Joel when it was rewritten, it could be used for most wages. Stuart Sunderland – It would make more sense if it was used to pay for the entire call takers and Dispatchers. Ryan Tharp - We can cover up to 100% of Call Takers, Dispatcher, IT. Stuart Sunderland - It would make more sense if every 3 or 4 months ADCOM gave us an invoice for the portion of the overall budget. Ryan Tharp - There is no reason that we could not do monthly or quarterly payments to ADCOM for the full amount. If they had other special projects, they wanted money for, they could ask. Stuart Sunderland - If they just invoice for personnel, then cover the other costs, it would make it easier for all of us. Ryan Tharp – What you are proposing is within the statute. The statute now covers wages first then the other stuff. Tonia Fuller – Currently we send documentation to back up the cost of wages. We can take what we have for wages and divide it into 4 quarters. Ryan Tharp – It does not need to be on a reimbursement basis. The requirement is that the money be spent in accordance with the statute. That requirement travels with the money even after it leaves the Authority. As long as you have expenditures that are authorized under the statute, which you clearly do, it is consistent with the statute. Stuart Sunderland – If we do something like this and simplify the costs per categories, like Capital and Wages, or just Wages, does it mess up how things are allocated with the agencies at ADCOM because of the way the splits are done. Tonia Fuller - All of the Operations cost and revenue is split 33/67 so it would not make any difference. Dave Ramos – I like the idea particularly since Ryan is saying that he is comfortable with the list from the statute that we are allowed to spend the money and that we are following the law at ADCOM. I like that ADCOM can be responsible for that accounting. It is very helpful to the 911 Authority Board if all the receipts that we pay for that comes from ADCOM, if we don't have to do the double accounting side. It is very helpful. And if it suffices the account for the system, that's being done at ADCOM, then managing our finances in the future certainly becomes easier for the Authority. Tonia Fuller – We can make anything the Authority needed for documentation available very quickly. Stuart Sunderland – It makes it easier to forecast and retain the 25% and giving ADCOM what it needs. Ryan Tharp – Is there any preference or maybe it doesn't need to be discussed today about how often those transfers need to happen. They could happen monthly or quarterly. Tonia Fuller - It might be easier to do them monthly for Terry, so she doesn't have to move money back and forth. I used a little different way to come to a similar balance. Ryan Tharp – The board decided to reserve 2.5 mil for the reserve to have at all times. Stuart Sunderland – It end ups moving to the amount in 2024. Then ADCOM would be able to plan for the difference. At the end of 2023, it would be around 4 mil left over, but it will go down to 2.5 mil. The revenues are conservatively calculated. At an average of 2% over the years and then adding the new increase. And we used the actual expenses. Joel Estes – He took the historical number and then the two-month numbers Terry provides

and added them up and divided by 12 to come up with his calculations for monthly numbers, then used the new legislation that allows the PUC to raise the rate every year. He knows it was a static number for many, many years, then changed the way they will be doing business to raise the rate yearly based on inflation and the needs of the community. We are at a \$1.72, and then \$1.81 this year. Another 5%. He made the assumption that with inflation being the way it was, they are going to try to keep at least pace with that. He was using a 5% rate for next year. His numbers are a little more aggressive, but they are trending in the direction of what is going on. Stuart Sunderland - It doesn't change what will be requested and buys a year to figure it out. Dave Ramos – He was a little higher with his calculations, and wishes they had the audited numbers. The whole year is a better predictor for the future. We will get that. It will get more refined as we get that audited actual revenues for 2021. The underlining assumption is we are okay for the budget this year. If the methodology becomes 100% of what is budgeted, we will have to be careful. And leave the reserve, but we are not saving for the big projects, like a total CAD to CAD replacement. Most Authority boards try to do that. It becomes a little more incumbent that the ADCOM board to be cognizant of those upcoming big needs. You have to watch requests. And watch for big swings in Agency costs and needs. Both sides need to work on it. It is good to start to move the funds in categories.

Questions?

5. **NEW BUSINESS**

6. **PUBLIC COMMENT AND OTHER BUSINESS**

7. **ADJOURNMENT**

**Motion:** No motion was made, the meeting was ended by Rick Reigenborn at 3:49P.M.

**Second:**

**Approval:**