

MINUTES OF JANUARY 18, 1990

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Directors Present: Director Richard Crain, Fire District Representative
Director Ed Ray, Municipal Representative
Director Ron Van Gundy, Fire District Representative

Also Present: Pete Jenks, Assistant County Attorney
Lt. Al Reffel, Representing Golden Police Department
Ross Custer, U.S. West Communications Representative
Vickie Browning, U.S. West Communications Representative
Jim Carroll, U.S. West Communications Representative
Lt. Lee Doehring, Technical Committee Representative

Absent: Director Marjorie E. Clements, County Representative
Director Gary Goldsberry, Municipal Representative

APPROVAL OF MINUTES

Director Van Gundy moved that the minutes of November 19, 1989 be approved as corrected. Director Richard Crain seconded the motion. The motion was approved by unanimous vote.

TREASURER'S REPORT

Director Crain submitted the report through November 30, 1989. The December receipts will not be received until after the 25th of December. The November service charge was reduced to \$20,195.62 by a Court Order refund to be issued by U.S. West. It was a general court ordered refund for all U.S. West Communication customers.

The tariff receipts have been averaging around \$66,000.00 every month since July 1989. Director Crain stated he requested an explanation from Vicki Browning, U.S. West Representative, where receipts are less than usual for the month. Ms. Vicki Browning stated the months of March through October 1989 U.S. West failed to deduct uncollectibles. The E911 Authority was reimbursed for everything that was uncollectible in the county. The error was realized in November by U.S. West and they took a one time lump sum adjustment for the preceding months March through October which was taken in November 1989. This will not occur again as uncollectibles will be taken on a monthly basis. The uncollectibles will average approximately \$800 a month.

Director Van Gundy moved to accept the Treasurer's Report. Director Ray seconded the motion. The motion was approved by unanimous vote.

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SERVICE PACKAGE AND PUBLIC SAFETY PRODUCT TIMES AND MATERIALS MAINTENANCE AGREEMENT.

The E911 Emergency Telephone Service Authority Board by consensus agreed not to make any payment on the Service Packet at this time until all items that were ordered have been delivered. One item is back ordered. Director Ed Ray moved that Lt. Doehring notify Director Crain immediately when the back ordered item is received and that the full order is complete. Director Crain is then authorized to pay for the Service Packet. Director Van Gundy seconded the motion. The motion was approved by unanimous vote.

Director Van Gundy moved that the November and December Service Charges in the amount of \$64,825.15 be paid to U. S. West Communications, Inc. Director Van Gundy seconded the motion. The motion was approved by unanimous vote.

PUBLIC SAFETY PRODUCT TIME AND MATERIALS MAINTENANCE AGREEMENT

Director Ray informed Jim Carroll, U. S. West Communications Representative, the E911 Emergency Telephone Service Authority Board, does not desire to enter into a formal contract at this time. The Board desires to continue with the Time and Material Maintenance Agreement as it is now. Mr. Pete Jenks, Assistant County Attorney, stated there are a number of concerns with the process of getting the contract or any contract to a point where it would be acceptable by the Board, and there could be a great deal of effort spent to produce a contract that probably will never be acceptable. Mr. Carroll noted he will take the Board's decision back to U. S. West and will advise the Board of their decision.

REPORT ON SERVICE PROBLEMS BY U. S. WEST COMMUNICATIONS - Jim Carroll and Vickie Browning

Ms. Vickie Browning reported there have been several problems in Golden and they have been of Central Office nature out of Golden. U. S. West went into the Golden Central Office and basically dumped everything out of Golden. They looked at the 911 translations to make sure they were correct which is something U. S. West had not done in the past up until the time other issues arose. The issues with the Golden Central Office have been corrected. One thing that was brought to U. S. West's attention is that Golden is a specific type of Central Office. U. S. West is also looking at other specific types of Central Offices to make sure there isn't any additional or similar problems. There was a problem in Golden where a customer was unable to get through and had to go to a seven digit number. In researching the problem it was determined the customer had what is called a 976 or a Scoopline blockage that the customer had requested so they couldn't call 976 numbers. It will block any nine (9) prefix so it was blocking 911 as well as 976. All the 976's have been looked at and made sure that the proper translations are in place so that it will not block 911 calls.

TECHNICAL COMMITTEE REPORT

Lt. Lee Doehring, Technical Committee Representative, reported that right now all 911 calls that are coming in over the cellular phones are automatically forwarded to CSP Headquarters. This is throughout the Front Range. There has been a recommendation that 911 calls that are hitting the cellular towers within Jeffco be routed then to the PSAPs where the towers are located. The Technical Committee is studying the recommendation and their initial concerns were how broad an umbrella is covered under the towers. How far outside E911's jurisdiction are the calls going. At the last Technical Committee meeting the towers and their locations were identified as being located about 150th Carr and Simms, 26th and Kipling, one located in Golden and one at the Federal Correction Center. The calls are increasing because of the proliferation of equipment.

The Technical Committee is concerned about the routing capabilities and it is still one thing that is to be discussed further. The Committee feels that the PSAPs within the County are in a much better position to provide service and get response to the scene of an emergency faster and more efficiently than the CSP Headquarters because of the localized knowledge and capabilities. He noted the Committee discussed the negative side where you're looking at an increase in 911 calls coming into Dispatch Centers and a heavier burden on the people receiving calls to sort out the information and get the appropriate response going to the appropriate place.

The Technical Committee recommends to the Authority Board that this is a viable proposal and that the Committee should continue to examine it further with the Board's approval. There are specific issues that need to be resolved as exactly how the routing would take place and to whom and which PSAP would be hardest hit. The Board discussed with Lt. Doehring and U.S. West Representatives many of the concerns and issues concerning the proposal. There are many issues that need to be resolved.

Jim Carroll, Vicki Browning and Ross Custer recommended to the Board that the U.S. West Cellular Counterpart Representative should come to the next meeting to discuss the proposal. The Board recommended the Technical Committee should continue to look at it if it's something feasible to do and how to do it.

NEW BUSINESS

The Board discussed with Jim Carroll purchasing printers for the ALI Contollers and the software program called D-Base III. Lt. Doehring will find out how many printers would need to be purchased and approximate cost and will submit the information to the Board for consideration.

OTHER BUSINESS


Lt. Lee Doehring submitted a letter of resignation resigning from the Technical Committee. The Board expressed regret that Lee feels due to workload, etc., he must resign and thanked him for all of his dedication and technical knowledge and service to the Board.

The Board discussed the terms of the Board members and the vacancies on the Board. Director Ray will meet with Pete Jenks and discuss the procedures for drafting a Resolution to be present to the Board of County Commissioners to appoint members to fill the vacancies as soon as possible.

The next meeting will be held February 15, 1990. The meeting will be held at 1700 Arapahoe Street, Courthouse, Commissioner's Conference Room.

ADJOURNMENT

There being no further business the meeting adjourned at 6:10 p.m.



Ed Ray, Chairman

ATTEST:

Secretary

MINUTES OF APRIL 12, 1990

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie E. Clement, County
Commissioners' Representative
Director Richard Crain, Fire District
Representative
Director Ed Ray, Municipal Representative

Also Present: Pete Jenks, Assistant County Attorney
Lt. Lee Doehring, Representing Technical
Committee
Janice Kraft, Supervisor of Technical
Communications
Vicki Browning, U S West Communications
Representative

Absent: Jim Carroll, U S West Communications
Representative

Chairman Ed Ray called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

Director Clement moved that the minutes of January 18, 1990 be approved at corrected. Director Ray seconded the motion. The motion carried by unanimous vote.

TREASURER'S REPORT

Director Crain submitted the Treasurer's Report as of February 28, 1990 listing the following:

Total Assets.....	\$456,185.68
Total Liabilities.....	110,645.13
Total Surplus.....	345,539.95

Commissioner Clement moved that the Treasurer's Report be accepted as submitted. Director Ray seconded the motion. The motion carried by unanimous vote.

Director Crain requested that the Board approve payment of Service Charges for January, February and March in the amount of \$133,888.59. Director Clement moved that the Service Charges for January, February and March, 1990, totalling \$133,888.59 be paid. Director Ray seconded the motion. The motion carried by unanimous vote.

OTHER BUSINESS

Director Crain reported that invoices have been received from US Enterprises for January, February and March showing a balance due of \$24,519.03. Also a monthly service charge of 1.5% is being applied on any unpaid balance not received within 30 days of invoice date. He stated that the service orders listed on the invoices have not been reviewed or approved by Lee or Janice. Most of the charges took place last summer but there are a couple in January. He stated that currently U S Enterprises are billing at \$110.00 per hour but when they issue a credit it is at \$90.00 per hour. Pete Jenks stated that at the September meeting Mike Carroll stated they were reducing the charge to \$90.00 per hour. Following discussion the Authority postponed taking any action until Lee, Janice and Dick have time to verify the Service Orders and charges. Vicki Browning will check with Mark Kowalski if the present cost per hour should be at \$90.00 per hour or \$110.00 per hour.

OLD BUSINESS

Lt. Doehring reported that the cost for the printers will be approximately \$600 a piece. The cost for cable will be very expensive but the PSAPS are willing to do it themselves. The total cost for all printers will be around five or six thousand dollars.

Pete Jenks, Assistant County Attorney, reported that the Board of County Commissioners did adopt a resolution reappointing Ed Ray and Lt. Ron Van Gundy to the Authority. He drafted a resolution appointing Lt. Lee Doehring to fill the unexpired term created by the resignation of Lt. Gary Goldsberry, but due to a technicality the wording had to be changed to read to fill the unexpired term until December 31, 1990. It will be presented to the Board of County Commissioners next week for their consideration.

TECHNICAL COMMITTEE REPORT

Lt. Doehring reported that US West brought together representatives from various E911 systems from the fourteen western states and took them to Phoenix. It was designed as a focus group. They brought people together from various systems. There were about fifteen people representing E-Systems from Washington, Utah, Arizona, New Mexico and Colorado, and also present were representatives from US West, two from the network side and two from the data side. To start off as a group to bring together these users and identify some of the problems, concerns that we as users have with E-Systems with US West, US West Enterprises and really an open forum discussion on anything and everything. The group was not unabashed in their comments. They discussed US West, US West Enterprises, the divestiture, and how the two were interrelating and what their functions are now, and to compound things further the fact that in recent months there has been a number of people transferring, moving every which way, new players coming in and out of

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the scene all of the time. Users are confused as to whom is responsible for what and to whom, and who to contact for assistance. The group discussed field maintenance since the maintenance was taken from a decentralized nature back to a centralized nature in Minneapolis. The group discussed many concerns and problems. Out of this hopefully will come better communications with US West regarding E-Systems as to what is going on not only locally but nation wide pertaining to products and developmental plans. They discussed the importance of developing and having training for new board members and new technical advisors. US West will probably hold another meeting like this later on in the year.

NEXT MEETING

The next scheduled meeting will be May 17, 1990 at 3:00 p.m., to be held in the Commissioners' Conference Room, 1700 Arapahoe Street, Courthouse, Golden, Colorado.

ADJOURNMENT

There being no further business the meeting adjourned at 5:15 p.m.



Ed Ray, Chairmna

ATTEST:

Secretary

MINUTES OF MAY 17, 1990

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Directors Present: Director Richard Crain, Fire District Representative
Director Lee Doehring, Municipal Representative
Director Ron Van Gundy, Fire District Representative

Also present: Jim Carroll, U. S. West Enterprises, Inc.,
Representative
Mary Ann Pechman-Fritz, Recording Secretary

Absent: Director Marjorie E. Clement, County Commissioner's
Representative.
Director Ed Ray, Municipal Representative

Director Lee Doehring, Chairman Pro-Tem, called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

Director Van Gundy moved the minutes of April 12, 1990 be approved. Director Crain seconded the motion. The motion carried by unanimous vote.

TREASURER'S REPORT

Director Crain reported the account balance at Lakeside National Bank as of May 16, 1989 is \$372,056.41 and includes receipts of March Tariff collections of \$65,790.90 and interest for the month of April, 1990 of \$2,689.02. The billings of U.S. West Enterprises, Inc. were discussed regarding service charges and a credit of \$188.84.

Director Crain moved that E911 Emergency Telephone Service Authority pay U.S. West Enterprises \$2,943.52. Director Doehring seconded the motion. The motion carried by unanimous vote.

Director Crain moved that the Authority Board pay April service charges in the amount of \$44,629.53 to U.S. West Communications. Director Van Gundy seconded the motion. The motion carried by unanimous vote.

OLD BUSINESS

The Board discussed the purchase of Okidata ML 122 T/S Printers equipped with Okidata TTY Chip. Director Crain questioned how many should be purchased, cost and if entitles that have already purchased a printer should they be reimbursed

or if they would want a new printer, also if this could be done through the County Purchasing Department and put out for bid. Pete Jenks, Assistant County Attorney, suggested that Director Doehring discuss the matter with Terry Green, Director of Administrative Services, and if the Purchasing Department agrees and will put it out for bid that a list of the bidders be prepared and brought back to the E911 Emergency Telephone Service Authority Board for the Authority Board to make the final decision of awarding the bid.

Pete Jenks, Assistant County Attorney, discussed the process involved in amending the Intergovernmental Agreement regarding the length of terms for each board member. The amendment to the Intergovernmental Agreement has to be signed by a representative from each of the entities, and there are 28 districts that will be considering the amendment. Pete has drafted a proposed resolution and cover letter that will be sent out to each district for consideration. He is taking the package to Pat Mahan, County Attorney, for review and discussion. Director Doehring moved that Pete Jenks, Assistant County Attorney, proceed with finalizing the proposed resolution an amendment to the Intergovernmental Agreement and cover letter and if acceptable by Pat Mahan, County Attorney, and the Authority Board that the letter and resolution be mailed to the twenty-eight entities the Authority Board represents for consideration. Director Crain seconded the motion. The motion carried by unanimous vote.

NEW BUSINESS

Director Crain reported that since the very beginning of the 911 concept it was their understanding that our entire district would be E911. We just found out a couple of weeks ago that the people who are in Clear Creek County which is close to thirty percent of the district and they do not pay the twenty-eight cents per month and when they dial 911 the call goes into Clear Creek County and has to be rerouted. The people physically reside in Clear Creek County but they are in the Evergreen Fire Protection District. Following discussion, Jim Carroll noted that when someone dials 911 U.S. West looks at who is going to be their primary caretaker regardless of the type of emergency it is and that is how the call is being directed.

OTHER BUSINESS

Director Doehring distributed a report of the Focus Group that met in Phoenix, Arizona, which has been prepared by John F. Madia, Product Manager, Emergency Services, U.S. West Enterprises, Inc., and an information items from the Crime Control Digest.

NEXT MEETING

The next scheduled meeting will be June 21, 1990 at 3:00 p.m., to be held in the Commissioners' Conference Room, 1700 Arapahoe Street, Courthouse, Golden, Colorado.

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ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 5:00 p.m.

ATTEST:

Lt. Lee Doehring, Chairman Pro-Tem

Secretary

MINUTES OF JUNE 21, 1990

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Directors Present: Director Marjorie E. Clement, Commissioners' Representative
Director Richard Crain, Fire District Representative
Director Lee Doehring, Municipal Representative
Director Ed Ray, Chairman, Municipal Representative

Also Present: Jim Carroll, U. S. West Representative
Janice Kraft, Chairperson, Technical Committee
Mary Ann Pechman-Fritz, Recording Secretary

Absent: Director Ron Van Gundy, Fire District Representative

Director Ray called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

Director Crain moved that the minutes of May 17, 1990 be approved. Director Doehring seconded the motion. The motion carried by unanimous vote.

OLD BUSINESS

Director Crain reported that the current balance Lakeside National Bank is \$303,576.49, accrued interest \$2,689.02, March Tariff Receivable \$67,790.90 and April Tariff Receivable \$67,506.47 making total assets of \$439,562.88. The liabilities are \$47,573.05 making a total surplus of \$391,989.83. Director Crain moved the the Emergency Telephone Service Authority Board pay U. S. West Communications \$44,629.53 current Service Line Charges and U. S. Enterprises, Inc., \$297.00 current service charges through May 25, 1990. Director Doehring seconded the motion. The motion carried by unanimous vote.

OLD BUSINESS

The Board by consensus reaffirmed action taken May 17 by the Board that Pete Jenks, Assistant County Attorney, to proceed and prepare a resolution amending the Intergovernmental Agreement regarding amending the length of terms for each board member and when the resolution is approved or acceptable by Pat Mahan, County Attorney, to go ahead and mail the resolution with a cover letter to the twenty-eight districts for their consideration and approval.

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Director Doehring reported the Technical Committee discussed making sure that all systems are UPS protected. Jim Carroll, U. S. West Communications Representative, suggested that at the September meeting he report to the Authority on the current state-of-the-art emergency technical equipment. The Authority also discussed upgrading equipment.

Director Doehring stated he contacted the Jefferson County Purchasing Department regarding soliciting bids for the Okidata ML 122 T/S printers equipped with Okidata TTY Chip. The Purchasing Department was reluctant to do this without someone within the County initiating the action. Lee then contacted Randy Smith and discussed the purchasing process with him. Lee recommends that Pete Jenks, Assistant County Attorney, draft a letter agreement between the Emergency Telephone Service Authority Board and Terry Green, Administrative Assistant, authorizing the County Purchasing Department to act in behalf of the Emergency Telephone Service Authority for placing bids for the printers and future equipment purchases. Director Ray noted he will telephone Pete Jenks next week and discuss the matter with him.

NEW BUSINESS

The members discussed the adherence of each agency following the Operating Procedures which were adopted in 1987 pertaining to all agencies using 911 lines and answering 911 calls as "911 Emergency" and that 911 lines should not be used for administrative purposes. Following discussion, the members agreed by consensus that Director Ray should send a letter to Pete Jenks, Assistant County Attorney, requesting a legal opinion as to who and what 911 lines should be used for by other agencies and should all agencies comply with the Policies and Procedures adopted by the Authority.

NEXT MEETING

The next scheduled meeting will be July 12, 1990 at 3:00 p.m., to be held in the Commissioners' Conference Room, 1700 Arapahoe Street, Courthouse, Golden, Colorado.

ADJOURNMENT

There being no further business the meeting was adjourned at 4:00 p.m.



Ed Ray, Chairman

ATTEST:

Secretary

MINUTES OF JULY 12, 1990

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Directors Present: Director Dick Crain, Fire District Representative
Director Lee Doehring, Municipal Representative
Director Ed Ray, Municipal Representative
Director Ron Van Gundy, Fire District Representative

Also Present: Jim Carroll, U. S. West Communication Representative
Janice Kraft, Chairman, Technical Committee
Bud Reuter, Evergreen Fire Department

Absent: Director Marjorie E. Clement, County Commissioners' Representative

Director Ed Ray called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

Director Crain moved the minutes of June 21, 1990 meeting be approved. Director Lee Doehring seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

TREASURER'S REPORT

Director Crain submitted the Treasurer's report noting a surplus of approximately \$24,000.00 since June, which is what it has been approximately averaging monthly. The Board discussed the June statement from U. S. West Enterprises and Invoice #293-062590, Service Order #02065, which replaced an Informer Screen (2 hours @ \$90 per hour) - \$180.00 and installation of Informer CM911 ALI Display - \$1,282.50. Director Doehring stated the items were installed at Randy Smith's shop during a howling snowstorm. The one that was originally installed was different from the one in the 911 inventory so one was taken off of the repair truck. Following discussion with Jim Carroll regarding labor charges, Director Crain moved that the Authority pay U. S. West Communications \$44,629.52 June Service Charges and pay U. S. West Enterprises \$1,462.50. Director Van Gundy seconded the motion. The motion carried by unanimous vote. Director Crain will send Mary Ann a letter to be mailed with the check to U. S. West Enterprises explaining the payment and adjustments that were made.

Director Crain stated he discussed with Tom McTurk, County Treasurer, about diversifying some of the 911 funds and transferring them to the Jeff Trust. The funds are currently deposited with Lakeside National Bank in Overnight Purchase Agreements with First Boston and earning approximately eight percent. Following discussion, Director Doehring moved to allow Director Crain, Treasurer and Tom McTurk, County Treasurer to transfer 911 funds not to exceed \$225,000.00 from the Lakeside National Bank to Jeff Trust. Director Van Gundy seconded the motion. The motion carried by unanimous vote. Director Crain noted that Jeff Trust paid approximately 11% last year to the members.

BUDGET - DIRECTOR CRAIN

Director Van Gundy asked if the budget was submitted for 1991? Director Crain stated he will check with Director Clement and see if the County wants to continue budgeting approximately three to four thousand dollars for the Board's expenses. The Board discussed the cost of the liability policy which covers the Directors. Pete Jenks will talk to Bob Gilbert, Risk Manager, and inquire as to what the policy covers and if it is required that the E911 Telephone Service Authority Board is required to carry liability insurance. Director Crain will submit a budget to Director Clement.

PROPOSED AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT AND NOMINATION FROM OTHER CITIES TO FILL VACANCY ON THE BOARD - PETE JENKS

Pete Jenks reported that Pat Mahan, County Attorney, is on vacation and he has not had an opportunity to discuss the proposed amendments, the resolution to be adopted by the Board and the letter to go to cities requesting nominations to fill the vacancy on the board. The paperwork is essentially ready to go and he reiterated again that it would have to be a resolution of the board approving the change and requesting the 28 member entities to approve it.

PURCHASE OF PRINTERS - DIRECTOR DOEHRING

Director Doehring reported the Board at the June meeting approved purchasing Okidata ML122 T/S printers and requesting the County Purchasing Department to solicit bids. He talked to Fran in the County Purchasing Department and she stated there are two ways it can be done; 1.) To have an intergovernmental agreement drafted between E911 Telephone Emergency Service Authority Board and Jefferson County, working with Terry Green, Director of Administrative Services, which would authorize the Jefferson County Purchasing Department to purchase directly for the Authority, or .2) The other methodology was to have an existing county department purchase the printers and take delivery, charge it to their budget and the E911 Authority would reimburse their specific budgetary account. Following discussion, the Authority agreed to have Pete Jenks discuss with Terry Green and work out the particular details of drafting an intergovernmental agreement for the purchase of printers and future purchases.

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VACANCY ON E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD - DIRECTOR RAY

Director Ray stated the Board needs to go ahead and advertise for a Municipal Representative to fill Director Doehrings position, a vacancy created when he resigned. Following discussion, the Board agreed by consensus for Pete Jenks to immediately draft a separate letter to be mailed to cities requesting they submit nominations to be considered for recommendation by the Board to the County Commissioners for their approval. The nominations shall be filed with Mary Ann Fritz, Secretary to the Board by August 31, 1990 at 5:00 p.m.

PROPER USE OF 911 LINES BY OTHER MEMBERS AGENCIES - DIRECTOR RAY

The Board discussed the potential problems of member agencies using 911 lines for departmental and administrative purposes instead of what they were originally, authorized to be used for. Director Ray will call the Captain of Communications Department of the member entity abusing the system and discuss the problem. He will report to the Board at the September meeting.

NEW BUSINESS

Director Crain introduced Bud Reuder, Evergreen Fire Department. Brad heads up the PSAP in Evergreen. Director Crain noted there have been some problems most of which have been straightened out, but Brad has put together some figures and some ideas he would like to bring to your attention.

Brad Reuder stated that the district covers two counties Clear Creek and Jefferson County. At the beginning of the E911 System, right before the cut over, there was some discussion by the Board at that time and the PSAP managers of districts where they cover another county that wants to get into the system. The two districts at that time were Jefferson and Elk Creek Fire Protection District in Park County, and after discussing this with Dick Crain those counties that are in the system from my understanding don't pay the tariff to be in the system. What has happened is about the first part of May anybody that dialed 911 in Clear Creek County, the call was transferring to a seven digit emergency number up at Clear Creek. We got a few calls of people complaining that 911 was busy, calls were dropped, nobody answered the telephone. Obviously calls were going up to Georgetown. He began working with Janice and with Dick and it appears that those calls have not been transferred into the Jefferson County system since about the first of May. It was about the first of May when they started getting complaints into their Communication Center. He thought it was their understanding when they entered into the agreement for 911. He went back and checked to see if calls that were being made in Clear Creek County were being transferred

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to Jefferson County and not up to them. In fact, in 1989 there were about 20 to 25 calls that he documented with the help of Randy Smith that have come from Clear Creek to Jeffco. This causes several problems. It puts them in a bad light in their District because they have advertised to their entire population that whether you are in Clear Creek or Jefferson County you may dial and it will be going to the enhanced version, everything is going to be okay. Now, if everything is going to stay the same where the 911 calls are going to go to Georgetown then we need to make some kind of public retraction and say this isn't really happening. Brad isn't too happy about this.


Following discussion, Jim Carroll said he doesn't know why it has changed, he will research the problem and get back to Brad, Dick and the Board. The two Sheriff's Departments will have to respond because we are looking at two law enforcement districts and who is the primary driver of the call.

NEXT MEETING

The next scheduled meeting will be September 20, 1990 at 3:00 p.m. in the Commissioners' Conference Room, 1700 Arapahoe Street, Courthouse, Golden, Colorado.

ADJOURNMENT

There being no further business the meeting was adjourned at 5:10 p.m.



Ed Ray, Chairman

ATTEST:

Secretary

MINUTES OF SEPTEMBER 20, 1990

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Directors Present: Director Marjorie E. Clement, Commissioners'
 Representative
 Director Richard E. Crain, Fire District
 Representative
 Director Ed Ray, Municipal Representative
 Director Ron Van Gundy, Fire District
 Representative

Also Present: Jim Carroll, U. S. West Communications
 Representative
 Mary Ann Pechman-Fritz, Secretary

Absent: Janice Kraft, Chairman, Technical Committee

Director Ray called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

Director Crain moved the minutes of July 12, 1990 be approved as corrected. Director Van Gundy seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Treasurer's Report - Director Crain

Director Crain presented a Statement of Financial Condition for the E911 Emergency Telephone Service Authority as of August 31, 1990; Total Assets - \$577,513.86, Liabilities - \$88,980.37, Retained Earnings - \$488,532.99. A copy of the report is attached and incorporated into the minutes. Director Clement moved to accept the Statement of Financial Conditions as of August 31, 1990, and that the Authority Board pay U. S. West communications \$88,638.37 July and August Service Fees and U. S. West Enterprises Invoice No. 293-082590, Service Order No. 02250 \$342.00. Director Van Gundy seconded the motion. The motion was approved by unanimous vote.

Report of Transfer of Funds to JeffTrust

Director Crain reported after the July meeting he discussed with Tom McTurk, County Treasurer, the Authority Board's decision to transfer a quarter million dollars of 911 funds from Lakeside National Bank to JeffTrust, but upon reading the minutes he noted that the Authority Board only approved to transfer funds not to exceed \$225,000.00. Also, he was notified recently by Andree', County

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Treasurer's Office, that all funds on deposit in the Lakeside National Bank were transferred to JeffTrust and the bank account at Lakeside National Bank was closed. Following a lengthy discussion regarding the Authority Board's powers, responsibilities and duties regarding investment of E 911 Authority Board funds, Commissioner Ray moved to amend the wording in the resolution as to the amount of funds approved by the Authority to be invested in JeffTrust to change the wording from "not to exceed \$225,000.00" to read "the amount of 911 funds to be invested in JeffTrust is not to exceed fifty percent of the investable 911 funds on deposit in Lakeside National Bank. Director Van Gundy seconded the motion. The motion was approved by unanimous vote. The Authority Board discussed and reviewed the Intergovernmental Agreement and By-Laws as to the powers, duties, and responsibilities of the Authority Board. The Board felt it would best serve everyone if the Authority Board would meet with Mr. McTurk, County Treasurer, and discuss the Authority Board's powers for investing the 911 funds. Director Crain, Director Ray and Pete Jenks, Legal Counsel representing the Authority Board, scheduled a tentative meeting for Monday, September 24, 1990.

1991 Proposed Budget - Pete Jenks

Director Crain reported that he submitted a tentative proposed 1991 budget to Bunny Clement, but while Director Clement was away Pat Mahan, Acting County Administrator, reviewed it and sent a letter to Director Crain that there was no problem with the proposed budget but now that the Authority Board was solvent and had adequate operating funds the County would no longer subsidize the Authority Board and they would have to set up their own budget. The Authority Board discussed the various bonds and insurance policies that the Authority has been budgeting the past several years. Director Crain will submit at the October meeting a 1991 proposed budget for approval by the Authority Board which will then be presented to the Board of County Commissioners.

Proposed Amendments to the Intergovernmental Agreement - Pete Jenks

Pete distributed copies of the proposed "First Amendment to Intergovernmental Agreement Concerning the Implementation of an "E-911 Emergency Telephone Service" and copies of the proposed resolution of the E-911 Authority Board Date: September 20, 1990 for discussion purposes, changes and revisions. The Authority Board discussed the wording in paragraphs A, D and E of Section 1 of the Intergovernmental Agreement relative to listing the representatives name in the proposed amendment. All members agreed it would be best to leave the name out if at all possible. Director Van Gundy moved to approve the proposed resolution of the Authority Board which resolution would adopt a proposed amendment to the Intergovernmental Agreement adopted by all 28 member entities establishing the Authority Board, substantially in the form which has been presented for discussion, but subject to the modifications which reflect the discussion and changes approved at this meeting, and Pete Jenks is to go ahead and finalize the Amendment for adoption by the Authority Board, and distribute and mail both to member entities. Director Clement seconded the motion. The motion was approved by unanimous vote.

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Unauthorized use of 911 Lines - Director Ray

Director Ray contacted the member agency where it was reported that they were using 911 lines for administrative business instead of only for emergencies. The member agency categorically denied they were using the lines improperly but would investigate the matter and would report back to Director Ray.

NEW BUSINESS

Director Ray requested that copies of the AT&T Language Line Service letter and informational brochure be sent to each Authority Board member for review and discussion and the next meeting. Chief Alstrom, City of Arvada, is requesting that E911 fund the system.

Director Ray said he did attend a meeting at ADCOM which was to discuss the mobile cellular calls. Unfortunately he had to leave the meeting before the item was discussed. He will have an updated report at the October meeting.

NEXT SCHEDULED MEETING

The next meeting will be held October 18, 1990 at 3:00 p.m. in the Board of County Commissioners' Conference Room, 1700 Arapahoe Street, Courthouse, Golden, Colorado.

ADJOURNMENT

There being no further business to come before the Authority Board upon motion of Director Van Gundy, seconded by Director Clement, the Authority Board adjourned at 5:45 p.m.



Chairman

ATTEST:

Secretary

MINUTES OF OCTOBER 18, 1990 MEETING
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie E. Clement, County Commissioners' Representative
Director Richard Crain, Fire District Representative
Director Ed Ray, Municipal Representative
Director Ron Van Gundy, Fire District Representative

Also Present: Mary Ann Pechman-Fritz, Recording Secretary

Absent: Pete Jenks, Assistant County Attorney, Legal Representative to the Authority Board

Mr. Jim Carroll, US West Communication Representative

Janice Kraft, Chairman, Technical Committee

Chairman Ed Ray Called the meeting to order at 3:30 p.m.

APPROVAL OF MINUTES

Director Van Gundy moved to approve the minutes of September 20, 1990 meeting. Director Clement seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Treasurer's Report of Receipts and Disbursements

Director Crain reported the August Tariff receipts were \$68,013.68 and everything was taken care of at Lakeside National Bank. As of the beginning of October there was in Lakeside National Bank \$186,019.63 in Over Nights plus the accrued interest for September and \$239,213.36 in JeffTrust. He doesn't have the interest figures for September but Lakeside National Bank was at 8% and JeffTrust was at 9.78%. Director Clement moved to pay US West Communications the September Service Charges of \$43,819.71. Director Van Gundy seconded the motion. The motion passed by unanimous vote.

Director Crain reported on the meeting Director Ray, Mr. Jenks and he had with Mr. McTurk, County Treasurer. The results of the meeting was that the funds were redeposited in Lakeside National Bank and the funds were diversified between the purchase agreements at Lakeside National Bank and JeffTrust. He noted Mr. McTurk did state there was a problem because the County has from ten to twelve accounts in the bank and the bank had been billing the County once a month for service without allocating costs to particular accounts.

The 911 account was being credited with the gross interest and the County was being charged to handle the repurchase agreements. That was one of the reasons he closed the account at Lakeside National Bank was to clean up the costs so costs could be allocated to the proper accounts.

Director Crain reported that John Simmons has applied with the Federal Government to obtain the Employer Identification Number and he will give it to the Bank as soon as he receives it.

Director Ray reported he had not received a report from the City of Lakewood regarding the use of 911 lines.

The Authority Board reviewed the proposed amendments to the Intergovernmental Agreement. Director Clement stated that she would like Pete Jenks to take a look at Paragraphs "A" and "F." Director Crain noted that Paragraph "F" states "no individual shall serve no more than two consecutive four year terms" and Paragraph "A" states "one member shall be appointed by the Jefferson County Board and thereafter until a successor is duly appointed." He noted it is a little ambiguous because if you don't appoint someone a person can serve indefinitely. Following discussion, the Authority Board requested that Pete review Paragraphs "A" and "F" for clarification. Director Clement noted that at the beginning of each year the County Commissioners make their appointments to the various boards when they do their reorganization and the appointments are for only one year.

George Theophilis, Policy Analyst, was welcomed by the the Board. He discussed with the Authority Board the wording in the Colorado Revised Statutes and quoted from Title 29, Section 29-11-104, Paragraph (2) "funds collected from the charge imposed pursuant to this article shall be spent solely to pay for the equipment costs, for the installation costs and for the monthly recurring charge billed by the service supplier for the emergency telephone service." The members thanked George for his assistance in resolving their concerns regarding specifically how and for what the funds can be spent.

NEW BUSINESS

The Authority Board discussed the request by Chief Ahlstrom, Arvada Police Department, to purchase and install the AT&T Language Line Service program. Following a lengthy discussion concerning whether the foreign language interpreter program was considered purchasing and installing equipment or whether it was providing a service, Director Van Gundy moved that the Colorado Revised Statutes specifically states what the funds can be spent for, therefore the request to purchase and install the AT&T Language Line Service program would be providing only a service and is denied. Director Clement seconded the motion. The motion passed by unanimous vote. Director Ray noted he will send Chief Ahlstrom a letter advising him of the Authority Board's decision.

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NEXT SCHEDULED MEETING

The next meeting will be held November 15, 1990 at 3:00 p.m. in the Board of County Commissioners' Conference Room, 1700 Arapahoe Street, Courthouse Golden, Colorado.

ADJOURNMENT

There being no further business to come before the Authority Board upon motion by Director Clement, duly seconded by Director Van Gundy, the meeting adjourned at 5:00 p.m.


Chairman

ATTEST:

Secretary

MINUTES OF NOVEMBER 15, 1990

E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

Present: Director Marjorie E. Clement, County Representative
Director Richard Crain, Fire District Representative
Director Ed Ray, Municipal Representative

Also Present: Jim Carroll, U.S. West Communications Representative
Pete Jenks, Assistant County Attorney
Janice Kraft, Chairman, Technical Committee
Mary Ann Pechman-Fritz, Recording Secretary

Absent: Director Ron Van Gundy, Fire District Representative

Chairman Ed Ray Called the meeting to order at 3.20 p.m.

APPROVAL OF MINUTES

Director Clement moved to approve the minutes of October 18, 1990 meeting. Director Crain seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Treasurer's Report of Receipts and Disbursements

Director Crain presented a corrected August 31, 1990 Statement of Financial Condition, September 30, 1990 (Fiscal Year End) Statement of Financial Condition and a proposed Operating Budget for Fiscal Year ending September 30, 1991. Total retained earnings for fiscal year ending September 30, 1990 \$521,492.99. The current statement from U.S. West Communications for October Service Charges of \$43,819.71 was presented. Director Clement moved to pay U.S. West Communications \$43,819.71 October Service Charges. Director Ray seconded the motion. The motion was approved by unanimous vote.

Director Crain noted that he had received a statement from U.S. West Enterprises billing the Authority for the replacement and installation of an ALI Display. He requested that this bill be held for another month to have Janice check and verify that there was an ALI display installed. Director Crain reported that Lakeside National Bank sent him a Custodial Agreement to be approved

by the Board. He noted that when Mr. McTurk, County Treasurer, closed the account at Lakeside National Bank, and then we subsequently reopened it, one of the reasons that Mr. McTurk closed the account was the County Treasurer's Department had several accounts at the bank and the 911 account was one of them. The custodial fees were not being charged by the bank to the individual accounts but rather to the County Treasurer's Department. They were picking up all the custodial fees on the 911 account. When the account was reopened the bank requested that the Custodial Agreement be approved by the Authority Board. Pete requested that approval of the agreement be continued until the next meeting in order to give him ample time to carefully read the agreement.

Following a lengthy discussion on the proposed 1991 Budget, the Authority Board agreed they will authorize payment of administrative items as they receive monthly bills or statements.

Proposed Amendments to the Intergovernmental Agreement

Pete Jenks, Assistant County Attorney, presented copies of the proposed amendments to the Intergovernmental Agreement, Resolution ETS90-2, and copies of the cover letters to be sent to cities and towns and special districts. He restructured all of the documents to reflect the changes recommended by the Authority at the October meeting. He provided separate language for the representative of the county and the representatives of the cities and towns and special districts. Following discussion, Director Crain moved for adoption of Resolution ETS90-2. Director Clement seconded the motion. The motion was approved by unanimous vote.

NEW BUSINESS

Technical Committee Report

Janice Kraft, Chairman, Technical Committee, reported the committee is presently in the process of developing an inventory record and comparing it with a list that Jim Carroll gave her for actual model and serial number. The committee wants to develop some long term phasing in/phase out of equipment so we don't get into a bind wherein in five to ten years we suddenly start having equipment failures and a great expense. The committee has inventoried everything except two agencies. The committee will develop a plan to bring to the Authority Board for consideration.

Director Ray noted that before Lt. Lee Doehring resigned the Authority Board approved the purchase of ALI printers for all the PSAPS. It was to be a printer where there is a hard copy available. Janice said she would work with Jim Carroll in obtaining cost figures to bring back to the Authority Board. Director Ray said that the Arvada Fire District and Jeffco have printers so it isn't necessary to purchase printers for them. Also, consideration should be given to the PSAPS that we purchase a printer for them only if they want one and have room for one.

Janice will send Mary Ann a list of the PSAP Managers.

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Director Crain reported that they are having trouble with the volumn on the hand set. When it comes through Jeffco sometimes we hear Jeffco real well and the RP is almost impossible to hear and have you to say "would you repeat that" and so on, other times the RP comes in well and Jeffco doesn't. Jim Carroll will get in touch with Brad and will have to check the levels that are set in the central office.

Director Ray recommended that an invitation be extended to all the PSAP Managers to attend the next meeting so they can get acquainted with the Authority Board members.

The next meeting will be January 17, 1991 at 3:00 p.m. in the Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

ADJOURNMENT

There being no further business to come before the Authority Board upon motion by Director Crain, duly seconded by Director Clement, the meeting adjourned at 4:30 p.m.

ATTEST:



Chairman

Secretary