

MINUTES OF JANUARY 16, 1992  
E-911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

The E-911 Emergency Telephone Service Authority Board met at the Jefferson County Courthouse, Commissioners' Conference Room, 1700 Arapahoe Street, Golden, Colorado.

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

Also Present: Lt. Jim Keating, Arvada Police Dept.  
Ross Custer, U. S. West  
Naomi DeJarlis, U. S. West  
Brad Ruder, Evergreen Fire Dept.  
Brian L. Utzman, Asst. County Attorney  
Jeanie Phelps, Acting Secretary

Chairman Ed Ray called the meeting to order at 3:07 p.m. on January 16, 1992.

APPROVAL OF MINUTES

Director Ron Van Gundy moved to approve the November 21, 1991 minutes as presented. Director Crain seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Treasurer's Report

Director Crain presented and fully explained the E-911 Service Authority Budget for 1992, as revised from the November 21, 1991 meeting, and presented the following payables for December, 1991:

U. S. West Communications (December)	\$ 360.00
U. S. West (Monthly Tariff Charges) (From 9/24/91 through 12/31/91)	91,355.09

Total payables: \$91,715.09

Director Crain moved that the Board authorize payment of the two payables. Director Van Gundy seconded the motion and it was carried by unanimous vote.

Brian Utzman, attorney for the Board, stated that if there were any comments on the budget, he would be happy to discuss changes, but stated that the Board needed to publish the Notice of Intent to Adopt Proposed Budget. The citizenry of Jefferson County have until the next meeting (February 27, 1992) to comment or oppose said budget, as the

Board will consider the 1992 Budget for adoption as presented at that time.

Director Crain moved that the Board publish the Notice of Intent to Adopt Proposed Budget. The motion was seconded by Director Ron Van Gundy and was unanimously carried.

Brian Utzman told the Board that he had two resolutions to present for the Board's consideration. In the first resolution, the Treasurer is requesting authority to invest E-911 monies in what he deems appropriate as long as those investments are made in conformance with Colorado law governing investment of public monies. In 1985 the Board authorized the Treasurer of Jefferson County to invest E-911 monies at the Board's discretion. The reporting requirement would be modified slightly. The second resolution deals with ratification of the Treasurer's withdrawal of E-911 monies from Centrust.

After a lengthy discussion by the Board on the Treasurer's requests, Director Dick Crain moved to give the Jefferson County Treasurer authority to invest E-911 funds as he sees fit and to withdraw E-911 monies from Centrust. Director Ron Van Gundy seconded the Motion and the Motion was unanimously carried.

Brian Utzman indicated that the E-911 funds are audited as part of the Treasurer's records and therefore a separate audit is unnecessary.

#### NEW BUSINESS

Director Ed Ray brought two letters to the meeting, one from Janice Kraft, the Technical Committee Chairman. The first letter concerned expenditures of E-911 funds for equipment.

Lt. Jim Keating from the Technical Committee was present to discuss the items in Janice Kraft's letter.

Director Ray reiterated that the Board will entertain expenditure for any equipment that directly relates to E-911 matters and read the Board's policy statement and applicable Colorado law. When some entity in the Service Authority submits a bill to the Board, the Board will consider a proportionate share of phone services directly related to E-911, or repairs or replacement of E-911 equipment. Director Ray read into the record recommendations by the Technical Committee, as referenced in Janice Kraft's letter:

1. Recommend that the definition of E-911 equipment includes addition of telephone and UPS (uninterruptable power supply) systems with batteries.

Response: After lengthy discussion, Chairman Ray said that he felt that on telephone systems, the Board should not pick up the cost for the whole console, but rather reimburse that portion of the cost of the console, which is directly related to the E-911 system. As to UPS, the Board has been reimbursing entities for this equipment.

2. Recommend that the Authority pay for and maintain the actual telephone equipment.

Response: The Board will reimburse that portion of the cost which is directly related to the E-911 system.

3. Recommend that the Authority Board authorize purchase of UPS system for those agencies who do not have one currently. Agencies who wish to "upsized" their UPS to accommodate other equipment will assume those associated costs.

Response: Agreed. It comes within the Board's equipment procurement policy.

4. Since UPS equipment is routinely carried under a yearly maintenance contract, we recommend that the Authority Board authorize that certain amount of that yearly maintenance charge be paid for from 911 funds. If an agency's UPS serves only 911 equipment, the Authority Board shall pay for the maintenance contract for that system.

Response: The Board will reimburse that portion of the cost which is directly related to E-911 equipment, but will not pay for a full maintenance contract.

5. Another area of concern for the Technical Committee is how and when we will replace our current system. We are aware that US West is contracted to provide service, maintenance and parts for this system 10 years from the date of installation. We have been up on this system for a little over 4 years and have experienced very little trouble, but we have also been informed that AT&T has "manufacture discontinued" our equipment. This impacts us in the area of replacement parts when needed. US West must get those parts from AT&T and since they have discontinued their manufacture we may soon face a situation where parts cannot be obtained. US West estimates that we may very shortly experience long turn around time on replacement parts due to AT&T's need to locate them in some parts inventory somewhere. Turn around times estimates could be

as long as 3-4 weeks. If parts cannot be located, US West will have to have them manufactured in order to meet their 10 year contract on this system. Once again, it will involve delays and higher costs for maintenance.

The Technical Committee would like to recommend the Authority Board consider replacement of 911 PSAPs agency by agency, rather than county-wide in another 6 years or so. For example, the City of Arvada and the City of Westminster are currently upgrading entire communications systems to include building new dispatch centers in 1992. It will be necessary for both entities to at least relocate their 911 equipment in different areas of their buildings. We feel it would be appropriate to consider replacing the 911 equipment for Arvada and Westminster at this time, keeping the old equipment in storage to be used for spare parts for the rest of the County agencies. Lakewood has similar plans in 1993 and Golden will be making upgrades within 5 years. Spacing out replacement of 911 PSAP centers would minimize the budgetary impact.

Response: If the different agencies intend to move and to ask the Board for money for equipment replacement, they should present a "full-blown" presentation to the Board, as there would be a lot of questions to be answered, and only then will the request be considered.

Lt. Jim Keating of the Technical Committee was asked by Lakewood/Bancroft to inform the Board that they are considering moving their COM center within the next 3 months and they have a location at 9000 West Jewell that they are looking at. He does not know if they will be coming to the Authority Board with a request for money on that or not. Director Van Gundy stated that Lakewood and Bancroft have been discussing and trying to decide this for over a year, but he didn't think it would happen as soon as 3 months. Chairman Ray stated that if either heard any more on that, that the Board would like to know as soon as possible as the Board would like to know in advance if they are going to be asked to put in a secondary PSAP somewhere.

Chairman Ray stated that the Board would respond to the concerns of the Technical Committee in written form, and stated that the Board may want to modify its equipment replacement policy.

Chairman Ray discussed the fact that he had received a second letter regarding the new rules of the Department of Justice, specifically Section 35.162 which requires the Authority to provide the same "direct access" to emergency 911 services to persons with hearing or

speech impairments are provided to all other telephone users, and stated that there was a deadline of January 26, 1992, to be in compliance. Each individual communication center could be fined up to \$50,000 if not in compliance with this rule. Brian Utzman stated that he called the Attorney General's Office and they stated that they would not impose a fine, unless the centers failed to do anything to come into compliance with the rule.

Chairman Ray discussed the fact of whether the Board is responsible to pay the full cost of bringing each communication center into compliance. Based on the figures received from Janice Kraft, the cost would be around \$3,600 for each one. The Board has to decide whether: (1) they are going to provide the full cost for the E-911 systems; and/or (2) whether the Board is going to provide them for each PSAP or each station.

Lt. Keating of the Technical Committee stated that Randy Smith of the Jefferson County Sheriff's Department just bought three more TDD's, and that leads him to believe that you have to have one for every console.

After much discussion, Chairman Ray said it was mutually agreed that the Board should pick up the cost for TDD systems, but that they needed input from the Technical Committee as to the cost, which is better, whether by station or by PSAP, etc., as soon as possible and then they would vote on the matter.

It was moved by Director Crain and seconded by Director Van Gundy that the next scheduled meeting was to be held February 20, 1992 at 3:00 p.m. The motion was unanimously carried.

#### ADJOURNMENT

There being no further business to come before the Authority Board upon motion by Director Crain, duly seconded by Director Van Gundy, the meeting adjourned at 4:54 p.m.

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Chairman

ATTEST:

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Secretary

MINUTES OF MARCH 19, 1992

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 Ed Ray, Chairman, Municipal Representative  
Director Richard Crain, Fire District Representative  
Director Ron Van Gundy, Fire District Representative  
Director Larry McConnell  
Director Marjorie E. Clement, County Representative

Also present: Naomi De Jarvis, US West  
Randy Smith, US West Communications Services  
Janice Kraft, City of Westminster, Technical Committee  
Gene Porter, Lakewood/Bancroft Fire Authority  
Jim Hare, Lakewood/Bancroft Fire Authority  
Bob Bammerlin, Jefferson County Treasurer  
Jim Keating, Arvada Police Department  
Brian Utzman, Assistant County Attorney  
Dorothy Gorden, Secretary

Chairman Ray called the meeting to order at 3:10 p.m. He introduced Larry McConnell, new board member and stated that this will be the first time a full board has met since July 1990.

**APPROVAL OF MINUTES**

Director Van Gundy moved that the minutes be approved. Director Crain seconded the motion and it was passed unanimously.

**TREASURER'S REPORT**

Director Crain gave the Treasurer's Report. The \$358.80 access charges for last month were not paid. It was added to March line charges. One outstanding repair invoice for \$225.00. Reimbursement expenses to the County was left blank due to incomplete information. Director Clement said she would check with Terry Green for anything further and update next month. Director Clement moved for approval with

second by Van Gundy and passed unanimously.  
OLD BUSINESS

Introduction of Bob Bammerlin, County Treasurer, discussed liquidity of cash funds available.

Mr. Bammerlin addressed availability of funds; \$700,000.00 in the FFCB (Federal Farm Credit Bank) with a maturity date of 11/14/94. There is a '92 call date on that. Expenditure is slightly less than 6%. Remaining funds invested in SEI First Boston. This is commercial paper, what you call "repo paper"; currently paying 4%. This money is available on an instant notice.

Director Clement asked if there was a problem in comingling of funds. Brian Utzman said they could be comingled as long as they were clearly identified as E911 funds. Mr. Bammerlin said there would be no problem because they would be properly separated and clearly identified.

Decided to leave funds as they are until November at the maturity date. Important to maintain communications between the Treasurer's office and the E911 Board concerning the liquidity of funds. Director Crain stated it is up to the Board to advise Mr. Bammerlin as to how much money can be tied up for how long and how much will be needed and obviously if he has the responsibility for it he should have the discretion as to where to put it.

Janice Kraft stated they had an informative meeting with the vendor that sells the Z-tron device. This device will recognize the two different formats that TDD, or hearing impaired people need to access the equipment. The vendor and his technical person will now visit each PSAP center and see what installations and technical/telephone equipment they have and what they will need. The Technical Committee will get back with the board as to total cost and equipment needed for each. A deadline of April 16, 1992, the next E911 Board meeting, was given and Janice said that that deadline could be met.

The question of compatibility was brought up by Chairman Ray. If Arvada and Westminster get the Z-tron and Wheat Ridge, who will be changing their system by the first of the year have Positron with US West, will different equipment for different agencies be the case? This contradicts the policy that the Board wanted to maintain and also complicates the parts problem. Randy Smith recommended starting with Z-tron and staying with Z-tron. Janice Kraft agreed with this. The Technical Committee will give a full report on the equipment. The Jefferson County Sheriff's office already has the Z-tron and it is working just fine. The dealership, Midwest Electronics, would service this system.

After some discussion, it was agreed that the TDD equipment is an integral part of the E911 system. Chief Hare stated that by law it would be mandatory to be part of the system. Brian advised that from a liability standpoint it would behoove the Board to move on this matter.

If approved at the next board meeting what timeframe would there be to get the equipment? Janice stated that two weeks for delivery and installation takes about one hour per unit. The vendor that provides the equipment does the installation. There is only one local vendor. Director Clement stated that a decision should be made on the 16th when all information is presented by the Technical Committee.

Chairman Ray introduced Joan Fitz-Gerald, County Clerk and Recorder, since she is the designated secretary for the E911 Board.

Director Crain had asked for a recommendation by the Technical Committee as to whether recording equipment is an integral part of E911 equipment. It was only brought forward by Evergreen because they need a new recorder. They are going to purchase a recorder whether or not the Board supports the purchase or participates. Janice Kraft responded that they were not an integral part of E911 equipment. She stated that the hard copy from the printer would be for the immediate use of referral. It just happened that Evergreen's recorder was the first one to wear out or encounter this problem.

Director Clement was excused from the meeting.

Director McConnell made a motion that the recording equipment is not considered an integral part of the E911 system. Director Van Gundy seconded the motion and it was passed by the majority.

Director McConnell moved that the request for recording equipment for the Evergreen Fire Protection District be denied. Director Van Gundy seconded the motion and it passed with a majority vote. Director Crain abstained.

Chief Hare, Lakewood/Bancroft Fire Protection Authority, entered a written request for equipment. This request was verbally requested at the last meeting. Randy Smith identified the request as essentially the same configurations for Arvada and Westminster of the Positron HPprint/controller for the ANI and ALI controllers.

Chief Hare stated that they are currently in the process of putting their com-center in place. By the time the equipment arrives it will be ready for installation. In

this case they have ALKRON ATT callers. The things they are using now will not fit in the new location. At this time they are moving the current one plus we're pulling Bancroft dispatch out of Jefferson County and combining into our own Lakewood/Bancroft fire dispatch. Basically doubling at one location and combining the two. This is a secondary PSAP. Bancroft will still be receiving calls from Jefferson. In the city it will be Lakewood and out of the city it will be Jefferson County with Lakewood Police Department having their back-up com-center in Broomfield. They want to be up and running at the cut-over and there is a 60-90 delivery period. Discussion of the request and various aspects of proposal followed. Second page of proposal from City of Lakewood was tabled until the next meeting on April 16, 1992.

Director McConnell moved to accept proposal as stated on Page 1, subject to changes in downsizing to six E911 trunk lines for Lakewood/Bancroft Fire Protection Authority, not to exceed \$77,000.00. Director Crain seconded and the resolution passed by majority vote. Director Van Gundy abstained.

Janice Kraft brought up for discussion telephone answering position. What the board will agree to pay and what not. What portion of telephone costs were equal to the number of 911 lines would the authority board agree to pay. A discussion followed.

The costs would be paid up to the establishment of 911 lines. The Board would pay for proportionate number of 911 lines that's going into the system. Chairman Ray asked that this information be taken back to Technical Committee.

Director Van Gundy moved to approve E911 trunks for City of Westminster as stated on proposal (page 2) in the amount of \$7,427.00. Director McConnell seconded the motion.

Director McConnell moved to approve the proposal by the Lakewood/Bancroft Fire Protection Authority in an amount not to exceed \$4,880.00. Director Crain seconded the motion and it was passed by majority. Director Van Gundy abstained.

Director Crain moved to approve the reimbursement of \$5,103.30 as its share of the E911 telephone system as submitted by the City of Arvada. Director Van Gundy seconded the motion and it passed by majority. Director McConnell abstained.

Director Ray asked about approval on the purchases of equipment for the changeovers. How does the Board go about making these purchases. Because of the fact that this would be a joint project for Westminster, Arvada and Lakewood/Bancroft. In the past it was decided that Terry

Green has signed the agreements on the purchase of equipment. E911 Authority Board is the owner of the equipment and as the owner we or the county should be the purchaser. Brian will talk to Terry Green, Director of Administrative Services about purchasing equipment and find the best way to handle. Randy Smith said he will try to lump all three together and get a better price.

Director McConnell moved to authorize the Chairman to execute the contracts to purchase the equipment, that has already been approved today. It was seconded by Director Crain and passed with majority vote.

A question was directed to Janice Kraft as to storage of equipment by Director Van Gundy. Once new equipment is purchased what do we do with all the old equipment. It was discussed that there may be a market for the old equipment but an inventory must be kept. It was decided that old parts should be stored at the same place. As new equipment is reinstalled an inventory will be kept at the PSAP.

Brian brought up new business as to the reappointment of current officers. Pursuant to the bylaws it is necessary to appoint the chairman, secretary, treasurer annually. A discussion ensued and a decision was made to leave the current officers in existence, Ed Ray as chairman, Ron Van Gundy as vice or chairman pro-tem, and Dick Crain as treasurer.

Director McConnell moved that the current positions be maintained for 1992 for the E911 Board. Director Crain seconded the motion and it was passed by majority vote.

The next meeting was set for April 16, 1992.

At the last meeting Naomi De Jarvis was asked to present a list of the default PSAPS. Randy Smith said if there was any disagreement to let him or Naomi know and they would discuss.

Director Van Gundy asked if there was a list of current tariff rates that everyone is paying such as Denver vs. Jefferson County etc. Randy Smith said the tariff is the same it is all public information. The unbundling of tariff rates, which is happening now, will be changing everybody's rates in Colorado. It will be a discount. The rates will be reflected in the next 30 to 60 days. Randy said he would check it out and get some information.

The next meeting was set for April 16, 1992 at 3:00 p.m. The meeting was adjourned at 5:10 p.m.

MINUTES FOR THE  
E911 EMERGENCY TELEPHONE SERVICE SERVICE AUTHORITY BOARD

APRIL 16, 1992

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

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

Also Present:

Naomi DeJarlis, U S West  
Randy Smith, U S West  
Hank Cramer, Lakewood Police Department  
Brian Utzman, Assistant County Attorney  
Dorothy A. Gorden, Secretary

**APPROVAL OF MINUTES**

The meeting was called to order at 3:04 p.m. The minutes were revised to reflect that Director McConnell was present. A motion to approve the minutes, as revised, was made by Director Van Gundy with a second by Director Crain. The motion was approved by unanimous vote.

**TREASURER'S REPORT**

Director Crain gave the treasurer's report. Current payables were to Jefferson County for reimbursement of \$44.52 for photocopies and postage and to U S West in the amount of \$37,561.01. Director Crain moved to approve the payables and Director Van Gundy seconded. The motion passed unanimously.

**OLD BUSINESS**

Chief Hare gave report for Janice Kraft. Janice was unable to attend the meeting as she had to appear in District Court. Chief Hare read a letter that Janice had prepared regarding the cost of the proposal for the TDD's from Midwest Electronics. A discussion ensued as to equipment availability, cost, and installation charges. PSAP requirements were also discussed.

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Hank Cramer will go back to the 911 Technical Committee for a more detailed analysis of the differences between the model 3030 and 3030F. The fact was brought out that Zetron seems to dominate the market.

Brian Utzman stated we should not delay in purchasing this equipment, but we can take time to explore the options available. It was suggested that the County's Purchasing Department should procure bids for the TDD services. After considerable discussion, a resolution was made by Director Clement giving the Chairman the authority to purchase the equipment. Director Van Gundy seconded the motion and it passed unanimously.

Hank Crammer, Lakewood Police Department spoke again about the equal access requirement of the Americans with Disabilities Act (ADA). The Board's counsel will determine if a TDD device must be installed at every station to insure that deaf people are provided with equal access to the system.

#### NEW BUSINESS

Hank Cramer stated that the Lakewood Police Department was again hosting the Emergency Call-Taker class presented by the University of Delaware. He requested that the Board once again fund the tuition for Jefferson County 911 personnel to enable them to participate in the training class. The University of Delaware has developed this program and last year 17 people from Jefferson County participated. The program focuses entirely on call-takers. The training will be held May 16 and 17.

Director Clement moved to approve participation in training and to advance money for training. Director Crain seconded and the motion passed unanimously.

Hank Cramer, Lakewood Police Department, preferred to table discussion regarding Lakewood's back-up system until the next meeting.

Randy Smith, U S West representative, stated that the Board has not entered into a service agreement with U S West. The Board's counsel will review the agreement and negotiate appropriate changes.

Director McConnell moved to authorize the Chairman to sign the agreement upon review by counsel, Brian Utzman. Director Van Gundy seconded the motion and it passed unanimously.

Hank Cramer stated that the 911 system was down Sunday night, April 12. The prefixes 233, 234 and 237 were affected. The system was down from approximately 7:15 p.m. to 9:30 p.m. What happened?

Director Ray said they had a similar outage in Wheat Ridge Sunday morning.

U S West representatives indicated that a switch had been shut off. Wheat Ridge did not receive a call that the system was down, but found out from a relay in Minnesota. The system was down for approximately four hours. Naomi DeJarlis and Randy Smith discussed the problem.

#### ADJOURNMENT

A motion to adjourn was called for by Chairman Ray. Director Clement moved to adjourn at 4:35 p.m. Director McConnell seconded and the meeting was adjourned at 4:35 p.m.

The next meeting is scheduled for May 21, 1992 at 3:00 p.m.

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CHAIRMAN

ATTEST:

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Secretary

MINUTES FOR THE  
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

MAY 21, 1992

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

Present: Director Ed Ray, Chairman, Municipal Representative  
Director Richard Crain, Fire District Representative  
Director Larry McConnell, Municipal Representative  
Director Ron Van Gundy, Municipal Representative  
Randy Smith, U S West Communications Systems  
Gene Porter, Lakewood/Bancroft Fire Authority  
Brian Utzman, Assistant County Attorney  
Dorothy A. Gorden, Secretary

**APPROVAL OF MINUTES**

The meeting was called to order at 3:00 p.m. The minutes were approved as read. Director Van Gundy moved to approve the minutes with a second of the motion by Director Crain. The motion was passed by unanimous vote.

**TREASURER'S REPORT**

Director Crain gave the Treasurer's Report. Currently there are two payables. The May line charges for U S West are \$37,564.19 and a service bill for Lakewood Public Safety in the amount of \$715.00. Director Crain moved to approve the payables and Director Van Gundy seconded. The motion passed unanimously.

A motion was made to amend the current payables to include a check in the amount of \$42,000.07 as 20% of the contract price due upon contract signing dated 5/18/92, payable to U S West. Director Crain moved and Director McConnell seconded and the resolution was passed unanimously. The check is to be mailed to Randy Smith at U S West.

**OLD BUSINESS**

Brian Utzman, the Board's counsel, advised the Board that the American with Disabilities Act (ADA) requires the E911 Authority to provide hearing impaired individuals with direct access to emergency telephone services. He recommended putting a baud model TDD at each dispatch point and a model 3030 TDD at each answering point. Midwest Electronics is the contractual provider. The Jefferson

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County Sheriff's Department currently has three Model 3090 TDDs'. The E911 Authority will possibly buy back that equipment and transfer it to a secondary PSAP.

Lakewood Police Department wants the 911 backup system to default to Lakewood/Bancroft Fire, which is a secondary PSAP. The Board's decision was that a primary PSAP shall always default to a primary PSAP. The question was raised whether the Board wanted to change that policy. Hank Cramer was not in attendance to take part in the discussion. The Board restated and reaffirmed that the prior policy still be maintained - primary PSAP to primary default. It was decided to advise Hank Cramer of the reaffirmation.

The Service Agreement with the E911 Board and U S West was discussed by Brian Utzman. Brian had reviewed the agreement and U S West was going to modify the agreement and fax a copy to him. Chairman Ray was previously authorized (March 19 meeting) by the Board to sign off on the service agreement when Brian had approved it.

Chairman Ray stated he has signed the contracts for the purchase of new PSAP equipment for Westminster and Arvada. Discussion regarding installation, billing and service ensued. The contract asked that 20% is due and payable with the order.

A motion was made to amend the current payables to include a check in the amount of \$42,200.07 as 20% of the contract price due upon contract signing dated 5/18/92, payable to U S West. Director Crain moved and Director McConnell seconded. The resolution passed unanimously. The check is to be mailed to Randy Smith at U S West.

Randy Smith answered the question as to what happened when the E911 network calls were not being routed. The network division was making changes to the central offices and the technicians were rearranging the carrier system. They were not aware of the fact that the E911 alarm system was part of the carrier system. A new, separate alarm system for E911 will be implemented within a month. The critical service should not be disturbed in the future.

#### NEW BUSINESS

Lt. Gene Porter, gave a brief explanation as to what transpired with the Lakewood/Bancroft Fire Protection District. The problems are being worked out and both

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Lakewood and Bancroft Fire Protection Districts are still in the Authority and it is "business as usual."

There will be no meeting in June as there will not be a quorum. A meeting was set for July 9, 1992 at 3:00 p.m.

Director McConnell asked how an incoming E911 call was handled, the general routing of a call. Is the call screened and then routed on? Director Ray said he would check with the Technical Committee as to the disposition of an incoming call and report the information at the next meeting.

Brian Utzman also announced that all County prefix numbers have been changed from 277 to 271.

#### ADJOURNMENT

Director Crain moved for the meeting to be adjourned. It was seconded by Director McConnell. The motion was passed unanimously.

The next meeting is scheduled for July 9, 1992 at 3:00 p.m.

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CHAIRMAN

ATTEST:

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Secretary

**MINUTES FOR THE  
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD**

**AUGUST 27, 1992**

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

**Present:**

Director Ed Ray, Chairman, Municipal Representative  
Director Larry McConnell, Municipal Representative  
Director Dick Crain, Fire District Representative  
Director Ron Van Gundy, Municipal Representative  
Director Marjorie E. Clement, County Representative  
Brian Utzman, Assistant County Attorney  
Dorothy A. Gorden, Secretary

**Guests:**

Bob Gilbert, Jefferson County Risk Management  
Bart Haggarty, Insurance of Denver  
Sean Haggarty, Insurance of Denver  
Gene Porter, Lakewood/Bancroft Fire Authority

**APPROVAL OF MINUTES**

The May 21, 1992 E911 Emergency Telephone Service Authority Board meeting was called to order at 3:10 p.m. Director Crain moved to approve the minutes and Director Van Gundy seconded the motion. The motion was passed by unanimous vote.

Director Ray introduced the guests at today's meeting: Bob Gilbert, County Risk Manager, Bart Haggarty, Insurance of Denver and Sean Haggarty, Insurance of Denver.

**TREASURER'S REPORT**

Director Crain gave the Treasurer's Report.

U S West Communications & Services	-	\$2,552.50
Mid West Electronics	-	\$30,803.60
University of Delaware	-	\$3600.00
Lakewood/Bancroft Fire Authority	-	\$653.00
(Desk mounts)		
Copy charges	-	\$4.86

Director Crain moved to approve the U S West \$10,772.50 Centrex charge contingent upon his verification and location of the \$3,150.00 charge. Director McConnell seconded the motion and it was approved and passed unanimously.

Director Crain made a motion to approve the line charges for June, July and August in the amount of \$112,717.63. Director McConnell seconded the motion and it passed unanimously.

Director Crain moved to approve the current payables listed below:

University of Delaware -	\$3600.00
Jefferson County for copy charges -	\$4.86
Lakewood/Bancroft desk mounts (4)	\$653.00
Midwest Electronics	\$30,803.00

The motion was seconded by Director McConnell and passed unanimously.

Director Clement joined the meeting.

#### OLD BUSINESS

A brief discussion was held regarding primary PSAP's defaulting to a secondary PSAP. The Authority Board determined that a primary PSAP shall only default to another primary PSAP, not to a secondary and the policy will not change.

Joe Schumacher, Arvada Fire Department, telephoned and sent a letter to the E911 Authority Board regarding training for the new TDD equipment, which was recently installed. A discussion ensued concerning what training materials are available and liability for training.

Counselor for the Board, Brian Utzman, stated that if an entity isn't training its own employees, the Authority Board should do so.

Director Crain stated that the Evergreen Fire Department had checked into the matter and found that APCO had a TDD training video. The cost of the package is \$395.00.

Director Crain suggested that Brad Reuter contact Janice Kraft or the Technical Committee with the APCO information. They can review the program and make a recommendation to the board as soon as possible.

The question was asked as to how communication with the Technical Committee and their representatives could be improved? Director Ray stated he would personally contact Hank Cramer or Janice Kraft, who serve on the Technical

Committee, instead of waiting until the next E911 meeting, and let them know the Board desires a closer liaison with the Committee. If this presents a problem maybe some changes need to be made internally so that they do have a representative at the E911 Authority Board meetings. Lee Doering's name was mentioned and it was stated that he did an excellent job and his representation is sorely missed.

Director Clement asked that Director Ray, as Chairman of the Authority Board be given authorization to follow up on the Technical Committee's review and investigation regarding any and all information relevant to training procedures for the new TDD equipment and authority to purchase the reviewed information, if necessary. Director Clement made the motion and Director McConnell seconded the motion. The motion was passed unanimously.

#### NEW BUSINESS

Bob Gilbert, Risk Manager for Jefferson County, introduced Bart Haggarty and Sean Haggarty from Insurance of Denver, who discussed general liability and property insurance. A lengthy discussion proceeded and several questions were raised.

Counsel to the Board, Brian Utzman stated that the greatest exposure lies in federal civil rights suits. The greatest potential liability is total indifference to training.

The Board may lack the authority to force training because the dispatchers are not the Board's employees. The liability of the Board would be minimized by making training available. Training was mandated when the E911 system first went into service, the TDD training could also be mandated.

Director Crain mentioned that Evergreen had recently hired a dispatcher with eight years of experience. She was given two months of extensive training with an experienced dispatcher before she worked on her own. The training aspect is very important, as evidenced by the expense of paying two salaries for two months to make sure the dispatcher could handle the job.

Brian Utzman told the Board that the County provides Error and Omissions coverage to board members.

Mr. Haggarty stated he did not know whether the entities have coverage on E911 equipment on their premises. It can be covered on their property policy, but it would be limited. Mr. Haggarty also discussed non-owned or hired auto coverage.

An intergovernmental agreement could be drawn up with the appropriate entities accepting responsibility for insurance before E911 equipment is placed with them. The Board could require a certificate of insurance listing the E911 Authority Board as co-insurer of the equipment. Bart Haggarty stated they would put together a proposal and present it to the Board in the near future.

A discussion ensued concerning amendment to the intergovernmental agreement. Director Van Gundy felt that 100% participation was an unrealistic percentage. Possibly 70 or 80% participation could be garnered from the various entities and the intergovernmental agreement would have to be changed. Brian Utzman will draft a proposal.

Lieutenant Porter, Lakewood/Bancroft Fire Authority mentioned they had received a bill from U S West. U S West asked that they put in a new phone line. It is strictly for U S West for access to the E911 via modem to save a service call. Lakewood/Bancroft had it installed but feel it is not their responsibility to pay for the installation or the monthly charge. The monthly charges will run \$44.50. Discussion ensued. It was decided that Director Ray would talk to the Technical Committee about this matter. The Board was unanimous in their feeling that U S West should have come to the Board first, before installing and billing for a new line.

Director Ray added that he had a Certificate of Acceptance for Lakewood Fire Protection District equipment to be supplied, has been installed. The cut-over date was July 8, 1992. The expiration date on the warranty policy is incorrect and must be corrected.

#### ADJOURNMENT

The next meeting was set for September 17, 1992. Director Crain moved for the meeting to be adjourned. It was seconded by Director Van Gundy. The motion was passed unanimously.

The next meeting is scheduled for September 17, 1992 at 3:00 p.m.

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CHAIRMAN

ATTEST:

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Secretary

MINUTES FOR THE  
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

SEPTEMBER 17, 1992

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

Present:

Director Ed Ray, Chairman, Municipal Representative  
Director Larry McConnell, Municipal Representative  
Director Dick Crain, Fire District Representative  
Director Ron Van Gundy, Municipal Representative  
Brian Utzman, Assistant County Attorney  
Dorothy A. Gorden, Secretary

Also present:

Lieutenant Gene Porter, Lakewood/Bancroft Fire  
Authority  
Nancy Mochizuki, U S West  
Randy Smith, U S West  
Naomi DeJarlis, U S West

APPROVAL OF MINUTES

The meeting was called to order at 3:00 p.m. Roll call was taken and guests were introduced. The minutes were approved by a motion made by Director Crain and seconded by Director Van Gundy. The motion was passed unanimously.

TREASURER'S REPORT

Director Crain gave the Treasurer's Report, a copy is attached.

The amount of \$5,858 for U S West Communications Services and \$39,717.17 to U S West Communications for line charges for September - these total \$45,575.17. Director Crain entered a motion to pay this total \$45,575.17. Director McConnell seconded the motion and it passed unanimously.

After some discussion it was decided to delete \$157.50 from the total and pay the amount of \$45,417.67. The motion was amended to read payables as \$45,417.67. Director McConnell seconded the motion and it passed unanimously.

Director Crain expressed concern about the service charges billed for various PSAP's. He commented that it is almost impossible to track some of the charges because of the lack of information. He believes the process could be simplified and asked if a different procedure could be developed.

Nancy Mochizuki, U S West, explained that the billing process is currently being transferred from Minneapolis to Denver and the transition process could account for some of the problems. Some of the charges/billings are difficult to track and she stated she would check out the bills in question and get back to the Board with more information. Randy Smith, U S West, commented that the work order has a sign-off space and each service call ticket should be signed.

Discussion ensued as to what information should be mandatory on a service ticket to enable quick identification for the processing and payment of the bills. The possibility of each city/or entity verifying that it was a legitimate charge could pay the bill and then be reimbursed by the Board. Director Ray suggested to try and work out some solution with the Technical Committee rather than establish a policy today.

Lt. Gene Porter, Lakewood/Bancroft Fire Authority, asked if Lakewood/Bancroft would be responsible for the installation charge for the diagnostic line incurred in August, 1992? The Board agreed after some discussion that Lakewood/Bancroft would have to pay the bill without reimbursement from the E911 Board. For future purposes the E911 Board will not pay for new line to be installed nor monthly charge for that line. It was suggested that the charge be discussed with U S West directly.

Director Ray will meet with the Technical Committee and let them know it is imperative that a representative of the committee be at the E911 meetings. Lt. Gene Porter agreed to attend the meetings when Janice Kraft is unable to attend.

Director Ray also suggested an exchange of minutes between the E911 Board and the Technical Committee be submitted on a monthly basis. This should enhance the communication between the organizations and be beneficial to both.

Janice Kraft met with Brad Reuter regarding the APCO tape video on TDD training. The Colorado Department of Rehabilitative Services may have some printed material on hearing impaired communications. The Technical Committee agreed that the video would be most beneficial for training and were given the authority to purchase it.

Acquisition of TDD equipment authorized as follows:  
Evergreen Fire Department, printer; Arvada Police Department  
two printers; Broomfield Police Department, one TDD with  
printer and keyboard.  
U S West will make a list of recommended parts to keep in  
inventory for the new Positron equipment. The list should  
be available by late October.

According to Lt. Porter, all entities were instructed at the  
last Technical Committee meeting to get a copy of their  
insurance certificates.

Brian Utzman, Counsel for the Authority Board, gave an  
update on the status of general liability and property  
insurance. Insurance of Denver has not made a quote because  
it lacks an adequate inventory of the property to be  
insured.

Brian Utzman commented that the budget for 1993 is due.  
Director Ray asked the Director Crain, Treasurer, to prepare  
a preliminary budget for 1993.

Arvada and Westminster will be on line in late October.  
Director McConnell said installation will take place in  
October for testing and basically ready for service in  
November.


Director Ray received a letter from the Public Utilities  
Commission. They are currently establishing a statewide  
advisory oversight board to the 911 basic service coalition.  
They have asked for nominees from the current E911 board to  
serve as representatives. A discussion proceeded and  
Director McConnell stated he would be interested in the  
appointment. Director Ray will write a letter nominating  
Director McConnell.

U S West is holding a 911 customer forum on October 24th and  
25th. All interested E911 Board members and members of the  
Technical Committee are invited to attend. Director Ray  
read the list of informational meetings and the order of the  
agenda.

A discussion ensued and it was decided that no meeting would  
be held in October due to the unavailability of board  
members. The next meeting was set for November 12.

Minutes E911 Board  
September 17, 1992  
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ADJOURNMENT

  
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CHAIRMAN

ATTEST:

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Secretary

MINUTES FOR THE  
E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD

NOVEMBER 12, 1992

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

Present:

Director Ed Ray, Chairman, Municipal Representative  
Director Larry McConnell, Municipal Representative  
Director Dick Crain, Fire District Representative  
Director Ron Van Gundy, Municipal Representative  
Director Marjorie E. Clement, Jefferson County  
Dorothy A. Gorden, Secretary  
Brian Utzman, Counsel to the Board, was absent.

Also present:

Lieutenant Gene Porter, Lakewood/Bancroft Fire  
Authority  
Nancy Mochizuki, U S West  
Randy Smith, U S West  
Naomi DeJarlis, U S West

APPROVAL OF MINUTES

The meeting was called to order at 3:00 p.m. Roll call was taken and guests were introduced. The minutes were amended and approved. Director Crain moved and Director Van Gundy seconded the motion. The motion was passed unanimously.

TREASURER'S REPORT

Director Crain gave the Treasurer's Report, a copy is attached. The current payables are as follows:

1. \$ 3,150.00
2. \$53,749.79
3. \$35,918.28
4. \$ 5,945.98

Director Clement moved to approve the payables and Director McConnell seconded the motion. The motion was passed unanimously.

Lt. Porter entered a bill for Lakewood Fire Protection District in the amount of \$4,640.32. This amount was 16% of the total bill, which was \$29,201.60. This amount was the portion the Board agreed to pay for new equipment for the TDD system. A motion to amend the payables was made by Director Crain and seconded by Director McConnell. The motion was passed unanimously.

## OLD BUSINESS

Director Crain passed out copies of the preliminary 1993 budget. Discussion ensued. Director Ray asked how the passage of Amendment #1 would affect the budget for the E911 authority. Randy Smith from U S West said he had the same question from Larimer County. Randy stated that the question is the whether the telephone charge is a tax or a fee. He said he believed that nationwide it is discussed as a fee.

Director Clement stated that the Jefferson County legal staff is researching the information also. Further discussion regarding various factors ensued.

A motion was made to adopt the 1993 E911 budget as presented subject to clarification of impact by Amendment #1 by legal counsel. The secretary was directed to give Brian Utzman, Counsel for the Board, a transcript with the question.

Director Crain made the motion and it was seconded by Director Van Gundy. The resolution passed unanimously.

The information from the Colorado Association of the Deaf regarding their training program was passed on to Janice Kraft. Janice could not attend the meeting today and no one was present that could address the subject.

Janice Kraft was unavailable to address the question regarding the APCO training tape for TDD training. Gene Porter did not speak with her and could not give any information pertinent to the matter. Director Crain stated that Evergreen did purchase the video tape and they are currently using it.

Director Ray stated once again that time was of the essence for a training program with the TDD equipment in effect as soon as possible. It is imperative that the video tape be purchased and everyone given the opportunity to view it.

The insurance item listed on the agenda, general liability and property insurance, was tabled until the next meeting under old business. No information was left by Brian regarding this subject.

The Technical Committee is working on creating an inventory list of what 911 equipment is kept physically at each site. This subject shall be tabled until the next meeting.

Director Ray read the letter of nomination that was sent to Bruce Smith of the newly formed PUC Board (advisory board) Task Force. The E911 Board had nominated Larry McConnell for the position to represent the E911 Board. To date nothing has been received neither confirming nor denying the

nomination. Director Ray telephoned Mr. Smith to reinforce this nomination and he will do so again.

Letters from municipalities for the vacancy on the E911 Board was sent out on October 6, 1992. The letters of nomination have been received. Voting on the nominees will occur next and the decision of the municipalities will be sent to the BCC for adoption of the resolution.

The nominees are Al Reffel from Golden, Division Commander with the Golden Police Department; Lieutenant Jack Chism from Wheat Ridge; Mr. Hank Cramer, Communications Manager from Lakewood; and Bill Work, Battalion Chief from Westminster Fire Department. A letter will be sent to all cities for voting. Once votes are received the recommendation of the Board will be sent to the County Commissioners for adoption of a resolution appointing the new member.

A discussion regarding the second amendment to the Intergovernmental agreement ensued. The Board would like to decrease the percentage on approval of amendments. Instead of 100% approval the Board would like to change the percentage to 80%.

A very carefully drafted letter should accompany the amendment so that participating entities will understand the reasoning. Brian was directed to draft a letter for approval by the Board for the next meeting. He can fax a copy of the letter to the Board members for approval. The matter shall be tabled until the next meeting.

Due to the unavailability of Board members for the December 17th meeting it was cancelled and the Board set the next meeting for January 21, 1993. Director Ray directed Director Clement to attend the January meeting. Comments from all Board members stated that Ms. Clement has worked very hard since the inception of the E911 Board in 1982.

**ADJOURNMENT**

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CHAIRMAN

ATTEST:

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Secretary