

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

**February 20, 1997**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

**Present:** Director Gene Porter  
Director Steve Kabelis  
Director Joe Schumacher  
Director Julie Miller

**Lori O'Neill, Secretary**

**Absent:** Director Michelle Lawrence

**Also Present:**

**Gary Muck, Westminster Police**  
**David Bourgeois, Lakewood Police**  
**Ione Montoya, Arvada P. D.**  
**Carol Bohannon, Westminster Police**  
**Dan Ladd, Wheat Ridge Fire**  
**Don Wick, Arvada P. D.**  
**Patty Jo Ryan, U. S. West**  
**Dianna Wilson, Broomfield P. D.**

**APPROVAL OF MINUTES**

Upon motion of Director Porter and seconded by Director Schumacher, the Minutes of December 19, 1996 were approved.

**TREASURER'S REPORT**

Upon motion of Director Porter and seconded by Director Miller, the Treasurer's Report with total payables of \$187,425.31 was approved as submitted. (See attached financial report).

**OLD BUSINESS**

**INSURANCE REVIEW**

Director Porter received a proposal from Volunteer Fire Insurance Services. The E911 Authority Board is covered through June of this year so a decision needs to be made. Director Porter will send it to Risk Management Department for their review. The Board tabled this issue until the next meeting.

## **NEW BUSINESS**

### **ELECTION OF OFFICERS**

Upon motion of Director Kabelis and seconded by Director Schumacher, the Board approved Gene Porter as Treasurer.

Julie Miller was nominated as secretary. A discussion ensued and the motion was withdrawn.

Upon motion of Director Kabelis and seconded by Director Porter, the Board approved Director Schumacher as secretary for the duration of his term, or one year whichever is shorter.

Upon motion of Director Porter and seconded by Director Schumacher, the Board approved Julie Miller for Vice Chair.

Upon motion of Director Miller and seconded by Director Porter, the Board approved Steve Kabelis as Chairman.

#### **Resolution 97-1**

RE: Supplemental Budget and Appropriation (**See attached resolution**)

### **SENATE BILL 132**

Senate Bill 132 was discussed: CONCERNING THE PROVISION OF EMERGENCY SERVICES VIA TELEPHONE, AND, IN CONNECTION THEREWITH, PROVIDING A FUNDING MECHANISM FOR WIRELESS 9-1-1 SERVICE AND GRANTING QUALIFIED IMMUNITY TO PROVIDERS OF EMERGENCY TELEPHONE SERVICE

### **STATE E911 MEETING**

PUC Task Force Notes (attached) of Meeting dated January 21, 1997.

### **TRAINING EXPENDITURES**

There will be more discussion pending advice of legal council.

### **TECHNICAL COMMITTEE REPORT**

Commander Wick of the Arvada P. D. requested funds for a community messaging system (reverse 911 system). It would allow the City of Arvada as well as the police department to give emergency, crime and disaster information to the community as a whole or with the mapping system that is contained in the computer.

Director Kabelis stated that he felt that this was a step beyond what the authority board could pay for. He didn't feel that there was a strong linkage to 911. Director Schumacher stated that he didn't feel this equipment had anything to do with the transmission of the call.

Director Kabelis asked the Board if there was a motion to approve the request for the City of Arvada for the Messaging system, Director Miller abstained. No motion was made.

Dianna Wilson from Broomfield requested the purchase of 10 new headsets for their Communications Center. Upon motion of Director Miller and seconded by Director Schumacher, the Board approved the purchase of 10 headsets for Broomfield in an amount not to exceed \$1,750.00 plus shipping.

Director Porter said he had been receiving bills from Dictaphone for maintenance contracts. He wanted to make sure that the entities deal with those service contracts on their own.

Ione Montoya from the City of Arvada requested funding for the electrical cabling for their new consoles. The Board asked that she get a breakdown to see what is specifically for 911 and the Board will review it at the next meeting.

Director Porter asked for permission from the Board to begin the 1996 audit. He would like to have Grant Thornton do it again. The cost last year was \$2,250.00 and it has gone up \$450.00 for this year.

Upon motion of Director Porter and seconded by Director Schumacher, the Board agreed to proceed with the audit.

Director Porter passed out a copy of the revised budget from December of 1996.

Director Kabelis would like to discuss doing a revision to the IGA. He asked that the Board members identify issues, and submit them to him and he would put it together for discussion at the next meeting.

Patty Jo Ryan stated that on April 10th, Colorado NENA would be sponsoring a Video Conference. It will be a panel discussion hosted by Phil Davey and include 9-1-1 experts in the state.

**NO OTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED.**

**NEXT MEETING WILL BE HELD**

**THURSDAY, APRIL 17, 1997 AT 1:00 P.M.**

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

**April 17, 1997**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

**Present:**     **Director Gene Porter**  
                  **Director Steve Kabelis**  
                  **Director Brad Ruder**

**Teri Schmaedecke, Secretary**

**Absent:**     **Director Michelle Lawrence**  
                  **Director Julie Miller**

**Also Present:**

**Gay Ummel, County Attorney**  
**David Bourgeois, Lakewood Police**  
**Kathleen Cline, Golden Police**  
**Carol Bohannon, Westminster Police**  
**Dan Ladd, Wheat Ridge Fire**  
**Don Wick, Arvada P. D.**  
**Dianna Wilson, Broomfield P. D.**

**APPROVAL OF MINUTES**

Upon motion of Director Porter and seconded by Director Ruder, the Minutes of February 20, 1997 were approved.

**TREASURER'S REPORT**

Upon motion of Director Ruder and seconded by Director Porter, the Treasurer's Report was approved as submitted. (See attached financial report).

**OLD BUSINESS**

**INSURANCE REVIEW**

Director Porter reported that he still has not received the second quote from GKS Insurance. Director Porter stated that he will turn over the quote that he does have to Risk Management for their review. Risk Management will review the quote to see if it meets the needs of E911 Authority Board.

**Minutes of April 17, 1997**  
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Director Porter said that he needs the Boards' approval to enter into a contract with the insurance carrier based on Risk Management's opinion prior to the next E911 meeting due to the fact that the existing policy will expire before the next meeting. Upon motion of Director Ruder and seconded by Director Porter, the Board authorized Director Gene Porter to select an insurance carrier for the Board Members in consultation with Jefferson County Risk Management and further authorizing Director Porter to sign the appropriate documents for such plan before the existing policy expires.

**CITY OF ARVADA - CABLING**

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the expenditure of \$260.00 to U.S. West for moving the cable for the City of Arvada Police Department.

**SENATE BILL 132**

RE: THE PROVISION OF EMERGENCY SERVICES VIA TELEPHONE, AND, IN CONNECTION THEREWITH, PROVIDING A FUNDING MECHANISM FOR WIRELESS 9-1-1 SERVICE AND GRANTING QUALIFIED IMMUNITY TO PROVIDERS OF EMERGENCY TELEPHONE SERVICE

Director Kabelis informed the Board that the Bill is still on the Governor's desk with revisions. (See attached)

**NEW BUSINESS**

Upon motion of Director Ruder, seconded by Director Porter and by majority vote with Director Porter abstaining, the Board approved the expenditure for the Arvada Fire Protection District in the amount of \$17,755 to purchase a computer, three monitors, three headsets and one amplifier contingent upon the computer and system being tied into the E911 system and operational. The payment will be made after the system is tied in.

**PRESENTATION**

Terry Green, on behalf of Michelle Lawrence and the Board of County Commissioners presented Jack Chism with a plaque thanking him for his service on the E911 Board.

**TECHNICAL COMMITTEE REPORT**

Director Porter stated that on April 10th, Colorado NENA Conference discussed Senate Bill 97-132. Director Porter went over the highlights of the Conference. (see attached)

### **IGA ISSUES**

David Bourgeois of the Lakewood Police Department stated that he would like for the Board to consider allowing service contracts on equipment to keep it up and running more effectively. Bourgeois mentioned that it might be reasonable to include radio and computer equipment. He also thought basic storage of backup equipment stored on site is necessary, so repairs could be made immediately without delay.

David Bourgeois, Lakewood Police Department shared with the Board his concerns over training and the E911 Authority Board not helping the agencies provide adequate training. He questioned that if an agency is sued for whatever reason, can that attach a liability to the Board?

Gene Porter informed the Board of the changes to the IGA that he proposed which are Funds and Operations to enhance the IGA so State Law would allow the Board to pay for equipment, installation costs, repairs, training and monthly repairing charges. Porter also recommended the Board consider rewriting their bylaws, so if the Board renews the IGA they will not conflict with anything in the IGA. The Board tabled the IGA issue for further discussion at the next meeting.

### **PUC TASK FORCE - DURANGO**

Director Kabelis asked if there was anybody on the Technical Committee that would like to attend PUC Task Force Meeting in Durango on May 5, 1997 as an alternate.

### **EQUIPMENT DISPOSAL**

David Bourgeois stated that Lakewood has a lot of old E911 phone equipment that doesn't work. He requested the Boards permission to turn the equipment over to the City of Lakewood for appropriate disposal.

Upon motion of Director Porter and seconded by Director Ruder, the Board agreed to allow each PSAP to deal with any old used AT&T equipment that has no useful life to dispose of it with the stipulation that it is done in an environmentally conscious way.

Upon motion of Director Porter and seconded by Director Kabelis the Board elected Brad Ruder as Secretary of the E911 Board for 1997.

### **REQUEST FOR EXPENDITURES**

Upon motion of Director Porter and seconded by Director Ruder approved the purchase of a Racal Wordnet Digital Recorder for the amount not exceed to \$26,480.84 for the Broomfield Police Department.

**Minutes of April 17, 1997**  
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Upon motion of Director Ruder and seconded by Director Porter, the Board approved the purchase of 9 new Plantronic headsets not to exceed \$1,383.10 for the City of Golden Police Department.

Upon motion of Director Porter and seconded by Director Ruder, the Board approved the expenditure for the City of Golden Police Department for the purchase of Call-Check equipment not to exceed \$18,000.

**TRAINING EXPENDITURES**

Upon a general discussion Director Kabelis moved to adjourn to go into Executive Session for legal consultation concerning Senate Bill 132 and the Proposed Amendments to the IGA.

**NO OTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED.**

**NEXT MEETING WILL BE HELD**

**THURSDAY, JUNE 19, 1997 AT 1:00 P.M.**

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

**June 19, 1997**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

**Present:** Director Gene Porter  
Director Steve Kabelis  
Director Michelle Lawrence  
Director Julie Miller

Debbie Quinn, Secretary

**Absent:** Director Brad Ruder

**Also Present:**

Gay Ummel, County Attorney  
David Bourgeois, Lakewood Police  
Kathleen Cline, Golden Police  
Dianna Wilson, Broomfield P. D.  
Randy Smith, Jefferson County Sheriff's Department

**APPROVAL OF MINUTES**

Upon motion of Director Porter and seconded by Director Miller, the Minutes of April 17, 1997 were approved.

**TREASURER'S REPORT**

Director Porter received an insurance bill for \$3836.00 after he sent out the treasurer's report. That made the total \$251,535.45. Therefore, upon motion of Director Miller and seconded by Director Kabelis, the Treasurer's Report as amended was approved. (See attached financial report).

**AUDIT**

The Audit was completed and presented to the Board. The Clerk was asked to send it to the State Auditor and to post the Audit and have it on file for anyone who wants a copy.

**OLD BUSINESS**

**INSURANCE REVIEW**

Director Porter reported that the insurance review was completed. He entered into a policy with Volunteer Fire Insurance which went into effect June 17th. Liability for the Insurance was increased to \$50,000 for expenditures. Director Porter stated that Risk Management was going to review the policy and the policy will be available for the next meeting.

## NEW BUSINESS

### IGA ISSUES

Gay Ummel said she would go over the IGA. She checked the clarification of the Board's right to change the rate charges. At this time the rate limit is 2% at tariff rates or 40 cents whichever is lower. Historically the Board does have the ability to change the rates by publishing a legal notice and having a public hearing to set the rate of charge.

Another change to be considered is the ownership of the E-911 equipment. The Board owns the equipment now but it would be work better to have the equipment transferred to the PSAP's. The Board would not have to worry about owning the equipment, doing inventories of the equipment or disposing of the equipment when it becomes obsolete.

She asked whether the IGA should be amended to allow the Board to have alternates when they cannot attend so there will be a quorum. There have been problems in the past with this. Discussion followed about the different ways to handle the alternates.

Gay handed out the old resolution with rate of charge and the ordinances of the 28 entities showing the flexibility to set the rates of change. This will be considered at the next meeting along with the IGA amendments.

### TECHNICAL COMMITTEE REPORT

The Wireless Issue for the IGA's was discussed. Right now there is no authority to collect tariffs from the wireless equipment. Dianna checked out the extra equipment storage for rapid repairs for the City of Arvada. US West has extra equipment stored at 51st and Fox. As technicians they should be able to go down and pick up what they need and fix the equipment. Any of the entities that has a 20 by 20 extra room is welcome to house the equipment closer as long as they have 24 hour access for repairs. As far as purchasing each agency a set of extra phone banks to have on its own it's a little over \$2000.00 so nobody else would use your own set if you ever needed one.

The training issue was brought up again. Some of the other boards are paying for the training. Dianna Wilson found out that Adams County is sending four people to the NENA Conference and their Authority Board is paying for them to go and Aurora is sending eight people and their Authority Board is paying for that. She proposed that NENA is the National Association for E-911 and at least a director of the Board should attend these conferences. The Conference this year is critical because it's dealing with the Senate Bill. They are also discussing the 311 issue. There is also a conference coming up that is dealing only with the 311 issue.

Director Porter asked David Bourgeois to have Arvada Fire and Evergreen Fire give them an inventory of the US West phone equipment.

**REQUEST FOR EXPENDITURES**

David Bourgeois from the Lakewood Fire Department brought a request to the Board for a new Logging Voice Recorder to update their equipment. Upon motion of Director Porter and seconded by Director Lawrence, the Board approved the purchase of a Logging Voice Recorder in an amount not exceed to \$50,000 for the Lakewood Police Department.

**PUC TASK FORCE - DURANGO**

The PUC Task Force Meeting in Durango was canceled and has not been rescheduled.

**SENATE BILL 132**

After a general discussion upon motion of Director Lawrence and seconded by Director Miller, the Board moved to adjourn to go into Executive Session for legal consultation concerning Senate Bill 132.

**NO OTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED.**

**NEXT MEETING WILL BE HELD**

**THURSDAY, AUGUST 21, 1997 AT 1:00 P.M.**

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

**August 21, 1997**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

**Present:** Director Gene Porter  
Director Michelle Lawrence  
Director Julie Miller  
Director Brad Ruder

**Absent:** Director Steve Kabelis

**Also Present:** Gay Ummel, County Attorney  
David Bourgeois, Lakewood Police  
Ione Montoya, Arvada P. D.  
Dianna Wilson, Broomfield P. D.

**APPROVAL OF MINUTES**

Upon motion of Director Lawrence and seconded by Director Miller, the Minutes of June 19, 1997 were approved.

**TREASURER'S REPORT**

Upon motion of Director Ruder, and seconded by Director Miller, the Treasurer's report, as amended, in the amount of \$133,079.49 was approved. (See attached financial report)

**OLD BUSINESS**

**INSURANCE REVIEW**

A copy of the policies were dropped off with Gay Ummel and the Risk Management Department last week. Risk Management was able to look at the Public Officials Liability. The comments were very positive with a couple of areas that the Board should pay particular attention to. Under Management Liability, page 2, there is a clause about injunctive relief. It has to do with the amount of time you have to file a claim. Gay stated that the County automatically sends a notice of claim to the insurance companies whether it's a good or bad claim. On page 6 the Board should note that it's their duty in the event of a wrongful act or claim. Page 12, the very last line, has to do with protocol work. There is a disclosure toward the end, page 1 of 3, with regard to occurrence vs claims made. This is a claims-made policy. Gene will get the other two policies from her today.

## TECHNICAL COMMITTEE REPORT

Arvada Fire/Police, Westminster and West Metro discussed complaints about 911 technical services which have been provided to them. Sometime in the last 90 days the centers have been left in some state of disrepair which has caused the loss of recording and telephone lines for an extended period of time. It has been brought to Patty Jo's attention and they will be collectively writing a letter to Miss Ann Larson who is a Vice President at US West. They will express their concern and will copy this board on any correspondence that is received.

Patty Jo stated that all of the complaints are about one person. She had not been called and was not aware of the problems until just recently. She expressed her concern over the problems, but at this point she does not know if he will be retrained or removed.

### REQUEST FOR EQUIPMENT FROM WESTMINSTER

The Board upon motion of Director Miller, and seconded by Director Lawrence voted to approve the purchase of twenty-two bottom headsets and seven top headsets for Westminster for a price not to exceed \$2,116.00.

### BROOMFIELD

Dianna Wilson of Broomfield has some concern with the billing situation. She asked if it would be possible for Gene to send a copy to each of the agencies to double check if the charges are correct. Patty Jo mentioned that perhaps Gene could call her with the number on the invoice so she could check out each one. Director Porter wondered if perhaps the billing could be changed so that they would go to the entities first and then forward them to him.

### REQUESTS FROM BROOMFIELD

In April, Broomfield was given the approval for up to \$18,000.00 for call checks. They will have received five call checks for a total of \$12,043.40 from MEC. The bill will not be received until they are installed. Right now that date is October 6th.

The net clock will need to be installed when they move into their new building. Dianna has been in contact with a gentleman from InfoTech. He has quoted her a price (on the outside) of \$2,500.00 for the installation. He charges \$85.00 an hour and it could take up to 16 hours. The Board would like to get another estimate. This issue was tabled until the next meeting.

The Board upon motion of Director Miller, and seconded by Director Lawrence approved the installation of the 3rd phone set for an amount not to exceed \$1,040.00.

Broomfield is in need of a third TDD to be in compliance with ADA. The quote is for a tabletop Z-tron model, printer, keyboard and the model 30-30 handset interface. The total price including installation, shipping and warranty for a price not to exceed \$2,383.40. The bill will be presented to the Board after the October move.

## OTHER MATTERS

Director Porter stated that the Board would need the help of the technical committee or at least a representative from each agency to help with getting the IGA revised. They will need someone to follow that process through in a timely manner.

Director Porter mentioned that the use of the Language Line had gone way up and wondered why.

Patty Jo mentioned that the APCO NINA 911 forum would be meeting in Denver in October. The cost is \$40.00 for the first person and \$20 for the rest.

The Board upon motion of Director Porter, and seconded by Director Lawrence approved the expenditure of \$60.00 per agency for the ten PSAP's, for a total not to exceed \$600.00 for the NINA Conference on October 16 and 17.

The next meeting, regularly scheduled for October 16, will be moved to October 23rd because of the conference

## DIRECTOR KABELIS PRESENT

### EXECUTIVE SESSION

The Board upon motion of Director Porter and seconded by Director Lawrence entered into executive session for discussion of legal issues.

The Board came out of executive session and reconvened.

The Board upon motion of Director Kabelis and seconded by Director Miller approved Resolution ETS97-2 setting a rate of 28 cents per access facility for the year 1998.

Upon motion of Director Kabelis and duly seconded by Director Porter, the Board recommended that the participating agencies of Jefferson County 911 Authority sign and approve the Intergovernmental Agreement, third amendment with a redraft of Article V, Line 7 to read, "respective parties in an amount not to exceed as established by statute or the appropriate language drafted by legal counsel" and with the redraft of Article V, second page, to exclude the last sentence ending "shall include, but not be limited to cause for public relations, education, training". Also to change the names of the entities as their names have now been changed. Specifically Foothills Fire Protection District which was formerly the Idledale Lookout Mountain and Mt. Vernon Fire Protection District; and North Metro Fire Rescue Authority which was formerly the West Adams Fire Protection District; and the West Metro Fire Protection District which was formerly the Lakewood and Bancroft Fire Protection Districts. This Board appoints the Treasurer, Gene Porter and authorizes him to approve the language as to be drafted by the legal counsel.

Upon motion of Director Kabelis and duly seconded by Director Miller, the Board adjourned.

NEXT MEETING WILL BE HELD  
THURSDAY, OCTOBER 23, 1997 AT 1:00 P.M.

**MINUTES OF THE**  
**E911 EMERGENCY TELEPHONE SERVICE AUTHORITY BOARD SPECIAL MEETING**

**September 25, 1997**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

**Present:**           **Director Gene Porter**  
                          **Director Steve Kabelis**  
                          **Director Julie Miller**

**Absent:**             **Director Brad Rueder**  
                          **Director Michelle Lawrence**

**Also Present:**   **Gay Ummel, County Attorney**  
                          **Teri Schmaedecke, Secretary**

**AMENDMENT TO ENHANCED 911 SERVICE AGREEMENT WITH US WEST, INC.**

Upon motion of Director Porter and seconded by Director Miller the Board unanimously approved the Amended Enhanced 911 Service Agreement and authorized the chairman to sign the Amendment.

**DISCUSSION ON THIRD AMENDMENT TO IGA DRAFT**

After reviewing the IGA draft and a general discussion the Board determined the changes that needed to be made to the IGA draft. The Board then directed Gay Ummel to prepare the packet of draft letters and IGA draft packets that will be delivered to the Entities by the E911 Board Members.

**NO OTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED.**

**NEXT MEETING WILL BE HELD**

**THURSDAY, OCTOBER 23, 1997 AT 1:00 P.M.**

**JEFFERSON COUNTY  
EMERGENCY TELEPHONE SERVICE AUTHORITY**

**PROPOSED BUDGET - 1998**

	Audited <u>1996</u>	Budgeted <u>1997</u>	Estimated <u>1997</u>	Budgeted <u>1998</u>
<b><u>Revenues</u></b>				
Tarriff	\$1,064,441	\$1,052,000	\$1,114,563	\$1,181,437
Investment Interest	\$158,901	\$171,884	\$166,136	\$176,353
<b>TOTAL REVENUES</b>	<b>\$1,223,342</b>	<b>\$1,223,884</b>	<b>\$1,280,699</b>	<b>\$1,357,790</b>
Opening Reserve Balance	\$2,827,428	\$3,032,585	\$3,319,753	\$3,585,333
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$4,050,770</b>	<b>\$4,256,469</b>	<b>\$4,600,452</b>	<b>\$4,943,123</b>
 <b><u>EXPENDITURES</u></b>				
Line Charges	\$503,511	\$558,000	\$624,119	\$780,149
Repairs	\$70,122	\$62,000	\$41,439	\$52,000
Language Line	\$784	\$660	\$1,892	\$1,987
Equipment Purchases	\$486,941	\$500,000	\$233,518	\$500,000
Bank Service Charges	\$0	\$0	\$0	\$0
Public Officials Liab. Ins.	\$4,155	\$4,570	\$3,836	\$4,028
General Liability Ins.	\$1,470	\$1,600	\$0	\$0
Training	\$7,291	\$6,500	\$1,000	\$6,500
Educational Materials	\$20,146	\$20,000	\$0	\$22,000
Office Supplies	\$279	\$1,000	\$143	\$300
Audit	\$2,250	\$2,800	\$1,800	\$2,800
Miscellaneous	\$6	\$750	\$32	\$750
Investment Losses	\$0	\$0	\$0	\$0
Depreciation Expense	\$100,138	\$58,000	\$105,145	\$110,402
<b>TOTAL EXPENDITURES</b>	<b>\$1,197,093</b>	<b>\$1,215,880</b>	<b>\$1,012,924</b>	<b>\$1,480,916</b>
 <b>ENDING RESERVE BALANCE</b>	 <b>\$2,853,677</b>	 <b>\$3,040,589</b>	 <b>\$3,587,528</b>	 <b>\$3,462,207</b>
 <b><u>Reserves</u></b>				
Emergency Reserve (3%)	\$117,189	\$127,694	\$127,694	\$138,014
Ending Operating Reserve	\$200,000	\$200,000	\$200,000	\$200,000
Ending Equipment Reserve	\$2,536,488	\$2,712,895	\$3,259,834	\$3,124,193
<b>TOTAL ENDING RESERVES</b>	<b>\$2,853,677</b>	<b>\$3,040,589</b>	<b>\$3,587,528</b>	<b>\$3,462,207</b>

As approved \_\_\_\_\_, 1997 - Resolution no. ETS 97-\_\_\_\_

NC	NOT
SUM	NTC
ETS	PT
CASE #	
OTHER	



**Golden Media, Inc.**  
 P.O. Box 987 • 1000 10th St. • Golden, CO 80402  
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*New*

# OF LINES	\$ PER LINE	TOTAL \$	# OF CLIPPINGS	RATE	TOTAL AMOUNT DUE
25	1.28	7.00	✓	✓	\$ 7.00

Bill to: Jeff. Co  
 Name E 911 Authority Board  
 Address Legal Notice - NOTICE OF INTEREST  
 City/State/ZIP TO SET RATE OF CHARGE  
 Contact Debbie  
Quinn  
 Phone 271-8167  
 Fax \_\_\_\_\_

1st	8/8
2nd	
3rd	
4th	
5th	

Proof to: Jeff. Co.  
 Name E 911 Authority Board  
 Address 100 Jefferson County Hwy.  
 City/State/ZIP Golden, CO 80419-1590

WHITE: PROOF OF PUBLICATION YELLOW: INVOICE PINK: BOOKKEEPING GOLDENROD: LEGALS

Date Rec'd	8/5
Date Entered	8/5
Date Typed	8/5
Date Proofed	8/6

**THE GOLDEN TRANSCRIPT**  
**1000 10th Street, Golden, CO**

**Copy of Publication**

**NOTICE OF INTENT TO SET RATE OF CHARGE**  
 The Jefferson County Emergency Telephone Service Authority Board will hold a public hearing to consider a resolution to set rate of charge for the 1998 calendar year at their next regularly scheduled meeting. The meeting will be held on August 21, 1997 at 1:00 p.m. in the Board of County Commissioner's Hearing room, 5th floor of the Jefferson County Government Building, 100 Jefferson County Parkway, Golden, Colorado 80419.  
**FURTHER NOTICE IS HEREBY GIVEN** that said public hearing may, at the discretion of the Jefferson County Emergency Telephone Authority Board, be continued from time to time without further notice until a decision is announced by the Board.  
 Golden Transcript 4094-97  
 Published August 8, 1997

**Proof of Publication**

STATE OF COLORADO

SS John M. Clarke being duly sworn deposes and says:

1. That (he) (she) is the Agent of the Golden Transcript newspaper printed and published in the City of Golden, County of Jefferson and State of Colorado, and has personal knowledge of all the facts set forth in this affidavit.  
 2. That the said Golden Transcript is printed and published once each week on Friday, and that it has a general circulation in the City of Golden and in the County of Jefferson and elsewhere, delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to the accustomed mode of business in this office.  
 3. That the said Golden Transcript was established and has been printed and published in the said City of Golden and the County of Jefferson uninterruptedly and continuously during a period of at least fifty-two consecutive weeks next prior to the first issue thereof containing said publication, a copy of which is hereto attached.  
 4. That the said Golden Transcript is a weekly newspaper of general circulation, and is printed and published in whole or in part in the City of Golden and the said County of Jefferson in which said publication is required by law to be published, a copy of which is hereto attached.  
 5. That the said Golden Transcript is a weekly newspaper qualified to publish legal notices, as defined by the Statutes of the State of Colorado.  
 6. That said newspaper had, prior to January 1,

1936, and has ever since that date, been admitted to the United States mails as second class matter under the provisions of the Act of March 3, 1979, or any amendments thereto.  
 7. That the said annexed publication was published in the regular and entire edition of the Golden Transcript, a duly qualified weekly newspaper for that purpose, within the terms and means of the Statutes of the State of Colorado.  
 8. That the said annexed publication is a full, true, and correct copy of the original which was regularly published in each of the regular and entire issues of said newspaper, a legally qualified paper for that purpose, once each week, on the same day of each week, for

1 successive weeks, by 1 insertions, and that the first publication thereof was in the issue dated 8/8, 1997 and that the last publication was in the issue dated 8/8, 1997

John M. Clarke  
 Subscribed and sworn to before me this 7th day of August, 1997

Notary Public  
Arthur Papp

State of Colorado  
County of Adams

vs.

*Mikel Kelly*  
Publisher of the WESTMINSTER WINDOW that

18:38

do solemnly swear that I am  
the same is a weekly newspaper published in the County of Adams, State of Colorado, and has a  
general circulation therein; that said newspaper has been published continuously and uninter-  
ruptly in said County of Adams for a period of more than fifty-two consecutive weeks prior to  
the first publication of the annexed legal notice or advertisement; that said newspaper has been  
admitted to the United States mails as second-class matter under the provisions of the Act of  
March 30, 1973, entitled "Legal Notices and Advertisements," or any amendments thereof; and  
that said newspaper is a weekly newspaper duly qualified for publishing legal notices and adver-  
tisements within the meaning of the laws of the State of Colorado.

That the annexed legal notice or advertisement was published in the regular and an-  
nual issue of every number of said weekly newspaper for the period of 1

consecutive insertions; and that the first publication of said notice was in the issue of  
said newspaper dated AUGUST 14 A.D. 19 97 and that  
the last publication of said notice was in the issue of said newspaper dated SEMI

A.D. 19 97 day of August  
In witness whereof I have hereunto set my hand this 18 day of August  
A.D. 19 97

*Mikel Kelly*  
Subscribed and sworn to before me, a notary public in the County of Adams, State of Colorado,  
this 18 day of AUGUST  
A.D. 19 97

*Bruce S. Hendon*  
MY COMMISSION EXPIRES AUGUST 4, 2001  
Notary Public

My Commission expires 19  
7380 Lowell Boulevard • Westminster, CO 80030

WESTMINSTER WINDOW CO

**NOTICE OF INTENT TO SET RATE OF CHARGE**  
The Jefferson County Emergency Telephone Service Authority Board will hold a public hearing to consider a resolution to set the rate of charge for the 1998 calendar year at their next regularly scheduled meeting. The meeting will be held on August 21, 1997 at 1:00 p.m. in the Board of County Commissioners' Hearing room, 5th floor of the Jefferson County Government Building, 100 Jefferson County Parkway, Golden, Colorado 80419.  
**FURTHER NOTICE IS HEREBY GIVEN** that said public hearing may, at the discretion of the Jefferson County Emergency Telephone Authority Board, be continued from time to time without further notice until a decision is announced by the Board.  
Published in the Westminster Window August 14, 1997

PUBLISHER'S AFFIDAVIT  
OF PROOF OF PUBLICATION

STATE OF COLORADO  
COUNTY OF JEFFERSON

| SS.

I, Sheryl Weber, being duly sworn, deposes and says:

1. I am the agent of The Arvada Sentinel, that the same is published weekly and has a general circulation in the city of Arvada, County of Jefferson, State of Colorado;

2. That the said newspaper has been published continuously and uninterruptedly in said County of Jefferson for a period of more than 52 weeks prior to the first publication of the notice hereto attached;

3. That said newspaper is entered in the U.S. Post Office at Denver, Colorado, as second class mail matter;

4. That said newspaper is a newspaper within the meaning of the act of the General Assembly of the State of Colorado, approved March 30, 1923, and entitled 'Legal Notices and Advertisements' and other acts relating to the printing and publishing of legal notices and advertisements;

5. That the notice hereto attached was published in the regular and entire issues of said newspaper once each week, on the same day of each week, for the period of 1 consecutive insertions;

6. That the first publication of said notice was in the issue dated AUG 14 1997; and that the last publication was in the issue dated AUG 14 1997.

Agent's Signature:

Sheryl Weber

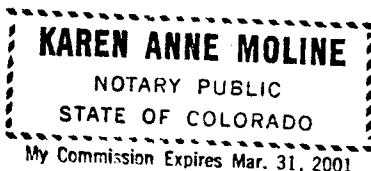
STATE OF COLORADO  
COUNTY OF JEFFERSON

| SS.

Subscribed and sworn to before me  
AUG 14 1997 by Sheryl Weber

Witness my hand and official seal.

Karen Anne Moline  
Notary Public



NOTICE OF INTENT TO SET RATE OF  
CHARGE

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Published In: The Arvada Jefferson Sentinel  
Date of Publication: August 14, 1997  
AM2837.814

PUBLISHER'S AFFIDAVIT  
OF PROOF OF PUBLICATION

STATE OF COLORADO  
COUNTY OF JEFFERSON

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Agent's Signature:

Sheryl Weber

STATE OF COLORADO  
COUNTY OF JEFFERSON

SS.

Subscribed and sworn to before me  
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Karen Anne Moline  
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Published In: The Arvada Jefferson Sentinel  
Date of Publication: August 14, 1997  
AM2837.814

**KAREN ANNE MOLINE**

NOTARY PUBLIC

STATE OF COLORADO

My Commission Expires Mar. 31, 2001

PUBLISHER'S AFFIDAVIT  
OF PROOF OF PUBLICATION

STATE OF COLORADO  
COUNTY OF JEFFERSON

SS.

I, Sheryl Weber, being duly sworn, deposes and says:

1. I am the agent of The Jefferson Sentinel, that the same is published weekly and has a general circulation in the cities of Edgewater, Golden, Lakewood, Wheat Ridge and unincorporated areas, County of Jefferson, State of Colorado;

2. That the said newspaper has been published continuously and uninterrupted in said County of Jefferson for a period of more than 52 weeks prior to the first publication of the notice hereto attached;

3. That said newspaper is entered in the U.S. Post Office at Denver, Colorado, as second class mail matter;

4. That said newspaper is a newspaper within the meaning of the act of the General Assembly of the State of Colorado, approved March 30, 1923, and entitled 'Legal Notices and Advertisements' and other acts relating to the printing and publishing of legal notices and advertisements;

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Agent's Signature:

Sheryl Weber

STATE OF COLORADO  
COUNTY OF JEFFERSON

SS.

Subscribed and sworn to before me  
AUG 14 1997 by Sheryl Weber

Witness my hand and official seal.

Karen Anne Moline  
Notary Public

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Published in: The Jefferson Sentinel  
Date of Publication: August 14, 1997  
JM1495.814

KAREN ANNE MOLINE

NOTARY PUBLIC  
STATE OF COLORADO

My Commission Expires Mar. 31, 2001

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

**October 23, 1997**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Michelle Lawrence (arrived late)  
Director Julie Miller  
Director Brad Ruder

Teri Schmaedecke, Secretary

Also Present:

Gay Ummel, County Attorney  
Larry Stodden, Wheat Ridge Police Department  
Joan Cox, Broomfield Police Department

**APPROVAL OF MINUTES**

Upon motion of Director Porter and by unanimous vote, the Minutes of August 21, 1997 were approved.

**PROPOSED 1998 BUDGET**

Upon motion of Director Miller, seconded by Director Ruder and by unanimous vote, the Board accepted the Proposed E911 Budget for 1998.

**TREASURER'S REPORT**

Upon motion of Director Ruder, seconded by Director Miller and by unanimous vote approved the payables of \$110,304.00 as submitted and accepted the Statement of Financial Condition. (See attached report).

**Commissioner Lawrence present.**

**OLD BUSINESS**

**PROPOSED THIRD AMENDMENT TO IGA**

Following a general discussion and upon motion of Director Ruder, duly seconded by Director Lawrence and by unanimous vote, approved the revised format of the Third Amendment to Intergovernmental Agreement. The Board requested that the Agreement be mailed to the Entities as soon as possible. (See attached Agreement).

**NEW BUSINESS**

Director Porter expressed his concerns regarding receipt of additional E911 funds now that the 100 line limit has been lifted. Director Porter stated that a letter went out. He continued to say he received a call from U.S. West and according to U.S. West the Authority should have started receiving the money by the 15th. Director Porter said he would check with the Treasurer's Office to see if they have actually received money.

**TECHNICAL COMMITTEE**

There was no Technical Committee report.

**DISCUSSION**

Larry Stodden from the Wheat Ridge Police Department asked the Board how Wheat Ridge should dispose of old equipment. Director Kabelis informed him that once the new IGA is approved that it would be up to each Entity to dispose of any old equipment.

Larry Stodden asked the Board about Secondary PSAP's. He stated that Wheat Ridge at one time had a flood and a toxic fume concern and needed to shut down the PSAP. He was concerned about backup. Director Kabelis asked Larry Stodden to draft a proposal of needs and costs and how he would envision to use this secondary PSAP and the Board would review his proposal.

Larry Stodden asked if the E911 Authority paid for the training of Dispatch Personnel and Equipment. Director Kabelis told Stodden that the Authority would pay for some training of Dispatch Personnel but not training equipment.

### **REQUEST FOR EXPENDITURES**

Commander Joan Cox, from the Broomfield Police Department brought a request to the Board for the purchase of Computers. Upon motion of Director Ruder and seconded by Director Miller approved the purchase of 3 Computers to run new software in the E911 system for an amount not to exceed \$8,850 for the Broomfield Police Department.

### **TRAINING AIDS**

Director Kabelis talked about the possibility of purchasing E911 Instructional Material for Students. Director Kabelis will contact all the Entities to find out the quantities of supplies he should order.

### **EMERGENCY BACKUPS**

Director Ruder informed the Board that in December, Evergreen Fire Department lost all of their E911 lines and administrative telephone lines. Public Service crews severed the cable that feed into their center. Director Ruder filed a complaint with the Public Utilities Commission on September 4th, 1997. U.S. West is now converting Evergreen over to a Fiber Optic Cable. Director Ruder thought this situation brought up some real concerns because Evergreen's E911 Center was completely dead. Evergreen has two primary's that feed into their center which affected them also. Director Ruder would like for the Board to look at Emergency Backup Systems for the future.

**NO OTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED.**

**NEXT MEETING WILL BE HELD**

**THURSDAY, DECEMBER 18, 1997 AT 1:00 P.M.**

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

**December 18, 1997**

The E911 Emergency Telephone Service Authority Board met in the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present:

Director Steve Kabelis  
Director Gene Porter  
Director Julie Miller

Debbie Quinn, Secretary

Also Present:

Gay Ummel, County Attorney  
R. Mark Wilder, West Metro Fire Department  
Randy Smith, Jefferson County Sheriff's Department  
James S. Kiekhaefer, Lakewood Police Department  
Kathy Cline, Golden Police Department  
Ione Montoya, Arvada Police Department

**ACCEPTANCE OF THE BUDGET**

Upon motion of Director Miller, duly seconded by Director Porter and by unanimous vote the 1998 Budget was accepted and will be so noted by Resolution ETS97-3. (Attached)

**APPROVAL OF MINUTES**

Upon motion of Director Porter, duly seconded by Director Miller and by unanimous vote, the Minutes of September 25, 1997 and October 23, 1997 were approved.

**TREASURER'S REPORT**

Upon motion of Director Miller, duly seconded by Director Porter and by unanimous vote approved the payables of \$232,684.13 as submitted and accepted the Statement of Financial Condition. (See attached report).

**OLD BUSINESS**

### LINE LIMIT

Director Porter said he will call U. S. West again to see why they haven't received any money from them. The discussion was tabled until the next meeting. Director Porter stated that the PSAP's would like to get copies of the U. S. West bills to check and see if they are correct. Because he doesn't have a fax machine it was suggested that the item be put on the agenda for the next meeting. Director Porter will bring in some suggestions for the machine and for now the bills would continue to come to the county so they will be paid in a timely manner.

### PURCHASE OF E911 INSTRUCTIONAL AIDS

Director Kabelis presented a list of all the training aids that the different PSAP's wanted. After some discussion, Director Porter made a motion, duly seconded by Director Miller and by unanimous vote approved the purchase of the training aids as submitted plus the shipping/handling costs as accrued.

### TECHNICAL COMMITTEE

There was no Technical Committee report.

### REQUEST FOR EXPENDITURES

Iona Montoya from the Arvada Police Department brought a request to the Board for the purchase of 10 replacement headsets. Upon motion of Director Porter, duly seconded by Director Miller with unanimous approval, the Board agreed to the purchase of 10 replacement headsets for an amount not to exceed \$1,850.00 for the Arvada Police Department.

Lt. James Kiekhaefer from the Lakewood Police Department brought a request to the Board for the purchase replacement headsets. Upon motion of Director Miller, duly seconded by Director Porter with unanimous approval, the Board agreed to the purchase of 35 top and 25 bottom replacement headsets for an amount not to exceed \$5,500.00 for the Lakewood Police Department.

### MEETING DATES

Meeting dates for 1998 were discussed. Director Porter suggested that the Board continue to meet on the third Thursday every other month at 1:00 p.m. He passed out a tentative list for everyone to have. Upon motion of Director Porter duly seconded by Director Miller and with unanimous approval the Board adopted the following meeting dates:

February 19, 1998  
April 16, 1998  
June 18, 1998  
August 20, 1998  
October 15, 1998  
December 17, 1998

Please note that two of the dates on the tentative schedule have been changed.

**Dan Ladd, Wheat Ridge Fire Department arrived.**

### **PROPOSED THIRD AMENDMENT TO IGA**

Gay Ummel, Assistant County Attorney passed out a memo referencing disclosure of potential conflict of interest and request for consent as to any continued representation. She explained that she could not represent both the Board of County Commissioners and the E911 Authority Board if there was a difference of opinion between the two. She said she had been collecting the signed IGA's as they were returned. She asked if the Board would like her to continue doing so. They indicated that they would. Director Kabelis said he would pick up the IGA's on the 30th of December. He asked for a report of the entities that had responded so far. They were: Arvada Police, Lakewood Police, Mountain View, Wheat Ridge Police, Foothills Fire Protection District, Pleasant View Metropolitan District and West Metro Fire. Gay Ummel asked if she should leave. The Board respectfully asked that she would.

After Gay left the Board went into a long discussion about the attorney issue. Directors Porter and Miller both felt that it would be better to hire an outside attorney. They felt that if the IGA was passed, another conflict might arise, as they would need legal advice to implement the agreement. Director Porter volunteered to bring a few names for the next meeting.

Director Kabelis asked that each director follow up on their assigned IGA's and be sure they were signed and postmarked by December 26th. Director Porter said the majority of the entities were concerned about the appointed replacement so there would be a quorum. Many of the entities felt that the replacement should be elected not appointed. Dan Ladd, Wheat Ridge Fire Department said his Board opposed the IGA because of the substitute clause.

Minutes of December 18, 1997  
Page 4

Director Kabelis stated that a special meeting would be held on January 15th to look into the matter concerning a permanent attorney and the IGA amendment. He also suggested that guidelines will need to set in the by-laws for the substitute. He said he would contact Director Ruder about the Conflict Memo and the IGA. He requested that the Clerk set up the meeting times and the room for 1998.

Upon motion of Director Porter, duly seconded by Director Miller and by unanimous vote, the meeting was adjourned.

**NEXT MEETING WILL BE HELD**

**THURSDAY, JANUARY 15, 1998 AT 1:00 P.M.**