



## AUTHORITY BOARD MEETING MINUTES

May 28, 2025, 12:00

### **Authority Members Present**

Shana Bell, Sunny Bryant, Tim De Leon, Devin Graham, Jeff Jensen, and John Koch.

### **Authority Members Absent**

Andy James and Michelle Wolff.

### **Vacancies**

None.

### **Other Personnel Present**

Renee Henshaw, Executive Director, Christy Davis, Executive Assistant, and Bart Miller, Legal Counsel.

### **1. Call to Order**

- A. The May 28, 2025 regular session El Paso – Teller County 9-1-1 Authority Board meeting was called to order at 12:01 PM by Chair, Jeff Jensen.

The meeting was a hybrid of in-person and remote.

### **2. Act on requests of Authority Members who have asked to be excused.**

Andy James and Michelle Wolff asked to be excused.

Devin Graham made a motion to excuse Andy James and Michelle Wolff; the motion was seconded by John Koch.

The five Authority Members present passed the motion unanimously on a voice vote.

**3. Introductions.**

Introductions were made.

Jeff Jensen administered the Oath of Office to new board member, Tina Young.

**4. Public to be Heard.**

Nothing was brought forth at this time.

**5. Consent Calendar.**

- A. Approve the minutes of April 23, 2025, Authority Meeting.
- B. Approve the May 2025 Financial Statement and authorize payment of the monthly bills.

John Koch motioned to approve the Consent Calendar; Devin Graham seconded the motion.

The six Authority Members present passed the motion unanimously on a voice vote.

**6. Approve Authority Resolutions.**

- A. None.

*Tim De Leon arrived at 12:10 PM.*

## 7. Report by Management Staff

**Renee H** – Administration – Anniversaries – Justin Annan – 8 years. Renee introduced the new Quality Assurance Analysts, Courtney and Chris. Travel Policy Update – The travel and conference policy for PSAPs has been edited and reviewed by the PSAP Managers. It will be sent to the board in June for review and approval. Financial Audit – Our portion of the audit is completed. The auditors will present their findings at the June meeting. Transition to New Logo in Process – Branding guidelines and vector files have been received from the graphic designer. The process has begun to change the letterhead and other internal documents that have no monetary costs. Estimates have been requested for changing the vehicle decals and we are discussing options for other areas in the building where the old logo exists. We are hoping to complete the transition by July 1<sup>st</sup>.

**Jen S** – I.T. – EPSO Update – Carpet is installed, low voltage work is nearing completion, and electrical work is in the final phases. We are currently on schedule for furniture delivery and installation beginning the week of June 3<sup>rd</sup>. All 911 technology is staged and ready for installation. PSAP Administrative Phone Line Update – We have hit a snag with circuit provisioning on the CenturyLink/Lumen side. This project will likely be delayed until the end of June.

**Dan A** – CAD Update – We have upgraded the training environment to the latest GA version after feedback was received at the Central Square conference. So far, testing is going well. We are waiting for resolution on a caution note issue and mobile configuration. GIS Update – We have created an automation from CAD to our ticketing system to allow dispatchers the ability to report addressing issues. We also had a productive meeting with a local Intrado representative to address some outstanding change requests to further improve the accuracy and organization of the MSAG database.

**Joscelyn N** – Quality Assurance & Training – Five hundred and eight calls were audited in April. CDEs – One CDE was created this month. Training Conducted – ETC, EMD, EPD and EFD certification classes were conducted in May.

**Jianna W** – Public Education – The team conducted twenty-seven presentations, reaching 1,184 students. Peak Alerts – PSAPs sent ten notifications. Notifications included road closures, smoke visible in the area, pre-evacuation for fire, law enforcement activity, and missing persons. Peak Alert Opt-Ins are at 110,573. PSAs – PSA campaign active on FOX21 and KRDO13. PulsePoint – 1,655 AEDs are registered.

## **8. Reports by Standing Committee**

### **A. DRC/PSAP Managers Committee:**

Joscelyn reported that the group discussed Everbridge, and Proposals for Change for protocols. They also discussed changes to the PSAP Travel Policy and upcoming training courses. Janel Rogers of the Colorado Springs Police Department was selected as Telecommunicator of the 2<sup>nd</sup> Quarter.

### **B. Building Expansion Committee.**

Dan reported that there had been a meeting with the architect to review and receive feedback on the Facilities Expansion Study. They are now finalizing the programming document, cost estimates, and creating an executive summary to be provided to the board for review.

Tim De Leon stated that he thought it was very thorough and anticipates organizational growth for up to 25 years.

**9. Old Business**

A. None.

**10. New Business**

A. None.

**11. Director's Comments**

No comments at this time.

**12. Adjournment**

John Koch motioned to adjourn the meeting, seconded by Tina Young. The meeting was adjourned at 12:21 PM.

Submitted for Approval by Michelle Wolff, Secretary