AUTHORITY BOARD MEETING MINUTES

January 24, 2024, 1:00 PM

Authority Members Present	Peter Carey, Tim De Leon, David Edmondson, Jessica Flohrs, Devin Graham, Andy James, Jeff Jensen, Mike Wiles and Michelle Wolff.
Authority Members Absent	None.
Vacancies	None.
Other Personnel Present	Matt Towell Acting CEO; Bart Miller, Legal Counsel; and Christy Davis, Executive Admin Assistant.

1. Call to Order

A. The January 24, 2024 regular El Paso – Teller County 9-1-1 Authority Board meeting was called to order at 1:00 PM by Chair, Dave Edmondson. The meeting was a hybrid of in-person and remote.

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

No members have asked to be excused.

3. Introductions.

Introductions were made.

4. Public to be Heard.

There were not any comments at this time.

5. Consent Calendar.

A. Approve the minutes of the November 29, 2023, Authority Meeting.

B. Ratify – Approve the December 2023 Financial Statement and authorize payment of the monthly bills.

C. Ratify – The CEO is hereby appointed Budget Officer for the year 2024.

D. Ratify – The Custodian of Record for the 2024 records shall be the CEO, and all records shall be stored at 2350 Airport Road, Colorado Springs, Colorado, 80910.

E. Ratify – The CEO is hereby appointed Safety Officer for the year 2024.

F. Ratify – The locations for posting the agenda for the Authority meetings are: Teller County Sheriff's Office, 9-1-1 Administration building, and the 9-1-1 website.

G. Approve the January 2024 Financial Statement and authorize payment of the monthly bills.

Jessica Flohrs motioned to approve the Consent Calendar; Pete Carey seconded the motion.

<u>The nine Authority Members present passed the motion unanimously on a voice vote</u>.

6. Approve Authority Resolutions.

A. *A RESOLUTION HONORING ALIVIA GILMAN OF THE EL PASO COUNTY SHERIFF'S OFFICE AS TELECOMMUNICATOR OF THE FOURTH QUARTER 2023.*

Andy James motioned to approve the resolution; Pete Carey seconded the motion.

The motion passed on a roll call vote with nine ayes.

B. *A RESOLUTION HONORING SAMANTHA FAIRBANKS OF THE FORT CARSON FIRE DEPARTMENT AS TELECOMMUNICATOR OF THE YEAR 2023.*

Jeff Jensen motioned to approve the resolution; Tim De Leon seconded the motion.

The motion passed on a roll call vote with nine ayes.

7. Report by CEO

Matt T – Administration – Anniversaries – John Lofgren – 14 years, Glenn West – 6 years, Justin Annan – 7 years, Matt Towell – 13 years. EAG Policy – Three changes to the current policy were made and reviewed by the board.

John L – Human Resources- Pinnacol – The annual Pinnacol report for workers comp ratings has been completed. Employers Council Training Site -Working with John Lofgren on implementing the training website so we can begin to assign training classes. Job Descriptions – Ensuring that all job descriptions are properly coded, rated and updated. Department Managers will review. Salary Grades – Working to ensure that job descriptions have correct pay grades. Will work with the CEO to ensure all salary grades meet the requirements of the board. Benefits – All 2024 benefits have been added to payroll.

John L – Past Medical Director – Dr. Marilyn Gifford passed away on January 26, 2024. She worked in the Emergency Department at Memorial Hospital for over 30 years. She was involved with fundamentally changing pre-hospital care in Colorado Springs. This standardized protocols in the 911 system. Dr. Gifford was the Medical Director for the Authority from 1995 until 2014. In April of 2015, the Board of Directors passed a resolution honoring Dr. Gifford for her service to the 911 system and PSAPs.

Matt T – I.T. –EPSO Furniture RFP Posting Update – We received four vendor responses to the RFP. We are in the process of scoring them with intent to award on 02.01.24. 911 System Upgrade – We completed a large version upgrade of the Inform 911 system to bring us to the current version and fix several issues. We are in the process of fixing several issues that occurred during the upgrade process but no downtime in 911 call taking was experienced. CSPD Workstation Deployment – The IT team is working on deploying new workstations and monitor upgrades to support the new CAD system. Two-Factor Authentication for Office 365 – We are rolling out 2FA for our Microsoft suite. This will require a token to used for access to things like Outlook, SharePoint, Teams, etc.

Dan A – Station Alerting –WestNet finished the configuration for the final interface. We are tentatively scheduled for system testing on Thursday, February 1st. CAD Update – The Test System was upgraded to the latest version. Colorado Central Square Users Group have been meeting weekly to test and share changes/bugs. A new CAD2CAD interface was installed on the training environment to connect with the new CSPD Tyler CAD System.
PSAP Wellness – The re-kickoff of the Burnalong Wellness App occurred on 01.23.24. The next round of Mindfulness and Positivity Training kicks off today at 2PM. The next ASIST Suicide Prevention Class is scheduled for March 14-15,

2024. Building Expansion Study – We will be scheduling a meeting with our architectural firm to discuss the approved building expansion study. A building use/improvement survey was sent out to the staff for feedback on potential expansion needs. Temporary walls were installed in the training conference room to create additional office space. GIS Update – The next GIS update will be on Monday 02.05.24.

Joscelyn N – Quality Assurance & Training – Six hundred and forty-six calls were audited in December. PSAP Training – Training was conducted at CSPD, and EPSO.

Joscelyn N – ETC – BOCES – The first class started on January 9th. There were 4 students from Calhan and 2 students from District 11. Miami Yoder is hoping to have a class in March. A CTE training building is being constructed in Calhan with the goal of having a dispatch program that will include 20 dispatch pods. We are researching training software options for them. They will be looking at the furniture at EPSO to see if will work in their new building. Woodland Park and Manitou have been contacted to see they have the framework to support a CTE class on dispatching. High School Certificate Program – Currently working with IAED to gather information on what skills PSAPs are looking for when hiring. Also working with PSAP Managers to assemble a report to help develop a curriculum. The soft goal is to have the program developed and roll out a full recruitment program in the fall of 2024.

Ben B – Public Education – The team conducted six presentations and reached 217 students. Everbridge – PSAPs sent 12 notifications. Notifications included law enforcement activity, missing persons, and road closures. There are 94,698 accounts registered for Peak Alerts, an increase of 186. Everbridge conducted a health check in December. They also conducted administrator training for the PSAPs on 1.17.24. A contract was signed with Reachwell so that Peak Alerts can

be sent in different languages. AED – Registered AEDs increased to 1438. PSAs – Lamar Sign Company – Peak Alerts/Non-Emergency Number. FOX21 – Peak Alerts/Non-Emergency Number. Colorado Springs Airport – Peak Alerts. CC Hockey – Peak Alerts.

9. Reports by Standing Committee

A. DRC/PSAP Managers Committee:

Angela Miles of EPSO was selected as the new Chair. The group was given updates on initiatives and projects. Dr. Bronsky clarified some of the protocols. They also discussed upcoming training and classes. Renee Henshaw reported that a group had gone to JeffCom to see the IAED skills lab which uses AI. Some scenarios are pre-built but there is also the ability to program your own. Renee stated that it would be a time saver for staff and would provide a more consistent training environment. It is possible that Authority agencies could become a beta site for the program. Further research is needed to determine the price structure and options available to provide the service to multiple PSAPs.

10. Old Business

A. None.

11. New Business

A. Election of Authority Officers.

A motion was made by Pete Carey to retain all of the current Officers; the motion was seconded by Andy James.

<u>The nine Authority Members present passed the motion unanimously on a voice vote</u>.

12. Director's Comments

Andy James congratulated Tim De Leon on his promotion to Deputy Fire Chief.

13. Adjournment

Andy James motioned to adjourn the meeting, seconded by Mike Wiles. The meeting was adjourned at 2:05 PM.

Submitted for Approval by Mike Wiles, Authority Secretary.