AUTHORITY BOARD MEETING MINUTES

March 27, 2024, 1:00 PM

Authority Members Present	Tim De Leon, David Edmondson, Jessica Flohrs, Devin Graham, Jeff Jensen, and Michelle Wolff.
Authority Members Absent	Andy James and Mike Wiles.
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 March 27, 2024 regular El Paso – Teller County 9-1-1 Authority Board meeting was called to order at 1:01 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.**

   Andy James and Mike Wiles have asked to be excused.

   A motion was made by Jessica Flohrs to excuse Andy James and Mike Wiles; the motion was seconded by Devin Graham.

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

3. Introductions.

Sunny Bryant was given the Oath of Office by Chair Dave Edmondson. Introductions were made.

4. Public to be Heard.

A citizen asked the board if there is an update on the process for hiring a new CEO. The Chair stated that will be addressed later in the meeting.

5. Consent Calendar.

A. Approve the minutes of the February 28, 2024, Authority Meeting.

B. Approve the March 2024 Financial Statement and authorize payment of the monthly bills.

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

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

6. Approve Authority Resolutions.

A. Resolution 24-04, *A RESOLUTION ADOPTING CHANGES TO THE AUTHORITY BOARD'S BYLAWS.*

There was discussion that since the board is planning on changing the job title of CEO to Executive Director, that those language changes should be made in the Bylaws prior to approval. The changes will be made, and a draft sent to the board.

B. Resolution 24-05, *A RESOLUTION OPPOSING COLORADO SB 24-052, ONGOING FUNDING FOR THE 911 RESOURCE CENTER.*

It was discussed that an amendment has been added to this bill that would establish standards for training, equipment, service level, and operations that could open the door for mandatory compliance in the future. It could also undermine local control of how 911 funds are spent.

Devin Graham motioned to approve the resolution; Michelle Wolff seconded the motion.

<u>The motion passed on a roll call vote with seven ayes.</u>

C. Resolution 24-06, *A RESOLUTION OPPOSING SB 24-139, CREATION OF 911 SERVICES ENTERPRISE.*

It was discussed that some recent amendments to this bill have alleviated most of the concerns. The direction of the board is to wait for the final language to be released before acting on this resolution.

7. Report by CEO

Matt T – Administration – Anniversaries – Brandie Skarloken – 2 years, Preston Pennington – 2 years. Banking Account Audit – This has been completed and we have ensured that we have the proper signers on all accounts. We have also instituted several fraud prevention mechanisms to protect the Authority from check and ACH fraud. Credit Card Audit – We have corrected permission issues on the master account and all employees have signed an updated credit card issuance agreement. Yearly Financial Audit Preparations – We have begun to compile the documents needed for the upcoming financial audit. This is currently scheduled to begin the week of 05.06.24.

Employee of the Quarter – Tate Dullem was selected as Employee of the First Quarter 2024.

John L – Training and Development – Navigator Conference – The Navigator Conference will be in Washington DC in April. Eleven personnel from the agencies and five Authority employees are attending. NENA Conference – The NENA Conference will be in Orlando, Florida June 30 – July 3. We plan to send ten people, seven from the agencies and three Authority employees. Ben Bills and Courtney Kinder will be presenting. Shift-Leadership Program for 911 Leaders class – Working on final details for the 6-month long "Shift Leadership" workshop. The program will consist of 2-hour sessions of content delivered virtually to the participants every other week. There will be micro-learning sessions and specific situation coaching in the off weeks. The attendees will be line-level supervisors from the PSAPs. Currently there are 28 enrolled. Travel Policy Update – Continuing to work with Matt on updating travel policies for our travel agent, PSAP travel/training, and Authority travel/training.

Matt T – I.T. – CSPD Tyler CAD Go-Live – CSPD successfully went live on their new CAD system on 03.12.24. We supported them with most items before go-live and completed testing and remediation prior to that date. Yearly Asset Inventory – The IT team is working on completing the yearly audit for Authority owned equipment. This process takes time as we must inventory all sites including the Authority and Datacenter spaces. We plan to have this completed by the end of April. EPSO Furniture RFP Status – We have been working on revisions and design details for the main floor and training room with the vendor. This project is slated to start late in 2024 and continue into 2025. Firewall

Firmware Updates – We are in the process of another round of edge firewall upgrades to keep them on the latest software releases.

Matt T – Station Alerting –Additional testing showed that changes needed to be made to multiple FD's MCUs. WestNet will go on-site to make those changes and then we can resume testing. CAD Update – CSPD/CentCAD CAD2CAD implementation went well. Test CAD has been upgraded to the latest available version and Colorado agencies are working through the testing of this version. We are awaiting feedback on a few issues that Arapahoe County experienced in their latest upgrade before we determine our path. Building Expansion Study – The Architectural firm is currently analyzing our facility and future needs to provide a letter outlining the building expansion feasibility as well as a scope of work to provide a 10-year facility master plan. This should be ready by the next board meeting. GIS Update – The next update will take place on 04.01.24. The team has been working through response polygon updates for updated Fire MOUs for multiple jurisdictions. In addition, portions of Park County have been added to our GIS dataset to assist the ambulance response from UPRAD into portions of Lake George.

Joscelyn – Quality Assurance & Training – Six hundred and forty-three calls were audited in February.

Matt T – Public Education – The team conducted 26 presentations and reached 1,054 students. Everbridge – PSAPs sent 11 notifications. Notifications included law enforcement activity, pre-evacuation/evacuation orders for fire, missing persons, smoke visible, and road closures. There are 97,050 accounts registered for Peak Alerts, an increase of 1,443. Reachwell is set to deploy in mid-April. Reachwell will allow citizens to receive alerts in more than 130 languages. A public service announcement campaign will kick off in May and run through September. AED – Registered AEDs increased to 1460. Jianna is working with two light-duty firefighters with CSFD to clean up the database. PSAs – The Peak Alerts campaign at the COS Airport will include a 4’ x 8’ display near baggage claim and the media campaign is scheduled to start in May.

9. Reports by Standing Committee

A. DRC/PSAP Managers Committee:

Joscelyn Niski reported that the group discussed upcoming conferences and training classes. They also discussed building alerts that will notify students if classes are delayed or cancelled. They also selected the Telecommunicator of the 1st Quarter.

10. Old Business

A. None.

11. New Business

A. Presentation and Q&A with Employers Council on an HR Audit and contracting HR services.

Two representatives from Employers Council were available via Zoom to answer any questions. There are two options for the HR Audit, comprehensive audit, or a desk audit. The comprehensive audit includes an 80–100-page report that will prioritize the items that need to be addressed. After the audit is completed, Employers Council can provide on-going HR services. There are options to buy blocks of time at a discounted rate. It was discussed that after reviewing the results of the comprehensive audit, the board can decide whether to utilize the services of Employers Council, or to hire a full-time HR person.

12. Director's Comments

David Edmondson gave an update on the hiring process for vacant CEO position. The job title is being changed to Executive Director. This position will undergo a biannual evaluation process that will include 360 evaluations. The title change would put the salary range at $195,000.00 to $215,000.00. The board will post the position with Indeed and possibly the APCO and NENA sites once the job description is finalized. The hiring panel will consist of the Chair, Dave Edmondson, Vice-Chair, Jessica Flohrs, IT Director, Matt Towell and Authority Counsel, Bart Miller. The job posting will be open for 30 days.

13. Adjournment

Jeff Jensen motioned to adjourn the meeting, seconded by Devin Graham. The meeting was adjourned at 2:08 PM.

Submitted for Approval by Mike Wiles, Authority Secretary.