



AUTHORITY BOARD MEETING MINUTES

June 26, 2024,

1:00 PM

Authority Members Present

Sunny Bryant, Tim De Leon, Andy James, David Edmondson, Jessica Flohrs, Devin Graham, and Michelle Wolff.

Authority Members Absent

Jeff Jensen.

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 June 26, 2024 regular session 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.

Jeff Jensen has asked to be excused.

A motion was made by Dave Edmondson to excuse Jeff Jensen; the motion was seconded by Andy James.

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

3. Introductions.

Introductions were made.

4. Public to be Heard.

No items were brought forth at this time.

5. Consent Calendar.

- A. Approve the minutes of the May 22, 2024, Authority Meeting.
- B. Approve the June 2024 Financial Statement and authorize payment of the monthly bills.

Andy James motioned to approve the Consent Calendar; Michelle Wolff seconded the motion.

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

6. Approve Authority Resolutions.

- A. Resolution 24-08, *A RESOLUTION HONORING LAUREL KALLENBACH OF THE EL PASO COUNTY SHERIFF'S OFFICE AS TELECOMMUNICATOR OF THE SECOND QUARTER 2024.*

Jessica Flohrs moved to approve the resolution; Devin Graham seconded the resolution.

The motion passed on a roll call vote with seven ayes and two not present.

B. Resolution 24-09, *A RESOLUTION ACCEPTING THE 2023 AUDIT OF THE EL PASO – TELLER COUNTY EMERGENCY SERVICE AUTHORITY (AUTHORITY) AS SUBMITTED BY STOCKMAN, KAST, RYAN & CO, LLP.*

Mike Wiles arrived at 1:15 PM.

Courtney Vance presented the Governance Letter to the board. Caroline Kamppila presented the Audit Report.

Michelle Wolff moved to approve the resolution; Tim De Leon seconded the resolution.

The motion passed on a roll call vote with eight ayes and one not present.

7. Report by Management Staff

Matt T – Administration – Anniversaries – Glenn West, six years. 2023 Annual Report – The 2023 annual report is in process and should be completed by the July Board meeting. Human Resources - Full HR Audit Completed – A copy of the report has been included in the Board Packet. Annual Performance Review Process – We have kicked off the annual Performance Review process with the Authority staff members. This includes a self-assessment and manager assessment process. We are also investigating the use of Bamboo peer and 360 evaluation processes for future use.

Matt T – I.T. – Annual Inventory Completed – We have completed the annual inventory for the Authority. EPSO Furniture RFP Status – We have finalized the designs and quotes for the EPSO project. The project has come in slightly under projection and we are preparing to move forward. Internal and External Vulnerability Assessments – We have completed our annual assessments with our third-party vendor. The findings are being evaluated and remediated. Three

critical vulnerabilities have already been remediated and retested. Our retest is pending and will be completed by the end of July. An executive summary will be included in the Board Packet. Equature Hardware Upgrade – We have completed the deployment of the hardware infrastructure, and we are working with Equature deployment teams to get the system configured. Our QA team has been testing the new system and we plan to roll this out to the PSAPs on July 1st.

Dan A – Station Alerting – We are live with NETCO Fire. We will be testing and then bring other stations online. CAD Update – Cripple Creek Fire went live with Unit Based Dispatching today. Central Square is releasing the latest version this month. We will test and determine if that is the upgrade path. GIS Update – Colorado Springs has provided us a great deal of feedback. We are implementing additional private road accesses for businesses and impassable roadways. We are working to upgrade our ESRI versioning and coordinating with ESRI for possible re-writes of our custom widgets for TACMAP.

Joscelyn N – Training and Development – Conferences – The NENA Conference is this month, June 28 – July 3, in Orlando. We are sending seven PSAP personnel, and three from the Authority. The Pub Ed team will be presenting at the conference. PSAP Enrichment Training (AKA Spring Training) – The enrichment training was a success. We had ninety-three people in total over the three days. The feedback received was overall well received.

Joscelyn N – Quality Assurance & Training – Six hundred and forty-nine calls were audited in May. Three CDEs were created this past month. ETC, EMD, EFD and EPD certification classes were held in May.

Courtney K – Public Education – The team conducted thirty-two presentations and reached 1,336 students. Everbridge – PSAPs sent 11 notifications. Notifications included law enforcement activity, pre-evacuation/evacuation orders

for fire, SVP notice, power lines down, missing persons and road closures. Everbridge Opt-Ins are at 98,743. Reachwell was downloaded 114 times last month. Messages were translated in English, Spanish, French, and Russian. Website Accessibility – The team completed the 9-1-1 Accessibility plan for the Authority website. The plan and progress report will be published. Public Service Announcement Campaign – A public service announcement promoting Peak Alerts and ReachWell is running on four radio stations until June 15. A TV campaign is scheduled to launch on July 1. PulsePoint – There are 1545 AEDs registered. Jianna is working on a direct mail campaign to businesses in Teller County to increase the number of registrations in Teller County.

8. Reports by Standing Committee

- A. DRC/PSAP Managers Committee:
No meeting, no report.

9. Old Business

- A. Executive Director Position Update.
There were eight candidates invited to interview. Only four candidates were interviewed. Renee Henshaw was given a conditional offer for the position.

10. New Business

- A. Employers Council HR Report.
The board was given the HR Report prepared by Employers Council. Matt recommended that the board contract with Employers Council for HR services. No long-term contract is required, and the board can buy a block of hours or pay as they go. It was suggested that the HR Contractor start at 18 hours a week (six hours a day, three days a week), and adjust the hours if needed. Someone could be on-board in two to three weeks.

11. Director's Comments

Mike Wiles asked if there is a plan for an updated Strategic Plan. It is scheduled to be updated in 2025. It was requested that the plan include budget considerations.

CSPD is implementing automated training on July 1st. The board would like to be updated on the results in August.

12. Adjournment

Andy James motioned to adjourn the meeting, seconded by Mike Wiles. The meeting was adjourned at 1:58 PM.

Submitted for Approval by Mike Wiles, Authority Secretary.