

**Las Animas County E-911 Authority Board  
E-911 Board of Directors  
Chairman Jim Baker Presiding**

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ATTENDANCE:	Derek Navarette (P)	Buddie Curro (P)	
	Charles Glorioso (P 1:40)	Mally Blecha (P)	
	Dan Moynihan (A)	Tim Howard (P)	
	Phil Phillis (A)	Jim Baker (P)	
	Gabriel Moreno (P)	Barbara Fisk (P)	Rita Mantelli (P)

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**REGULAR SESSION MINUTES  
Thursday, January 24, 2019**

- 1. Call to Order.** Chairman Jim Baker called the meeting for the Las Animas County E911 Authority Board to order at 1:32pm on January 24, 2019.
- 2. Roll Call.** At Call to Order Jim Baker, Tim Howard, Mally Blecha, Buddie Curro, Gabriel Moreno and Derek Navarette were present making a quorum six board members in attendance. Charles Glorioso entered the meeting at 1:40pm.
- 3. Pledge of Allegiance.** Chairman Jim Baker led the board in recitation of the Pledge of Allegiance.
- 4. Review of Minutes.** The Board reviewed the minutes from the regular session meeting of November 29, 2018 and the email meeting of December 21, 2018. There were no corrections or additions.  
**MOTION:** Gabriel Moreno made a motion to approve the minutes for the November 29, 2018 meeting and the email meeting of December 21, 2018 as presented.  
**SECOND:** Mally Blecha seconded the motion.  
**YEA: 6**  
**NAY: 0**  
**OPPOSED: 0**  
**ABSTAINED: 0**
- 5. Review of Financial Reports.** The Board reviewed the Financial Reports for November and December 2019 as prepared by Ortiz Tax Service. There were no corrections or additions.  
**MOTION:** Tim Howard made a motion to approve/accept the financial reports for November and December, 2018 as presented.  
**SECOND:** Derek Navarette seconded the motion.  
**YEA: 6**  
**NAY: 0**  
**OPPOSED: 0**  
**ABSTAINED: 0**
- 6. Adoption of Sexual and Prohibited Harassment Policies.** The Board reviewed the Sexual Harassment Policy and the Prohibited Harassment Policy. There were no corrections or additions. Upon approval/acceptance, Barbara Fisk will obtain board members' signatures and forward documentation to CIRSA.  
**MOTION:** Tim Howard made a motion to approve/accept both the Sexual Harassment and Prohibited Harassment Policies as presented.  
**SECOND:** Gabriel Moreno seconded the motion.

**YEA: 6**  
**NAY: 0**  
**OPPOSED: 0**  
**ABSTAINED: 0**

7. **Public Comments.** There were no public attendees nor comments.

8. **Unfinished Business.**

- a. **Purchase of E911 Authority Board dedicated laptop.** At the November 29, 2018 meeting Barbara Fisk mentioned obtaining a dedicated laptop for the E911 Authority Board. Since then, she has purchased a laptop for her personal use upon which she will conduct all E911 Board business. All information will be saved on a flash drive and the newly created E911 iCloud. Jim Baker and Tim Howard noted they would like to purchase said laptop from Barbara and use it solely for E911 Authority Board business. The board then reviewed and discussed which line item on the 2019 budget would be appropriate for the purchase.

**MOTION:** Tim Howard made a motion to purchase the laptop from Barbara Fisk for \$389.95: it will be placed under the 2019 Maintenance Line Item (\$20,000) and used solely to conduct E911 Authority Board Business.

**SECOND:** Gabriel Moreno seconded the motion.

**YEA: 6**

**NAY: 0**

**OPPOSED: 0**

**ABSTAINED: 0**

9. **New Business.**

- a. **Replacement Headsets for Dispatch.** Rita Mantelli provided the board quotes ranging from \$54 to \$100 for purchasing 8 replacement headsets for dispatch employees. She stated the sets last about 10 years. Also, she noted that the Army Reserve had donated several sets in the past but there are no more available. As employees wear the headsets for 8 hours a day, they are a very personal piece of equipment for each employee. Tim Howard asked if the 8 requested headsets included any spares. Jim Baker suggested ordering 10 which would include two spares.

**MOTION:** Tim Howard made a motion to purchase 10 headsets totaling \$685.00.

**SECOND:** Mally Blecha seconded the motion.

**YEA: 7 Charlie Glorioso was present at this point in the meeting.**

**NAY: 0**

**OPPOSED: 0**

**ABSTAINED: 0**

- b. **IRS 1099 Statements for Self-Employed Contractors.** Barbara Fisk mentioned concerns that 1099 Statements had not been previously provided to self-employed contractors such as herself and are due to vendors by January 31st. Upon request, Ortiz Tax Service provided one to her and themselves. She is concerned that other vendors may have been overlooked. Charlie Glorioso asked her to contact Tom Ortiz to ensure all 1099s are distributed.

10. **Accounts Payable.** Rita Mantelli explained that Century Link Account #850B has a credit balance because the billed amount is usually extremely low i.e. \$1.40 so the board previously approved a payment of \$25.00 in order to save money on checks and postage.

Tim Howard asked what service Language Line provides. Rita explained it is an interpreter service that charges per minute which is used by dispatch only when necessary. The reason the current bill is \$286.25 is one particular caller.

**MOTION:** Buddie Curro made a motion to pay all accounts as presented.

**SECOND:** Tim Howard seconded the motion.

**YEA:** 7

**NAY:** 7

**OPPOSED:** 0

**ABSTAINED:** 0

- 11. Miscellaneous Business.** Barbara Fisk contacted The Computer Kernel who set up a dedicated iCloud file storage system for the E911 Authority Board. She also installed QuickBooks on the newly dedicated laptop for the board with the intent of using this program to store all vendor information, invoices, checks and deposits. It too will be backed up to the iCloud.

**12. Adjournment.**

**MOTION:** Gabriel Moreno made a motion to adjourn the meeting.

**SECOND:** Mally Blecha seconded the motion.

**YEA:** 7

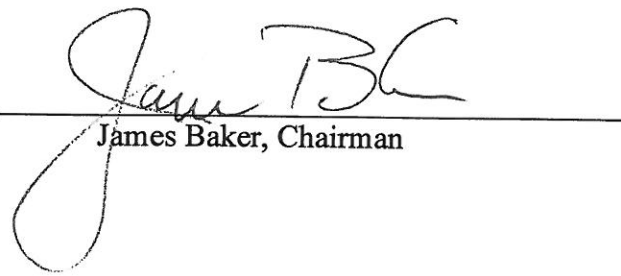
**NAY:** 0

**OPPOSED:** 0

**ABSTAINED:** 0

**The meeting was adjourned at 1:53pm**

Minutes Approved by Las Animas County E911 Authority Board.

  
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James Baker, Chairman

2-28-19  
Date