

LAS ANIMAS COUNTY  
EMERGENCY TELEPHONE SERVICE AUTHORITY

ANNUAL MEETING MINUTES

DATE: FEBRUARY 27, 2020

Board Members	James Baker	Tim Howard
In Attendance:	Derek Navarette	Mally Blecha
	Buddie Curro	Dave Bacharach

Attendees: Mandi Schlensker, Bernadette Cappellucci, Barbara Fisk

**SUBJECT**

**DISCUSSION**

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Call to Order/Pledge	Meeting was called to order at 1:30pm by Chairman James Baker followed by the recitation of the Pledge of Allegiance.
Roll Call	There was a quorum of eight (6) board members in attendance.
Approval of Minutes	<b>Motion</b> to approve the January 23, 2020 regular meeting minutes as presented was made by Mally Blecha. <b>Second:</b> Buddie Curro <b>Yea:</b> James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach <b>Nay:</b> None <b>Abstain:</b> None The minutes were approved.
Financial / Billing Report	Bernadette Cappellucci of Mountain State Financial submitted the January 2020 financial statement for the board's review. She pointed out total current assets of \$117,853.40 and net income of \$4,581.28 for the month. She also pointed out the Net Ordinary Income comparison from January 2019 and 2020. She noted the large difference and attributed it to how the previous accountant entered information into the account and assured the board that her information was correct and up to date.  <b>Motion</b> to approve the financial statements provided by Mountain States Financial as presented was made by Tim Howard <b>Second:</b> Mally Blecha <b>Yea:</b> James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach <b>Nay:</b> None <b>Abstain:</b> None The financial statements were approved.

Dispatch Operations

Mandi Schlensker, Communications Director for the dispatch center, reported that the City of Trinidad purchased six batteries for the headset bases but that two new bases are needed. She reminded the board that they purchased new headsets in January 2019. She provided three quotes \$679.90, \$767.98 and \$759.62 for the same product, Plantronics CA12CD-S PTT Adapter; from three different vendors.

Mandi explained that she was unaware, until recently, that the Mac12 channel was actually under the City of Trinidad Road and Bridge Department. The Tech channel was the Mac channel and not being heard in dispatch. She has scheduled with DigitCom to amend.

Mandi informed the board that the dispatch center will be providing dispatch services from the redundant center located at 2309 E. Main St. on Monday, March 2, 2020 starting at 2:00pm. Hayden Alworth, owner of The Computer Kernel, will be on hand in case there are any system errors. She also stated that this will happen on a regular basis to ensure the redundant center is fully operational separate from the main center at 160 E. 1<sup>st</sup> St. Derek Navarette stated his appreciation to Mandi for making this happen.

Tim Howard informed the board that Dr. Case is the new medical director for the Trinidad Fire Department and will also oversee dispatch operations. The medical cards which provide assistance to dispatchers in providing healthcare advice to callers until first responders arrive are completely outdated "cards". Mandi is looking into a digital alternative possibly through Priority Dispatch. This will be an expense to the E911 Authority

**Motion** to purchase two (2) Plantronics CA12CD-S PTT Adapters, free shipping, tax exempt in the amount of \$679.90 was made by Dave Bacharach.

**Second:** Buddie Curro

**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach

**Nay:** None

**Abstain:** None

The motion was passed.

Unfinished Business

**Service Agreement Contracts.** Barbara reviewed information concerning the several service agreements held by the Authority leading to a discussion about the lack of a current PSAP Inter-Governmental Agreement with the City of Trinidad.

**Motion** to approve the draft Agreement Between the Las Animas County E-911 Emergency Telephone Service Authority Board and the City of Trinidad to Provide Funding for Dispatch Operations and to mail to Interim City Manager Mike Valentine via certified mail was made by Tim Howard

**Second:** Dave Bacharach

**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach

**Nay:** None

**Abstain:** None

The motion was passed.

**PUC Surcharge Update.** Barbara informed the board that certified mailings were sent to all 911 service providers informing them that the surcharge will increase from \$1.50 to \$3.00 effective April 1, 2020. Affirmation cards have been received from all but three providers.

**DORA ESInet Grant.** Barbara informed the board that the board has been awarded a grant (state and federally funded) in the amount of \$24,159.48 for reimbursement of non-recurring expenses due to the NexGen 911 update required by the ESInet Tariff. She reported that Century Link is running behind in scheduling the update so it looks like our dispatch center will be scheduled for October 2020. Mandi was given the Colorado ESInet Tariff Order from Century Link to “hold” our place on the schedule to Charlie Glorioso for his signature.

New Business

**Annual Review of Prohibited & Sexual Harassment Policy.** The board reviewed the policies in place. There were no questions or comments.

**By-Law Amendment Article II, Section 4.** The Colorado General Assembly passed House Bill 19-1087, concerning online notice of public meetings of local government entity (“Act”), which allows local government entities in Colorado to post notices of public meetings on the local government’s website to meet the open meetings law requirement of full and timely notice pursuant to Section 24-6-402(2)(c)(I), C.R.S.

At the October 30, 2019 meeting, the board resolved to adopt 24-6-402(2)(c)(I). Today the board was asked to amend their By-Laws to reflect that resolution.

**Motion** to amend By-Law Article II, Section 4 to reflect the Resolution Concerning Online Notice of Public Meetings adopted October 30, 2019 was made by Dave Bacharch.

**Second:** Tim Howard

**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach

**Nay:** None

**Abstain:** None

The motion was passed.

**Passthrough 9-1-1- Surcharge.** The board discussed the documentation wherein the state wants to implement a separate, statewide 9-1-1 surcharge on all telephone bills. The funds will be collected by the PUC and "distributed monthly to 9-1-1 governing bodies based on how many 9-1-1 calls the governing body's PSAPs are configured to handle at one time." As the board took expedient action in order to attempt to cover the expenses for the new tariff by increasing its surcharge to \$3.00, it was decided that the board would not submit a letter of support at this time.

Accounts Payable

**Account Review** Barbara provided a quick review to the board regarding a few of the bills they receive for payment.

1. Century Link data extract will be conducted annually not quarterly. Cost = \$650.00 per extract.
2. SECOM internet service was 80Mbps/40Mbps costing \$90.47 monthly. Service contract changed to 100Mbps/100Mbps costing \$64.95 monthly.
3. Pangaea Geospatial has guaranteed to keep expenses down to \$20,000 in 2020 and switch to maintenance in 2021 costing \$7,200.00 or \$600.00/month, \$75.00/hour/8 hours.
4. Language Line account changed from an individual or private account with a \$36.75 annual fee plus \$1.93+/minute fee to a governmental account with no annual fee and \$.82/minute fee.

**Accounts Payable.** Barbara reminded the board that according to Article V, Section II of their by-laws "The Board may approve payment of anticipated recurring charges by a single act of the Board, provided that the Board gives specific written direction to the Treasurer concerning which charges are thereby approved for recurring payment."

**Motion** to pay bills as listed on the agenda as b-j was made by Time Howard.

**Second:** Mally Blecha

**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach

**Nay:** None

**Abstain:** None

The motion was passed.

Election of Officers

**Motion** to table the election of officers until the March 26, 2020 board meeting was made by Mally Blecha.

**Second:** Dave Bacharach

**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach

**Nay:** None

**Abstain:** None

The motion was passed.

Miscellaneous

**Dispatch Facility Tour.** Dave Bacharach mentioned it would be educational to have a group tour of the dispatch and redundant centers together with Hayden Alworth, Walt Garbo, County Commissioners, City of Trinidad Council and personnel. It was decided that the next board meeting would take place at the main dispatch center located 160 E. 1<sup>st</sup> Street with invitations being sent to interested parties.

**Gabe Moreno's Reappointment.** Tim Howard relayed a message stating that the City of Trinidad needs a letter of support in order to renew Gabriel Moreno's appointment to the E911 Authority Board. It was agreed that a letter should be sent.

**Motion** to provide a letter of support for Gabriel Moreno's reappointment to the board was made by Tim Howard.

**Second:** Dave Bacharach

**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach

**Nay:** None

**Abstain:** None

The motion was passed.

**Dispatch Appreciation Week.** Barbara reminded the board that National Public Safety Telecommunications Week is the third week in March. She asked if the board would like to purchase items of appreciation for seven (7) dispatchers.

**Motion** spend up to \$200.00 for seven (7) dispatchers in observance of National Public Safety Telecommunications Week the week of April 12-18, 2020 was made by Dave Bacharach.

**Second:** Buddie Curro

**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach

**Nay:** None

**Abstain:** None

The motion was passed.

**Next Meeting Date**                    The next Regular Meeting date was set for March 26, 2020, 1:30pm at the main dispatch center within City of Trinidad Police Department, 160 E. 1<sup>st</sup> Street, Trinidad, CO.

**Adjournment**                        **Motion** to adjourn was made by Dave Bacharach  
**Second:** Tim Howard  
**Yea:** James Baker, Tim Howard, Derek Navarette, Mally Blecha, Buddie Curro and Dave Bacharach  
**Nay:** None  
**Abstain:** None  
The meeting was adjourned at 2:49pm

Minutes Approved by Trinidad Ambulance District Board of Directors.

  
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Charles Glorioso, Vice-Chairman

03-26-20  
Date