

LAS ANIMAS COUNTY
EMERGENCY TELEPHONE SERVICE AUTHORITY

MEETING MINUTES

DATE: September 23, 2021

Board Members
In Attendance: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach

Other
Attendees: E911 Administrative Assistant Barbara Fisk

SUBJECT

DISCUSSION

Call to Order/Pledge Meeting was called to order at 1:30pm by Chairman Gabe Moreno followed by recitation of the Pledge of Allegiance.

Roll Call There was a quorum of six (6) board members in attendance.

Public Comments This meeting was announced on lac911.com wherein the public was asked to contact Barbara Fisk with requests to partake in the Public Comments portion of the agenda. No requests were received.

Approval of Minutes There were no amendments to the August 26, 2021 nor to the September 7, 2021 minutes as presented.
Motion was made by Dan Moynihan to approve the August 26, 2021 minutes as presented.
Second: Rick Kumm
Yea: Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach
Nay: None
Abstain: Gabe Moreno
The August 26, 2021 regular meeting minutes and September 7, 2021 Dispatch Field Trip minutes were approved as presented.

Financial Report Bernadette Cappellucci of Mountain State Financial submitted the August 2021 financial statement for review with the following comments, "Cash in the bank totaled \$232,594 as of August 31, 2021. Revenues collected through August 31, 2021 are \$337,995. Total expenses year-to-date are \$177,564."

Dave Bacharach was concerned that the Training line item percentage was possibly incorrect. Barbara Fisk will clarify. There were no corrections to the August 2021 financial statement as presented.

Motion to approve the August 2021 financial statement as presented was made by Rick Kumm.

Second: Dan Moynihan

Yea: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach

Nay: None

Abstain: None

The August 2021 financial statement was approved as presented.

2022 Preliminary
Budget

Tim Howard raised concern regarding the increase from \$15,000 to \$18,000 for Clerical Expense. Barbara Fisk stated for the record that she had not requested the increase. Once it was explained about the number of hours worked, type of work and positive outcome all were in agreement to the increase. Dave Bacharach asked if there were "buffers" built in several of the line items, especially the Redundant Dispatch Center, for which the answer was "yes". The topic of how the budget functions, specifically, when a line item is depleted, can funds simply be pulled from another line item or must it be pulled from the Contingency Reserve. Dan Moynihan, a member of the Budget Committee, made it clear that this is a Preliminary Budget that can be amended prior to the Budget Hearing in October.

Dispatch Operations
Report

No report provided from Communications Director, Mandi Schlensker.

Unfinished Business

Motorola Solutions/Call Works Contract. At the August board meeting, Motorola Solutions Representative Jeff Tucker presented the board with a new five year agreement to begin June 21, 2022 in the amount of \$213,257.60 including hardware refresh. Lease terms were also presented: annual payments \$47,419.11 (3.58%) with the first payment due one year after contract execution. The agreement provides for the following hardware refresh:

TPD Rice Bldg PSAP

- (2) CallStation Call Handling positions. Each equipped with Workstation, single 22" wide screen monitors, a VoIP phone, AIU for radion integration, and Genovation keypad.
- (1) Dual Server
- (8) FXO Ports for Admin Lines (includes room for growth)
- (0) Ringdown Lines
- (2) 24-Port Switches
- (1) Firewall
- (1) Router
- (1) Printer

- (1) 16 Port SDS
- (2) Position UPS
- (1) Backroom Server UPS 3000VA
- (1) 16 Port PDU

Justice Center PSAP

- (3) CallStation Call handling positions. Each equipped with Workstation, single 22" wide screen monitors, a VoIP phone, AIU for radion integration, and Genovation keypad.
- (8) FXO Ports for Admin Lines (includes room for growth)
- (0) Ringdown Lines
- (2) 24-Port Switches
- (1) Firewall
- (1) Router
- (1) Printer
- (1) 16 Port SDS
- (2) Position UPS
- (1) Backroom Server UPS 3000VA
- (1) 16 Port PDU

System-wide

- Continuous workstation performance monitoring and enterprise workstation antivirus protection.
- System and component level monitoring, alarming, diagnostics and reporting services.
- All-inclusive software support, updates, and upgrades for the contract term, no surprise charges.
- 24/7/365 Help desk, trouble ticketing and customer support services.
- Installation, testing, training, maintenance and on-site support services by Motorola Solutions.
- Project management services for the planning, design, testing, installation and operation of the systems for contract term.

Motion to enter into a 5 year lease with Motorola Solutions beginning June 2022 for the equipment, maintenance and services aforementioned was made by Rick Kumm.

Second: Dan Moynihan

Yea: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach

Nay: None

Abstain: None

The motion passed.

The Computer Kernel. The quote provided by The Computer Kernel to provide 4 monitors, 2 desktop computers, 2 ergonomic keyboards and mice, miscellaneous cabling and the purchase of 4 hour lithium ion

batteries with 10 year life expectancy all for the Redundant Dispatch Center was reviewed.

Motion to accept the quote provided to the board on August 26, 2021 from The Computer Kernel and the purchase of 4 hour lithium ion batteries with 10 year life expectancy for the Redundant Dispatch Center was made by Dave Bacharach.

Second: Dan Moynihan

Yea: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach

Nay: None

Abstain: None

The motion passed.

Digitcom Electronics. Quotes #104008204 and #104008205 provided by Digitcom Electronics for preventative maintenance at the Redundant and Primary Dispatch Centers was reviewed. The Motorola Solutions Quote #1542180 for a single APX Console (\$7,711.16) was discussed and budgeted for in 2022 for replacing a few each year at the Redundant Dispatch Center.

Motion to accept Quotes #104008204 and #104008205 from Digitcom Electronics for Preventative Maintenance at both the Redundant and Primary Dispatch Centers was made by Dave Bacharach.

Second: Rick Kumm

Yea: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach

Nay: None

Abstain: None

The motion passed.

New Business

None.

Accounts Payable

In addition to the regular monthly bills, Barbara Fisk pointed out the \$122 USPS box rental fee.

At the July meeting Sheriff Navarette and TPD Chief Glorioso agreed to include in their 2022 budgets the expense of maintaining their own Records Management System through Intellicochoice/eForce. The accounts have already been separated and bills sent to respective departments. The Sheriff's Department received invoice 1231158 in the amount of \$4,809.05 for which they are requesting the E911 Authority pay for 2021.

Motion to pay the LAC Sheriff's Office Intellicochoice/eForce invoice 1231158 due December 1, 2021 in the amount of \$4,809.05 was made by Rick Kumm.

Second: Dave Bacharach

Yea: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach

Nay: None

Abstain: None

The motion passed.

Miscellaneous

Huerfano County Tabletop Exercise. Tim Howard discussed a Tabletop Exercise being hosted by Huerfano County and wants someone from dispatch to attend. It was determined there was money in the budget to pay for travel expenses and meals for a representative from the Dispatch Center to attend. Barbara Fisk will email Mandi Schlensker about the particulars.

Motion to allot \$200 for dispatch representative(s) to attend the Huerfano County Tabletop Exercise was made by Tim Howard.

Second: Dave Bacharach

Yea: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach

Nay: None

Abstain: None

The motion passed.

City of Trinidad Redundant Dispatch Center (PSAP) Usage. The board realizes its responsibility to support and maintain both the Primary and Redundant Dispatch Centers. The amount of money budgeted in 2022 to bring the Redundant Center into fully operational status raised some concern about it being used on a regular basis in order to ensure its operability.

The current PSAP Intergovernmental Agreement between the E911 Authority and the City of Trinidad has no end date but a 90 day termination clause. After much discussion, it was decided the Authority would send a letter to the City of Trinidad with an amended draft agreement wherein the City will guarantee dispatch operations will be conducted out of the Redundant Dispatch Center for one full shift on the 1st and 15th of every month. In addition, a full report on the functionality of the Redundant Dispatch Center will be provided to the E911 Authority monthly for review prior to its monthly meeting. The board feels this will provide the City 90 days to review and respond.

Priority Dispatch. Barbara Fisk forwarded an email from Priority Dispatch showing the training schedule set up for dispatchers. Board members agree that the schedule may be too aggressive for our small dispatch center. They asked Barbara Fisk to email Priority Dispatch and Mandi Schlensker to see if it can be stretched out.

Retirement. TFD Chief Tim Howard announced his retirement as of December 10, 2021. Everyone congratulated him.

Next Meeting Date The next Regular Meeting of the Authority is set for October 28, 2021 at 1:30pm. Gabe Moreno and Dave Bacharach stated they will not be able to attend.

Adjournment **Motion** to adjourn was made by Tim Howard.
Second: Dan Moynihan
Yea: Gabe Moreno, Derek Navarette, Tim Howard (arrived at 1:32pm), Dan Moynihan, Mally Blecha, Dave Bacharach
Nay: None
Abstain: None
The meeting adjourned at 2:34pm.

Minutes Approved by the Las Animas County E911 Telephone Authority.



Gabriel Moreno, Chairperson

November 4, 2021
Date