

9-1-1 Enterprise Board Meeting 01 Minutes

Date: December 18, 2024

Time: 3:00 PM MST

Location: Virtual Meeting

Attendees:

- Andrew Dameron (Board)
- Amanda “Amy” Buch (Board)
- Lynn Notarianni (Board)
- Michael Berry (Board)
- Daryl Branson (DORA)
- Jaci Louise (Executive Director)
- Jennifer Kirkland (DORA)
- Kirsten Grooms (AG)
- Lorri Dean (DORA)
- Matt Goetsch (Board)
- Tiffany Tittes
- Tracy Oldemeyer
- Benjamin Kindschy
- Amber Davis
- Joseph Benkert
- Kimberly Culp

Welcome and Introductions

Jennifer Kirkland, the State 911 Program Manager at the PUC, welcomed everyone to the first 911 Services Enterprise Board meeting. She explained her role in facilitating the formations of the board but would step back once it was organized. Board members and support staff introduced themselves.

- **Lorri Dean:** Outreach specialist for Relay Colorado and administrative support for the board.
- **Amy Buch:** Deputy Director for AdCom.
- **Andrew Dameron:** Director for Denver 9-1-1
- **Michael Berry:** Summit County 9-1-1 Director
- **Matt Goetsch:** Director of Montrose Emergency Telephone Service Authority (METSA)
- **Lynn Notarianni:** Charter Communications - Director-Telephone Regulatory
- **Kirsten Grooms:** Assistant Attorney General assigned to represent the board.

Mandatory Training

The mandatory training, which covers the PUC, the 911 Services Enterprise, best practices for meetings, and Colorado's Open Records Law were explained.

*See [Mandatory Training Slides](#) for more detailed information.

Overview of PUC and 911 Services Enterprise:

The role of the PUC and DORA which oversees the 911 Services Enterprise created by Senate Bill 24-139 were explained. The Enterprise includes five governor-appointed members and manages the 911 enterprise fee. Funds from the fee are distributed to governing bodies, PSAPs (Public Safety Answering Points), and third parties for various uses, such as PSAP training, support for callers with disabilities, and cybersecurity.

Discussion on Funding and Usage:

Funds from the 911 enterprise fee can be used for training, education campaigns, and cybersecurity. These funds can also match federal, state, or private grants. Other funds (like donations) can be used more flexibly.

Legal and Technical Support:

Lynn asked if enterprise funds could cover support from entities like the Attorney General's office. Jennifer confirmed that the enterprise could use its funds for such services if needed.

Best Practices for Running Meetings:

The need for a quorum, avoiding ex parte communications, and transparency were explained. Members were reminded to use state emails for board business to ensure compliance with Colorado's Open Records Act.

Open Records Act Compliance:

All emails and documents related to board business must be available for public inspection. Using state emails helps ensure compliance.

Clarification on Surcharge:

Lynn asked about raising the state surcharge. Jennifer clarified that discussions on this matter will happen in the spring or summer of 2025.

Organizational Setup

The topic of organizing the board, including possible officer roles (Chair, Vice Chair, Secretary, Treasurer) was introduced. DORA will support administrative tasks (meeting logistics, minutes, posting documents), the board can decide on officer roles, bylaws, and policies.

Officer Positions Discussion:

DORA will support administrative tasks, but the board may choose to elect a Secretary who works with Lorri for record-keeping. The Treasurer could oversee financial reports generated by DORA's finance team. It was suggested that appointing at least a Chair and Vice Chair to lead meetings and set the agenda is advised. Several board members agreed it would be helpful to have someone track finances, especially for making decisions or reporting to the legislature. There was general agreement that financial oversight was necessary, even if the role wasn't formally titled "Treasurer."

Financial Oversight:

DORA will provide financial reports before each meeting which the Board will have access to review. Check signatories from the Board are not necessary.

Bylaws and MOU:

Assistant AG, Kirsten Grooms, suggested drafting a Memorandum of Understanding (MOU) to clarify the responsibilities of the board and DORA. The MOU would specify which tasks DORA handles, and which are the board's responsibilities. The board agreed to review sample MOUs and bylaws from other organizations.

Informal Position Assignments:

Jennifer asked if the board could informally assign roles before formal elections. Kirsten confirmed that informal discussions could happen, but formal votes would take place in a properly noticed meeting.

Volunteers for Officer Positions:

- **Matt Goetsch and Michael Berry** volunteered for Chair or Vice Chair.
- **Lynn Notarianni** expressed interest in the Secretary or Treasurer role (assuming no perceived conflict of interest as Treasurer).
- **Andrew Dameron and Amy Buch** expressed support for Matt and Michael.

The election of officer positions will be added to the next meeting agenda.

Meeting Schedules

It was proposed to hold meetings in January to address organizational matters and elect officers. Board members discussed meeting weekly or biweekly and agreed that bi-weekly would work best for their schedules.

Final Schedule:

- Weekly meetings will start on **January 15th** and **January 29th**.

- Meetings will run from **3:00 PM to 4:00 PM MST.**

Action Items: Bylaws and Organizational Documents

- **Kirsten Grooms** will send sample bylaws, policies, and other relevant documents for board members to review.
- The board will discuss officer roles and elect a Chair and Vice Chair at the next meeting.
- The board will also review key issues for the bylaws, such as term limits and whether a Treasurer role should be created.

Next Steps and Closing Remarks

Jennifer thanked the board members for their engagement and expressed excitement about the work ahead. The next meeting will be held on **January 15th at 3:00 PM MST.**

Meeting Adjourned: 3:49 PM MST