

# Gunnison/Hinsdale Combined Emergency Telephone Service Authority

## 2013 Budget

Accepted December 13, 2012

**GUNNISON/HINSDALE COMBINED EMERGENCY  
TELEPHONE SERVICE AUTHORITY**

**2013 BUDGET  
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October 15, 2012

Board Members  
Gunnison/Hinsdale Combined Emergency Telephone Service Authority

Letter of Transmission

Presented for your review and consideration is the proposed FY 2013 budget for the Gunnison/Hinsdale Combined Emergency Telephone Service Authority (E911 Authority). The proposed budget reflects a net loss of \$88,010. The reduction in cash reserves is due to anticipated costs associated with an upgraded 911 system and the possible relocation of the dispatch center, which have been budgeted at \$413,000. These costs were originally budgeted in fiscal year 2012, but due to grant opportunities and securing the land on which to build the new facilities, the project has been postponed until fiscal year 2013. Otherwise, dispatching services for Gunnison and Hinsdale Counties will be maintained at existing levels. Revenues, primarily generated through the \$1.00 surcharge on all phone lines within the service area (exchanges of 641, 349, 943, and 944), have been projected essentially flat from anticipated FY2012 revenues. Interest income revenues are budgeted at relatively the same amount as well due to current and projected investment rates. Operating expenses are projected to increase by 7.32% from 2012 year-end projections due to increased costs in utilities and increases in communications personnel wages. Capital expenditures for the year include \$13,000 for computer replacements, \$220,000 for 911 system electronics, \$50,000 for dispatch console furniture, and \$130,000 for dispatch expansion and a generator for the new dispatch location.

The E911 Authority budgets on an annual basis and utilizes the "modified accrual basis of accounting". Expenses are recorded when a liability is incurred and revenues are recorded as received in cash except for revenues susceptible to accrual and revenues of material amount that have not been received at the normal time of receipt. The E911 Authority will continue discussions with State agencies on a universal surcharge to be collected by the state and distributed to individual agencies. It is believed this will have a negative impact on the Gunnison/Hinsdale E911 Authority's budget in years to come. A ten-year capital improvement plan for assets of the E911 Authority has been developed and will be included as an appendix to the final budget document.

In conclusion, I believe this budget represents a financially sound plan for the Gunnison/Hinsdale Combined Emergency Telephone Service Authority for fiscal year 2013. Please do not hesitate to contact me or Wendy Hanson, Board Secretary, if you have any questions or need additional information.

Respectfully submitted,



Keith Robinson  
Board Chair

**Gunnison/Hinsdale Combined  
Emergency Telephone Service Authority  
2013 Budget**

	2010 Actual	2011 Actual	2012 Budget	Balance 09/17/12	Projected @12/31/12	2013 Budget
<b>Beginning Cash Balance</b>	<b>\$430,917</b>	<b>\$483,803</b>	<b>\$535,178</b>		<b>\$535,178</b>	<b>\$567,492</b>
<b>Revenues</b>						
0110003101 Qwest Communications Surcharge	\$100,230	\$90,472	\$82,000	\$50,290	\$85,967	\$86,000
0110003102 Nucla-Naturita Tele Co Surcharge	\$2,570	\$1,778	\$1,000	\$819	\$1,638	\$1,600
0110003103 Century Telephone Surcharge	\$11,345	\$10,916	\$10,500	\$5,946	\$10,096	\$10,000
0110003104 Surcharge-Other	\$114,814	\$115,744	\$114,000	\$69,102	\$118,546	\$119,000
0110003701 Miscellaneous Revenue	\$40	\$486	\$40	\$0	\$0	\$0
0110003701 Interest Earned	\$5,162	\$3,946	\$4,000	\$1,346	\$1,746	\$1,700
<b>Total Revenues</b>	<b>\$234,161</b>	<b>\$223,342</b>	<b>\$211,540</b>	<b>\$127,502</b>	<b>\$217,993</b>	<b>\$218,300</b>
<b>Expenses</b>						
<i>Administrative Expenses</i>						
0100014201 Office/Operating Supplies	\$0	\$144	\$150	\$0	\$50	\$150
0100004203 Fuel/Lubricant Supply	\$3,638	\$0	\$5,000	\$0	\$1,000	\$5,000
0100014302 Printing/Duplications Svcs	\$0	\$0	\$25	\$0	\$25	\$25
100014310 Dues/Meetings/Memberships/Tuition	\$0	\$0	\$1,000	\$0	\$0	\$1,000
0100014320 Telephone Service	\$25,315	\$25,702	\$26,020	\$17,466	\$25,362	\$25,870
0100014321 Utilities	\$3,195	\$6,683	\$8,800	\$5,999	\$9,821	\$10,380
0100014330 Professional Services	\$3,103	\$3,604	\$4,000	\$3,859	\$4,060	\$4,850
0100014340 Repair/Mntnce Service	\$1,881	\$14,605	\$17,000	\$1,425	\$22,543	\$17,000
0100014350 Other Purchased Services	\$120,153	\$119,853	\$119,778	\$64,810	\$121,620	\$127,587
0100014370 Travel/Mileage/Meals/Lodging	\$226	\$429	\$500	\$0	\$250	\$500
0100014420 Rental Services	\$936	\$948	\$948	\$450	\$948	\$948
<i>Total Administrative Expenses</i>	<b>\$158,447</b>	<b>\$171,968</b>	<b>\$183,221</b>	<b>\$94,008</b>	<b>\$185,679</b>	<b>\$193,310</b>
<i>Capital Expenses</i>						
0100029701 Computer Replacement			\$13,000	\$0	\$0	\$13,000
0100029702 Voice Print Recorder	\$20,829					
0100029901 Office Chairs						
0100029902 Repeater Installation	\$2,000					
0100029903 911 System - Electronics			\$250,000	\$0	\$0	\$220,000
0100029904 Dispatch Consoles - Furniture			\$50,000	\$0	\$0	\$50,000
0100029905 Dispatch Expansion			\$100,000	\$0	\$0	\$80,000
Generator for New Building						\$50,000
<i>Total Capital Expenses</i>	<b>\$22,829</b>	<b>\$0</b>	<b>\$413,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$413,000</b>
<b>Total Expenses</b>	<b>\$181,276</b>	<b>\$171,968</b>	<b>\$596,221</b>	<b>\$94,008</b>	<b>\$185,679</b>	<b>\$606,310</b>
<b>Net Income/Loss</b>	<b>\$52,885</b>	<b>\$51,374</b>	<b>(\$384,681)</b>	<b>\$33,495</b>	<b>\$32,314</b>	<b>(\$388,010)</b>
<b>Ending Cash Balance</b>	<b>\$483,802</b>	<b>\$535,177</b>	<b>\$150,497</b>		<b>\$567,492</b>	<b>\$179,482</b>

\*Additional Capital Projects

**Notes to 2013 Budget**

- Account # Description of expenses
- 0110003104 Includes all cell phone surcharges from various providers
- 0100014201 Checks and deposit slips
- 0100014203 Fuel for Comstock, Rose Ridge, Sunlight, W Mountain

	Budgeted	Projected	Budgeted
	2012	2012	2013
0100014320 911 Trunks	14,111	13,567	13,838
Hinsdale Phone Line	1,499	1,497	1,527
CB Dedicated Phone Line	1,477	1,468	1,497
Marble Phone Line	2,860	2,841	2,898
EMS Dedicated Phone Line	1,790	1,778	1,814
Pitkin Siren Dedicated Phone Line	1,560	1,549	1,580
Other	2,183	2,118	2,160
Ohio City Dedicated Phone Line	539	544	555
***Totals	26,019	25,362	25,869
0100014321 Electric utilities for Roseridge (average \$390 per month), Comstock (averages \$265 per month), and W Mtn (averages \$210 per month). Prior to 9/30/11 - W Mtn was being charged to CDOW.			
0100014330 Audit Services \$3,850			
Interpretation Services \$500			
Attorney Fees - \$500			
0100014340 Repeater Repairs, Pager Repairs, Dispatch Equipment Repairs, Hill 71 Repeater Repairs (\$3,000 in 2011)			
0100014350 Compensation for 20% Dispatcher Personnel Costs if fully staffed (\$113,862);			
Maintenance agreement for Reverse 911(averages \$270 per month=\$3,240)			
Contact One Maintenance (\$1,500)			
Gunnison County-911 Mapping Updates - approximatley \$8,985 per year			
0100014420 Sunlight Ridge Repeater Rental - \$225/quarter; Propane Tank Rentals - \$48 each annual			
0100029701 Replace current computers and screens in communications			
0100029903 Purchase 911 Phone System – included hardware, software, installation, programming and maintenance agreements			
0100029904 Replace current dispatch consoles			
0100029905 Costs associated with moving phone, fiber, radio and computers necessary for the 911 function to a new location.			

Gunnison/Hinsdale Combined Emergency Telephone Service Authority  
Minutes of Meeting  
December 13, 2012

**VOTING MEMBERS**

Randy Barnes - Gunnison County (Sheriff's Office)  
Justin Casey - Hinsdale County (Sheriff's Office)  
Keith Robinson - City of Gunnison (Police Department)  
Jack Crumpton - Town of Crested Butte (Marshal's Office)  
Hank Smith - Town of Mt. Crested Butte (Police Department)  
Mike Miller - Crested Butte Fire Protection District  
Dennis Spritzer - Gunnison County Fire Protection District

**OTHER ATTENDEES**

Brent Mims - Arrowhead Fire Protection District  
Mike McBride - Gunnison County Electric Association  
Hugo Ferchau - Gunnison Fire Protection District  
Chuck Dotts - Gunnison Regional Communications Center (Director)  
Laurie Sherman - Gunnison Regional Communications Center (Supervisor)  
Erik Forsythe - Gunnison Valley Emergency Medical Services (Supervisor)  
Chris Evans - Gunnison Valley Hospital (Director of Nursing)  
Walt Cranor - Gunnison Volunteer Fire  
Bill Hagendorf - Lake City Area Fire Protection District  
John Patmore - National Park Service  
Chris Green - Two Way Communications  
Wendy Hanson - Secretary/Treasurer (City of Gunnison Finance)

The joint meeting of the E911 Authority and the Comm Board was called to order by E911 Authority Chair Keith Robinson at 11:00 a.m. at the Gunnison Communications Center.

**Minutes**

Randy Barnes made a motion, second by Jack Crumpton, to approve the minutes from the September 20, 2012 meeting. Motion passed unanimously.

**Financial Report**

Wendy Hanson presented the financial report through December 13, 2012. Cash and accounts receivables totaled \$589,857. Revenues totaled \$182,215 compared to the \$211,540 budgeted. Operating expenses were \$127,536 compared to \$183,221 budgeted. There have not been any capital expenditures to date, compared to \$413,000 budgeted. Net revenues over expenses for the year were \$54,679. Hank Smith made a motion, second by Randy Barnes, to approve the financial report. Motion passed unanimously.

**Unfinished Business**

- Communications Center - An Energy Impact Assistance (EIA) grant application in the amount of \$750,000 has been submitted to the Colorado Department of Local Affairs for the proposed Gunnison Police Building, which will also house the Communications Center. Much of the application work was done by Laurie Sherman. If the EIA grant is not awarded, the building will be reduced to house only the Communications Center. Grant notification will be in February or March. The projected cost of the building and equipment is \$1,751,955. Gunnison County has stated they need the current Communications Center space by the end of 2013.

- Pierce Property on Round Mountain – It has been confirmed that the E911 Authority owns the propane tank on Round Mountain and rental fees have not been paid to Amerigas. There have not been any charges for electric utilities. The building and tower will remain on sight. The propane tank (1,000 gallon) and generator will need to be removed. Justin Casey is still researching records to determine if Hinsdale County gave ownership of all the equipment to the E911 Authority in 2004.
- Hill 71 Repairs – Hinsdale County has submitted a bill in the amount of \$6,980.35 for upgrades to the building on Hill 71. Because of the number of agencies using the building for repeaters, the combustible air supply is not sufficient to allow the generator to operate. Some of the users include the US Forest Service, Mineral County Sheriff, Hinsdale County Sheriff and Road & Bridge, Colorado State Patrol, and Colorado Division of Parks and Wildlife. The repairs needed to be completed before snow levels prevented access, so Hinsdale County paid for the repairs and is now asking for assistance with the expense. Discussion ensued concerning the number of users that should assist in covering the expenses. Due to the fact most users are emergency response providers, Randy Barnes made a motion, second by Dennis Spritzer, to reimburse Hinsdale County 75% of the expenses. Motion passed unanimously.
- W Mountain Tower Structural Study – Scott Morrill has obtained a quote in the amount of \$1,650 to have a structural study performed on the tower on W Mountain. When the tower was built, it met the structural capacity regulations, and with a load of 75% of full capacity. Two years later, the capacity regulations were changed, so the tower load was at 125% of full capacity. The US Forest Service has already added an antenna since ITT (contractor for the FAA) added some supports. The Gunnison Fire Department and Eagle Net Communications have both made requests to add antennas. Dennis Spritzer made a motion, second by Randy Barnes, to approve spending \$1,650 for a structural study. Discussion ensued concerning charging users for space rent and utilities. Keith stated we need to determine who owns the building and/or tower and who pays the utilities, then a Memorandum of Understanding should be established between the entities with applicable fees. Motion was approved unanimously.
- 2013 Budget – The Gunnison/Hinsdale Combined Emergency Telephone Service Authority 2013 Proposed Budget was presented for adoption. There have not been any changes since the budget was presented to the board on September 20, 2012. Fiscal year 2013 beginning cash balance is projected to be \$573,035. Revenues are budgeted at \$218,300, just slightly up from the 2012 year-end projections of \$217,993. Operating expenses are budgeted at \$193,310, compared to \$180,136 projected for 2012 year-end. The increase in expenses is due to increased communications personnel wages and increases in utilities and professional services. Capital expenses are budgeted at \$413,000, all of which are carried over from the 2012 budget as they pertain to the building of a new communications center and the necessary equipment. Ending cash balance is projected at \$185,025. Jack Crumpton made a motion, second by Hank Smith, to approve the 2013 budget. Motion approved unanimously.
- Repeater Repairs – Repeaters at Bald Mountain, Reno Divide, and McClure Pass have been maintained and upgraded for narrow banding. The repeater at Round Mountain has been relocated to Hill 71/Rose Ridge. Total cost for these repairs/upgrades is \$15,883. The Hinsdale Incident channel has been rewired through the State microwave towers to Hill 71 and the phone line and radio on Cupola Hill will be eliminated. Pagers will be reprogrammed to work off microwave towers on W Mountain when the new communications center is built. The emergency department at Gunnison Valley Hospital will not hear radio activity when EMS moves to another channel, so they may need to purchase their own radio. Radios at Cupola Hill and Marble will need to be replaced, costing \$2,000 each. This expense can wait until 2013. The board should discuss whether or not to continue upgrading repeaters at solar powered sites, including Bald Mountain and Monarch. Those decisions

will depend on the coverage from developing sites on Comstock and Razor Dome. A coverage map will be computer generated and should include coverage based on 700 MHz and 800 MHz base stations and portable radios. Jack Crumpton made a motion, second by Hank Smith, to pay \$15,883 for the repeater repairs and authorize unencumbered funds to be moved in the 2012 budget to repair/maintenance services to cover the expenses. Motion passed unanimously. It was stated that repairs of this level need to be approved prior to incurring the expense. Chuck clarified the additional expenses involved with narrow banding were not anticipated.

### New Business

- Narrow Banding Issues – Keith stated \$107,000 was spent out of the City of Gunnison’s Communications Department in 2010 for the addition of a VHF radio channel for community wide incidences and narrow banding. Effective January 1, 2013, radio manufacturers cannot produce or provide support for wide-band radios. Narrow banding is creating lack of coverage issues for the Gunnison County Jail and the Crested Butte South area. An additional repeater may be needed at the Crested Butte South Fire Station. Randy Barnes questioned who should be responsible for radio equipment at the jail, asking if this is a communications issue that should be addressed through the City of Gunnison’s Communications Department, meaning that all Comm users would pay. There are also issues in Hinsdale County, but it is difficult to determine if the issues are caused by narrow banding or the new Regional Law Channel, since both were installed at the same time. A stop-gap measure may be applicable for temporarily addressing the issues through a permanent audio patch, patching the VHF and 800 MHz radios. This requires an application be filed with CCNC so if there is a problem with the radios, the State knows who to contact in order to shut down the patch. There is also the potential of a migration gateway, which allows linking of VHF radios until an 800 MHz system is in place, knowing that the 800 MHz system will most likely never be fully implemented. There needs to be protocol established on what to patch and when to patch. Officers would have to carry dual radios.
- Eagle Net Redundant Internet Service – Eagle Net/G4S Communications has received a Federal Grant to provide redundant internet service to remote communities. The proposal is to utilize state microwave towers, but antennas may need to be added to towers on W Mountain and Rose Ridge in order to provide redundant service to Lake City. The funding is on hold until Eagle Net can provide proof they are providing “redundant” service to underserved communities.
- DTR Discussion – Chuck Dotts encouraged everyone to read the email sent by Scott Morrill last week concerning Digital Trunking Radios (DTR’s) and the cost to establish coverage. Approximately 16 sites would be needed along Highways 50 and 135 to serve the area at a cost of \$1,000,000 per site. There is talk of the State utilizing 911 surcharges to fund DTR costs. All major cell phone providers have agreed with the FCC to provide texting abilities for 911 calls by 2014. The new NexGen 911 system will accommodate texting to 911, however this will severely impact the dispatchers.

The next Communications Board meeting will be February 13<sup>th</sup>, 2013, at 11:00 a.m. in the Communications Center. The next joint E911 Authority/Comm Board meeting will be March 13<sup>th</sup>, 2013, at 11:00 a.m. in the Communications Center.

Hank Smith made a motion, second by Randy Barnes, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 12:51 p.m.

  
Wendy Hanson, Secretary/Treasurer

E911 Capital Replacement Plan

Asset	Acquired	Owner	Cost	2013	2014	2015	2016	2017
Bald Mtn		Forest Svc	14,000					
Monarch		Forest Svc	14,000					
Reno		Forest Svc	14,000					
Sunlight Ridge								
Site			14,000					
Generator	Jul-05		25,000					
W-Mtn								
Tower			10,000					
Local Law			14,000					
Gunnison Fire			14,000					
Generator			25,000					
Building			100,000					
Rose Ridge		Gunn County						
Local Law			14,000					
Building			10,000					
Generator			25,000					
Tower			10,000					
McClure Pass		Forest Svc						
Repeater			14,000			150,000		
Hwy 114								
Solar Repeater					29,000			
Hinsdale County								
Round Mtn/Pierce Property								
Hill 71 Building		Hinsdale County						
Comstock					14,000			
Lifeline 100-911 System								
Computer/Phone hookups				220,000				
Relocation Expenses				80,000				
Equipment:								
Xerox Work Station	Dec-05		1,900					
Voice Print Server	Dec-05		27,000					
Comnet Ericsson VHF Base Station	Feb-01		21,560					
Chatsworth Equipment Rack Aluminum 19" w x 72" h	Feb-01		300					
Microwave Point to Point Link Radios 2.4 GHz (2)	Feb-01		13,100					
KVM Switches (2)	Feb-01		842					

E911 Capital Replacement Plan

Asset	Acquired	Owner	Cost	2013	2014	2015	2016	2017
Rohn Tower	Feb-01		7,192					
VRT stand, 950G	Feb-01		195					
CCTV Cameras, electronic key pads, remote intercom (3)	Feb-01		7,194					
Orbacom Radio System	Feb-01		112,976					
Radio/Page Console (2)	Feb-01		29,968					
Console Turntable	Feb-01		800					
Computers (6)	Feb-01		14,315					
Computer UPS's (8)	Feb-01		800					
TDD Phone	Jan-00		400					
Telex Radio Consoles (3)			127,000					
Consolettes Motorola (5)	Jan-08		27,578					
Consolettes Motorola (2)			14,000					
Camera System - Scotts Grain								
Monitors (1)	Jan-08		500					
Copier/Printer	Jan-09							
Computers (6)	Feb-08	E911		13,000				
Mapping Server	Trickledown	E911						
Switches-Cisco		City						
Dispatch Module	Feb-01		45,000	50,000				
Refrigerator	Jan-09		650					
Microwave								
Desks (2)								
Tables (2)		City						
Generator for new Dispatch Building				50,000				
<b>TOTALS</b>			770,269	413,000	43,000	150,000	-	-

Notes:

McClure Pass - State wants full blown sight on McClure Pass  
Hwy 114-Internet Colorado has applied for licensing and is erecting tower.  
Comstock-Equip purchased through grant - Cwinnis