

REGULAR MEETING
WESTERN COLORADO REGIONAL DISPATCH CENTER
Monday, February 29, 2016
1:30 p.m. in the Centennial Conference Room
Located in the Montrose City Hall Annex, 433 S. 1st Street

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) APPROVAL OF AGENDA

Request any additions or alterations to the Agenda from any Board Member. If the agenda is acceptable, request a Motion and Second to approve the Agenda for the February 29, 2016, Regular Meeting.

4) APPROVAL MINUTES

Consideration of approval of the minutes of the regular WestCO Board Meeting held January 4, 2016. **3-5**

Action: Consider making a motion to approve the regular WestCO Board Meeting held January 4, 2016.

Staff: Deputy City Clerk Carolyn Bellavance

5) APPROVAL OF WESTCO LOGO

Consideration of approval of a logo design for use by WestCO. **6**

Action: Consider making a motion to approve the logo design as presented for use by WestCO.

Staff: Executive Director Mandy Stollsteimer

6) EATON UPS SERVICE AGREEMENT

Consideration of approval of an Equipment Preventive Maintenance Service Contract for one Eaton 9355-20-30, VRLA Sealed, 6, from Eaton Corporation in the amount of \$10,031.72. **7-8**

Action: Consider making a motion to approve an Equipment Preventive Maintenance Service Contract for one Eaton 9355-20-30, VRLA Sealed, 6, from Eaton Corporation in the amount of \$10,031.72.

Staff: Executive Director Mandy Stollsteimer

7) POSTING OF ANNUAL, REGULAR, AND SPECIAL MEETING AGENDAS

Consideration of approval of designated public place(s) for posting of WestCO Board meeting notices.

Action: Consider making a motion to approve designated public place(s) for posting of WestCO board meeting notices.

Staff: Executive Director Mandy Stollsteimer

8) DISCUSSION OF INTERNAL AFFAIRS INVESTIGATIONS

Discussion of WestCO internal affairs investigations process.

Staff: Executive Director Mandy Stollsteimer

9) DISCUSSION OF PUBLIC RELATIONS

Discussion of WestCO public relations process and expectations, including social media, web site, public service announcements, and community engagements.

Staff: Executive Director Mandy Stollsteimer

10) DISCUSSION OF EMPLOYEE COMPENSATION

Discussion of WestCO employee compensation for dispatcher time while conducting training and/or working as a Communication Training Officer.

Staff: Executive Director Mandy Stollsteimer

11) EXECUTIVE DIRECTOR UPDATES: MANDY STOLLSTEIMER

- A. WestCo operations
- B. Facilities and Project update 9
- C. Personnel update
- D. Financial Overview

12) 911 SOLUTIONS CONSULTANT UPDATE: JACI MARIE LOUISE

13) GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

14) ADJOURNMENT

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
January 4, 2016**

A regular meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, January 4, 2016, in the City of Montrose Centennial Conference Room located at 433 South First Street. Said meeting was posted in accordance with the Sunshine Law.

BOARD OF DIRECTORS PRESENT:

Chairman Tom Chinn – Chief of Police, City of Montrose
Vice Chairman John Cheroske – Fire Inspector, Telluride Fire Protection District
Secretary Tad Rowan – Fire Chief, Montrose Fire Protection District
Jim Kolar – Chief Marshall, Telluride Marshal’s Office
Justin Harlan – Chief of Police, Olathe Police Department
Bill Bell – Administrative Representative

Absent: Chris Broady – Chief of Police, Mountain Village Police Department

GUESTS:

Jon Cryer – Captain, Montrose Fire Protection District
Allen Weese – Deputy Fire Chief, Montrose Fire Protection District
Mandy Stollsteimer – Executive Director, WCRDC
Jaci Marie Louise – 911 Solutions, Inc. Consultant
Keith Caddy – Police Commander, City of Montrose
Drea Cole – Police Systems Administrator, City of Montrose
Andrew Boyko – Assistant City Attorney, City of Montrose
Carolyn Bellavance – Deputy City Clerk, City of Montrose
Bo Nerlin – Attorney, J. David Reed P.C.

Absent: Terri Wilcox – Human Resources Director, City of Montrose
Blaine Hall – Police Lieutenant, City of Montrose
Jeff Scheetz – Director of Information Systems, City of Montrose

CALL TO ORDER

Chairman Tom Chinn called the meeting to order at 1:40 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CHANGES TO THE AGENDA

There were no changes to the agenda. A motion was made by Tad Rowan, seconded by John Cheroske, to approve the agenda.

APPROVAL OF MINUTES

The Board considered the minutes of the December 29, 2015, meeting. A motion was made by John Cheroske, seconded by Tad Rowan, to approve the minutes of the December 29, 2015, WestCO meeting as presented. All voted yes. Motion passed.

SMETSA/WCRDC FUNDING AGREEMENT

Consideration of ratification of a funding Agreement entered into between the San Miguel Emergency Telephone Service Authority (SMETSA), the Western Colorado Regional Dispatch Center (WCRDC), and the City of Montrose.

A motion was made by Tad Rowan, seconded by Jim Kolar, to ratify the funding agreement signed by Chairman Tom Chinn on December 3, 2015, between San Miguel Emergency Telephone Service Authority, the Western Colorado Regional Dispatch Center, and the City of Montrose, as presented. All voted yes. Motion passed.

SECONDMENT AGREEMENT

Consideration of ratification of a Secondment Agreement between the Western Colorado Regional Dispatch Center (WestCO) and the City of Montrose. Under this Agreement, WestCO employees will be seconded by the City of Montrose for a period of one year, subject to early termination.

A motion was made by Jim Kolar, seconded by Tad Towan, to ratify the Secondment Agreement entered into by Vice Chair John Cheroske, as Acting Chair in the absence of Tom Chinn, on December 30, 2015 between the Western Colorado Regional Dispatch Center (WestCO) and the City of Montrose. All voted yes. Motion passed.

EXECUTIVE DIRECTOR UPDATES: MANDY STOLLSTEIMER

Executive Director Mandy Stollsteimer distributed an executive director report dated 01/04/2016 with details on the status of operations, schedules, training, and construction.

- A. WestCO operations: Ms. Stollsteimer will be testing Montrose County non-emergency services at the Montrose County EOC this afternoon. The telephone training manual for WestCO dispatchers has been created. Anticipate a soft deployment “go live” this weekend, however the request for WestCO ORI is still pending with F.B.I. Mr. Boyko advised WestCO currently has a letter of agreement with Montrose County EOC. Ms. Stollsteimer thanked Montrose Fire Protection District for their assistance with CPR training for staff; and will meet with Telluride Fire Department, Telluride Marshall, and Montrose Police Department to discuss protocols.
- B. Facilities update: HVAC installation completed in server room and dispatch center. The new Motorola manager will be onsite January 25. Airbus confirmed installation date for the week of March 7, with go live date the week of March 21. Jaci Marie Louise will contact CenturyLink regarding the Airbus dates as original dates anticipated were in February.
- C. Personnel update: Working with City of Montrose Human Resources to fill vacant dispatch positions.
- D. Standard Operating Procedures: Dispatch staff created SOPs which will be provided to the

WestCO core team for their review.

911 SOLUTIONS CONSULTANT UPDATE: JACI MARIE LOUISE

911 Consultant Jaci Marie Louise distributed a weekly report dated January 4, 2016, highlighting technical aspects of using the Montrose County EOC and details for WestCO phone lines.

GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

The Board discussed reports for tracking calls/activities/costs while at the Montrose County EOC as well as WestCO budget reports. Mr. Bell advised a monthly budget report will be presented at future WestCO Board meetings and WestCO partners will be billed on a quarterly basis. The Board also discussed purchases made by METSA funds and suggested using those funds for E911 services instead of making purchases and then requesting reimbursement from METSA. Ms. Stollsteimer will discuss with the City of Montrose Finance Director Shani Wittenberg best practice for tracking SMETSA and METSA funding and expenses.

ADJOURNMENT

At 2:45 p.m., a motion was made by Jim Kolar, seconded by Tad Rowan, to adjourn with no further action taken. All voted yes. Motion passed.

Tom Chinn, Chairman

ATTEST:

Tad Rowan, Secretary

WestCO logo WITH shadow



WestCO logo WITHOUT shadow





Eaton UPS Service Cart: 173945
Cart Date: 02/15/2016
 (Effective until 03/31/2016)

Marc Stewart, Business Development Manager
Eaton Corporation
8022 Southpark Circle
Suite 300
Littleton, CO 80132
719-362-7156
Email: MarcWStewart@eaton.com

Prepared For:

Billing Contact: Mark Armstrong,
 Billing Company: City of Montrose
 434 S 1st St
 Montrose, CO 81402
 (970) 901-6695
 Email: MARMSTRONG@CI.MONTROSE.CO.US

Contract Contact: Mark Armstrong,

We are pleased to provide the following services proposal for your power quality equipment. Please refer to the Scopes of Work (SOW) for descriptions of service coverage and exclusions. Eaton Corporation terms and conditions (Eaton Corp. Service Agreement T-0 attachment) govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation.

Serial Number	New/Renewal	Model Description	Battery Type, Quantity	Coverage Type
BJ334KXX04		9355-20-30	VRLA Sealed, 6	Flexible

Quantity 1, Eaton 9355-20-30, VRLA Sealed, 6

Coverage Start Date: 2/15/2016 **Coverage End Date:** 2/14/2017 **Term:** 1 Year

	Unit List Price	Unit Net Price	Extended Net Price
Flex: 8 Hr Rsp, 7x24 Cvg, PredictPulse (FL87NEXX-0030)	\$2,460.72	\$2,460.72	\$2,460.72
• After Hours (7x24) w/ Parts&Labor			
• 8 HR Response Time			
• eNotify Remote Monitoring			
• 1x per term: UPS Preventive Maintenance, After Hours (7x24) (0005NXXX-0030)	\$1,415.00	\$1,415.00	\$1,415.00
• 1x per term: Sealed Battery Preventive Maintenance, Any Time (0005NSXXINT)			
• EOSL Status Active			
Contract Subtotal:	\$3,875.72	\$3,875.72	\$3,875.72
Non-Contract Items			
• 1x 103007974-5591,Power Xpert Gateway UPS (PXGXUPS) (103007974-5591)	\$450.00	\$450.00	\$450.00
• 1x 9355 20-30 KVA Upgrade 20 to 30KVA (103004901)	\$5,706.00	\$5,706.00	\$5,706.00
Supporting Documents: T-0, X-1, R-2, R-5, R-30, R-32, R-10, R-35			
Services Subtotal:	\$6,156.00	\$6,156.00	\$6,156.00
9355-20-30 Total Price:	\$10,031.72	\$10,031.72	\$10,031.72

Site Location	Model	Serial Number	Quantity	
	9355-20-30	BJ334KXX04	1	\$10,031.72
			Subtotal: 1	\$10,031.72

	List Price	Net Price

Eaton Corp. Support Agreement :
 Rep: Marc Stewart, Business Development Manager

1 of 2
 2/15/2016



Grand Total Price:	\$10,031.72	\$10,031.72
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- Contract Payment Terms: Net 30 days, Billing Cycle: Payment Upfront
- Non Contract Payment Terms: Net 30 days, Billing Cycle: Upon Completion
- Important Tax Notice: Tax is not included in the above purchase price. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering the state shown in the ship-to address or service equipment location.
- To purchase (renew) your service contract, please sign and date below. Return all attachments with purchase order to: Eaton Corporation, 8609 Six Forks Road, Raleigh, NC 27615, Tel 800/843-9433, Fax 800/228-1899.
- Make Payments to: Eaton Corporation, PO Box 93531, Chicago, IL 60673-3531

Accepted By: Name Title Date Purchase Order Number
 Print Name:



Mark Armstrong

9:47 AM (29 minutes ago) ☆



to me ▾

We received our Certificate of Occupancy for the Dispatch Center on Wednesday February 24th. The emergency backup generator is transferring power to the building in approximately 10 seconds from the moment of power loss. We are working on fine tuning the AC temperature settings within the center and obtaining more information on data logging for the generator weekly tests as well as maintenance inspections and preventative maintenance for the center to obtain and maintain it's accreditation.

I plan on having two LED wall pack light fixtures added to the rear of the 439 S 2nd Street building to provide light for the area behind the Police Department where Westco employees are planning to park.

Respectfully,

Mark Armstrong

Facilities Manager - City of Montrose

marmstrong@ci.montrose.co.us

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