

REGULAR MEETING
WESTERN COLORADO REGIONAL DISPATCH CENTER
Monday, December 7, 2015
1:30 p.m. in the Centennial Conference Room
Located in the Montrose City Hall Annex, 433 S. 1st Street

- 1) CALL TO ORDER – Chairman Tom Chinn
- 2) PLEDGE OF ALLEGIANCE
- 3) APPROVAL OF AGENDA

Request any additions or alterations to the Agenda from any Board Members.

Action: Consider a motion to approve the Agenda for the December 7, 2015, Regular Meeting as presented.

- 4) APPROVAL OF MINUTES – Regular Meeting, November 2, 2015

Action: Consider a motion to approve the corrected November 2, 2015, Regular Meeting minutes. **3-4**

- 5) APPROVAL OF MINUTES – Regular Meeting, November 16, 2015

Action: Consider a motion to approve the November 16, 2015, Regular Meeting minutes. **5-7**

- 6) APPROVAL OF MINUTES – Regular Meeting, November 30, 2015

Action: Consider a motion to approve the November 30, 2015, Regular Meeting minutes. **8-9**

- 7) INTRODUCTION OF NEW WCRDC EMPLOYEES

Annie Slafter, Public Safety Dispatcher
Cheryl Hill, Public Safety Dispatcher
Suzanne Schottel, Public Safety Dispatcher

- 8) BUDGET LINE ITEM SUBMISSION TO METSA

Review and approval of budget narrative line items for submission to the METSA Board to help offset costs associated with the operation of a 911 dispatch center.

Action: Consider a motion to approve the budget narrative line item for submission to the METSA Board.

9) PURCHASE OF STARTUP EQUIPMENT FOR THE WCRDC

Consideration of purchasing startup equipment for the Western Colorado Regional Dispatch Center.

Action: Consider making a motion to purchase startup equipment recommended by the City of Montrose Information Technology Department for the Western Colorado Regional Dispatch Center as presented in the total amount of \$37,032.00. **10-11**

Staff: City of Montrose Director of Information Systems Jeff Scheetz

10) GENERAL BOARD DISCUSSION: No actions will be made on the following items.

- A. Executive Director Update: Mandy Stollsteimer
- B. 911 Solutions Consultant Update: Jaci Marie Louise
- C. Facilities Update.
- D. Personnel Update.

11) ADJOURNMENT

WESTERN COLORADO REGIONAL DISPATCH CENTER

MEETING MINUTES

November 2, 2015

ATTENDEES

Jim Kolar (Conference Call), Chris Broady, Justin Harlan (absent), John Cherokse, Bo Nerlin (absent), Terri Wilcox, John Cryer, Allen Weise, Tad Rowan, Keith Cady (absent), Blaine Hall, Andrew Boyko, Tom Chinn, Jeff Sheetz, Shani Wittenburg, Bill Bell, Paul Gottlieb, Jaci Lousie and Mark Armstrong.

SCRIBE

Barbie Abbott

AGENDA

- 1) Meeting Called to Order- Chairman, Tom Chinn
- 2) Pledge of Allegiance- Group led
- 3) Approval of Agenda – Tad Rowan Motioned to approve agenda/John Cherokse seconded -Approved
- 4) Approval of Minutes – September 28, 2015 – John Cherokse made motion to approve minutes/John Cryer seconded - Approved
- 5)Approval of Minutes – October 19, 2015 – John Cherokse made motion to approve minutes/Tad Rowan seconded - Approved
- 6)Consent Agenda Resolution A-G – Chris Broady made motion to approve Consent Agenda/Tad Rowan seconded – Approved
- 7)Professional Services Agreement with Jaci Marie Louise D/B/A 9-1-1 Solutions
 - Contract signed last week by Tom Chinn
 - Contract sent out last week by Andrew Boyko - ratification to contract/received invoice from Jaci will be on next agenda
 - Discussion held: A checking account needs opened/board needs to decide who will sign checks, procedure needs written on how many signatures needed. Can it be ran through city account? Looking at either total separate system or could be a separated system within Caselle. Discussed anything over certain amount would need 2 signatures and under certain amount one signature. Up to board of directors on how it would be handled. Bill Bell and Andrew Boyko will work on standard operating procedure to present at next meeting. Will go ahead and start working on procedure and email it out. Also need to take care of tax ID numbers.
 - Chris Broady made motion to ratify contract with Jaci Louise doing business as 911 Solutions, Inc. /John Cherokse seconded
- 8) Resolution 2015-03 Board Appointment of Mandy Stollsteimer as Executive Director of the Western Colorado Regional Dispatch Center – John Cherokse made motion to approve – Chris Broady seconded-Passed unanimously. Mandy will start November 12th at 7:00AM will be in orientation/benefits meeting with HR then doing interviews same day at 11:45AM.

GENERAL BOARD DISCUSSION:

A) First Quarter Dispatch Services

Jaci gave update on temporary center vs leasing consoles at Sheriff's Office Dispatch Center. If the temporary center could be worked out cost would be around \$80,000. Andrew will send out lease agreement to Sheriff's Office. Administrative lines will be worked out at later date on how those calls will be handled at the police department.

B) Facilities Update:

Blaine Hall and Drea Cole gave update from Stryker. See attached memo from Stryker

C) Personnel Update

Terri Wilcox updated that interviews will be November 12th from 11:45 to 6:00 PM. Those on the committee will be attending the interviews. November 18th will be the second date set up for dispatcher interviews.

Memo from Chief Chinn regarding calculated cost for first quarter rental charges-attached

ADJOURNMENT

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
November 16, 2015**

A regular meeting of the Western Colorado Regional Dispatch Center (WCRDC) Board of Directors was held on Monday, November 16, 2015, 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 Cherokse – Fire Inspector, Telluride Fire Protection District
Secretary Tad Rowan – Fire Chief, Montrose Fire Protection District
Chris Broady – Chief of Police, Mountain Village Police Department
Justin Harlan – Chief of Police, Olathe Police Department
Bill Bell – Administrative Representative

Absent: Jim Kolar – Chief Marshall, Telluride Marshal’s Office

GUESTS:

Jon Cryer – Captain, Montrose Fire Protection District
Allen Weese – Deputy Fire Chief, Montrose Fire Protection District
Paul Gottlieb – Montrose Emergency Telephone Service Authority (METSA)
Jaci Marie Louise – 911 Solutions, Inc. Consultant
Mandy Stollsteimer – Executive Director, WCRDC
Blaine Hall – Police Lieutenant, City of Montrose
Drea Cole – Police Systems Administrator, City of Montrose
Terri Wilcox – Human Resources Director, City of Montrose
Andrew Boyko – Assistant City Attorney, City of Montrose
Jeff Scheetz – Information Services Manager, City of Montrose
Carolyn Bellavance – Deputy City Clerk, City of Montrose

CALL TO ORDER

Chairman Tom Chinn called the meeting to order at 1:34 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CHANGES TO THE AGENDA

No changes were made to the agenda.

APPROVAL OF MINUTES

The Board considered the minutes of the November 2, 2015, meeting. Secretary Rowan noted there are discrepancies regarding the names of who made a motion and second. Drea Cole advised the minutes will be corrected and presented at the November 30, 2015, meeting for approval.

The Board considered the minutes of the November 9, 2015, meeting. A motion was made by Tad Rowan, seconded by John Cheroke, to approve the minutes of the November 9, 2015, WCRDC meeting as presented. All voted yes. Motion passed.

SECOND READING – 2016 WESTERN COLORADO REGIONAL DISPATCH CENTER OPERATING BUDGET

A motion was made by Tad Rowan, seconded by Justin Harlan, to approve the proposed 2016 WCRDC Budget in the amount of \$1,020,415.00. All voted yes. Motion passed.

GENERAL BOARD DISCUSSION

- A. Executive Director Mandy Stollsteimer requested professional memberships for the executive director and dispatchers be funded for APCO (Association of Public-Safety Communications Officials) and NENA (National Emergency Number Association).
- B. 911 Solutions Consultant Update by Jaci Marie Louise. Jaci suggested the 911 telephone trunks be diversified with the option of two 911 trunks coming into the police building. Two additional fiber lines come into the City of Montrose server network and will also provide diversity and provide more than one point of failure. Bill Bell mentioned the expense for the fiber lines would be paid by the City of Montrose. Following up on a meeting with CenturyLink to discuss the 911 equipment, Jaci explained the main telephone line will be purchased with six roll over lines and a line for Crime Stoppers as well as an option to add 12 lines for future expansion. She will be working on set up of the new telephone numbers. Based on an email from Montrose County administration regarding the cost for 2nd Flight 100% Imagery software, she added this is a “nice to have” software but is not necessary. Jaci mentioned she and Mandy met briefly this week and participated in the dispatch center employee interviews. The Standard Operating Procedures information was received from Montrose County dispatch center and she has requested statistics for cell tower relay with latitude and longitude information. She suggested setting up a routing committee; Secretary Rowan will follow up on this meeting request.
- C. Web site Discussion. Jeff Scheetz advised the WCRDC domain name has been acquired and the web site is in the process of being finalized. The web site will include partner information, summary of WCRDC, agendas, minutes and other documents as needed. Mandy’s email address has been setup. Board discussed having individual or group emails for the web site. It was proposed to set up a group incoming email and separate email addresses for individual responses.
- D. Facilities Update: Blaine Hall advised he met with Motorola and Stryker & Company; the timeline is on track. Currently focusing on the server room so installation of the Motorola system can start November 24. Will be in discussions on Tuesday afternoon with Information Systems department, Stryker & Company, Facilities Manager Mark Armstrong. Rough in for

dispatch area coming along with power shutdown around Thanksgiving for little or no break in service. Long lead time for HVAC items and paint colors are pending. Stryker & Company will provide a master list of change orders before drywall of dispatch area for contractors to do walk through, especially to review locations for outlets. Blaine invited interested individuals to attend the facilities meetings held on Mondays at 11:00 a.m. Andrew Boyko mentioned he will follow up with the Montrose County Undersheriff regarding a lease of two dispatch center consoles, and will email an update to the board.

- E. Personnel Update: Terri Wilcox advised interviews were held with seven dispatch center applicants; five of the applicants have confirmed. Seven additional interviews are scheduled for later this week.

ADJOURNMENT

At 1:53 p.m., a motion was made by John Cheroксе, seconded by Chris Broady, to enter into an executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f). All voted yes. Motion passed.

RECONVENEMENT AND ADJOURNMENT

At 3:25 p.m., the regular meeting reconvened. At 3:26 p.m., a motion was made by Chris Broady, seconded by John Cheroske, to adjourn with no further action taken. All voted yes. Motion passed.

ATTEST:

Tom Chinn, Chairman

Tad Rowan, Secretary

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
November 30, 2015**

A regular meeting of the Western Colorado Regional Dispatch Center (WCRDC) Board of Directors was held on Monday, November 30, 2015, 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 Cheroke – Fire Inspector, Telluride Fire Protection District
Secretary Tad Rowan – Fire Chief, Montrose Fire Protection District
Chris Broady – Chief of Police, Mountain Village Police Department
Justin Harlan – Chief of Police, Olathe Police Department
Bill Bell – Administrative Representative
Jim Kolar – Chief Marshall, Telluride Marshal’s Office

GUESTS:

Jon Cryer – Captain, Montrose Fire Protection District
Allen Weese – Deputy Fire Chief, Montrose Fire Protection District
Mandy Stollsteimer – Executive Director, WCRDC
Blaine Hall – Police Lieutenant, City of Montrose
Keith Caddy – Police Commander, City of Montrose
Drea Cole – Police Systems Administrator, City of Montrose
Terri Wilcox – Human Resources Director, City of Montrose
Andrew Boyko – Assistant City Attorney, City of Montrose
Carolyn Bellavance – Deputy City Clerk, City of Montrose
David Reed – Attorney, J. David Reed, P.C.
Bo Nerlin – Attorney, J. David Reed, P.C.
Kevin Geiger – Town Attorney, Town of Telluride (by telephone)

Absent: Jaci Marie Louise – 911 Solutions, Inc. Consultant

CALL TO ORDER

Chairman Tom Chinn called the meeting to order at 1:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CHANGES TO THE AGENDA

No changes were made to the agenda. A motion was made by Tad Rowan, seconded by John Cheroke, to approve the agenda as presented.

GENERAL BOARD DISCUSSION

- A. Facilities Update: Mandy Stollsteimer distributed the Executive Director Report of 11/30/15 along with a Weekly Report from Jaci Marie Louise. Mandy advised dispatch center construction is on schedule. CenturyLink will be onsite Friday to install T-1 lines, and rack computer in the server room is done. She mentioned that due to the furniture company's backlog of orders, the console furniture will not be shipped from Canada until the week of January 18; the vendor is working to try to get this order expedited. Server room construction is complete and rack floor plan has been determined. The dispatch center walls are roughed in. CenturyLink will be onsite Friday, December 4, to install T-1 lines. Installation of radio equipment in the server room is on target to begin December 14.
- B. Translation Services, Emergency Medical Dispatch, and general update:
- Mandy advised seven dispatch individuals are confirmed with start dates; of those, three are ready to dispatch and the others are highly qualified/trained.
 - Exploring options for 911 overflow lines to roll to another center, such as Colorado State Patrol, Gunnison or Durango dispatch centers. Must make a determination soon for CenturyLink. Motorola is on schedule with installation.
 - ORI issued thru CBI to the FBI for access to CCIC/NCIC; lead time of four to six weeks. Will finalize details for phone lines, etc. for application.
 - Awaiting information from two vendors (Voiance and LanguageLine Solutions) on interpretation services for translation communication.
 - Reviewing EMD (Emergency Medical Dispatch) options to provide pre-arrival instructions to callers. Current Montrose County Dispatch Center uses APCO and we are researching three other vendors.
 - For ease of communication, suggest the Western Colorado Regional Dispatch Center adopt "WestCo" as a condensed name, and the Board concurred.

ADJOURNMENT

At 1:45 p.m., a motion was made by Jim Kolar, seconded by Tad Rowan, to enter into an executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(b). All voted yes. Motion passed.

RECONVENEMENT AND ADJOURNMENT

At 2:50 p.m., the regular meeting reconvened. At 2:50 p.m., a motion was made by Tad Rowan, seconded by Jim Kolar, to adjourn with no further action taken. All voted yes. Motion passed.

ATTEST:

Tom Chinn, Chairman

Tad Rowan, Secretary

PURCHASE RECOMMENDATION



PROJECT: Dispatch Equipment
TO: WCRDC Board,
Mandy Stollsteimer
Cc: Jaci Louise
FROM: Jeff Sheetz
DATE: December 3, 2015

Recommendation

Approve the purchase of the following equipment for the initial start-up of the Western Colorado Regional Dispatch Center. The equipment would be ordered in 2015 and early 2016 in order to be ready for a February 2016 install date.

Background

City Information Technology staff has been asked to purchase equipment for the Western Colorado Regional Dispatch Center. After meetings with WCRDC, CenturyLink, Motorola and Montrose PD the following list of equipment is recommended in order to start the center.

Monitors – WCRDC has been asked to provide the monitors for both CenturyLink, Motorola and the staff network systems.

Quantity	Description	Price Each	Price Total
4	Elo Touchscreen for Radio System	\$840.00	\$ 3,360
16	HP V221 21" Monitors – For all Network, CAD, CCIC, etc.	\$120.00	\$ 1,920
4	High Def Dell P 2414 Monitors for Mapping	\$280.00	\$ 1,120
24	20' Extension Cables for Monitors	\$20.00	\$ 480
TOTAL			\$ 6,880

Workstations/PC – WCRDC has been asked to Purchase PCs for the Motorola Radio System and will also need additional workstations for both Network Access and CAD.

Quantity	Description	Price Each	Price Total
8	Dell PCs (with 4 year Warranty) – 4 for CAD, 4 for Network	\$ 800.00	\$ 6,400
24	Extension Cables for Power	\$ 14.00	\$ 336
16	USB Hubs for 4 PCs	\$ 10.00	\$ 160
16	USB Extension Cables	\$ 12.50	\$ 200
4	HP PCs for Motorola System	\$ 1501.50	\$ 6006
TOTAL			\$ 13, 102

TVs/Large Monitors - Currently the floor plan will accommodate 4 wall mounted TV's/Monitors for viewing security cameras, maps, emergency information and news.

Quantity	Description	Price Each	Price Total
4	42" TV/Monitor	\$ 400.00	\$ 1,600
4	TV Wall Mount	\$ 25.00	\$ 100
3	Dell mini PCs used to display camera, maps and other data on TVs	\$ 550.00	\$ 1,650
3	Cabling for PCs in server room to TVs	\$ 200.00	\$ 600
TOTAL			\$ 3,950

Miscellaneous Equipment

Quantity	Description	Price Each	Price Total
4	Large UPS units for Consoles	\$ 250.00	\$ 1,000
1	KVM 8 position switch for servers	\$ 600.00	\$ 600
1	Network Switch	\$ 3000.00	\$ 3,000
1	Copier/Printer/Scanner/Fax	\$ 8500.00	\$ 8,500
TOTAL			\$ 13,100

The total price for the recommended equipment is \$ 37,032.00.

City of Montrose Information Technology is continuing to work with all the vendors to ensure the equipment ordered meets the specifications needed for each system and at this time is recommending purchase of the above equipment.