



REGULAR MEETING
WESTERN COLORADO REGIONAL DISPATCH CENTER
Monday, December 17, 2018
1:30 p.m. in the WestCO Conference Room
Located at, 1140 N. Grand Avenue,
Montrose CO 81401
Conference Bridge Number: 1 505-445-7669
PIN: 724 754 968#

- 1) CALL TO ORDER – Vice Chairman John Cheroske
- 2) PLEDGE OF ALLEGIANCE
- 3) PUBLIC COMMENT
- 4) APPROVAL OF AGENDA

Request any additions or alterations to the Agenda from any Board Members. If the agenda is acceptable request a Motion and Second to approve the Agenda for the December 17, 2018, Regular Meeting. **1-2**

Action: Consider making a motion to approve the agenda.

- 5) APPROVAL OF MINUTES

Consideration of the minutes of the WestCO Board Meeting held September 24, 2018. **3-5**

Action: Consider making a motion to approve the Minutes of the WestCO Board Meeting held September 24, 2018.

Consideration of the minutes of the WestCO Board Meeting held October 15, 2018. **6-8**

Action: Consider making a motion to approve the Minutes of the WestCO Board Meeting held October 15, 2018.

- 6) EXECUTIVE DIRECTOR REPORT: MANDY STOLLSTEIMER

A. WestCO Operations

B. Personnel Update

- 7) RESOLUTION 2018-06 REVOKING AND GRANTING SIGNATURE AUTHORITY

Consideration of Resolution 2018-06 revoking Tom Chinn's signature authority and granting Tad Rowan signature authority related to all WestCO bank accounts and financial transactions. **9**

Action: Consider making a motion to approve Resolution 2018-06.

Staff: Mandy Stollsteimer, Executive Director

- 8) RESOLUTION 2018-07 AMENDING RESOLUTION 2018-05 FINAL BUDGET DEFRAYING THE EXPENSES DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2018 ABOVE THOSE ANTICIPATED

Consideration of Resolution 2018-07 amending resolution 2018-05 2018 Final Budget defraying the expenses during the fiscal year beginning January 1, 2018 over and above those anticipated at the time of the adoption of the original budget. **10**

Action: Consider making a motion to approve Resolution 2018-07.

Staff: Mandy Stollsteimer, Executive Director.

- 9) RESOLUTION 2018-08 SCHEDULING REGULAR BOARD MEETINGS

Consideration of Resolution 2018-08 scheduling the time and frequency of Regular Board Meetings and Work Sessions for the calendar year 2019. **11-12**

Staff: Mandy Stollsteimer, Executive Director

- 10) LEASE AGREEMENT BETWEEN MONTROSE COUNTY AND WESTERN COLORADO REGIONAL DISPATCH CENTER

Consideration of the Lease Agreement between Montrose County and Western Colorado Regional Dispatch Center for the 3,475 square foot size space occupying the west side of the first floor of the building situated at 1140 N. Grand Avenue, Montrose, CO 8401.

Action: Consider making a motion to approve the Lease Agreement with Montrose County.

Staff: Stephen Alcorn, City Attorney

- 11) PROFESSIONAL SERVICES AGREEMENT FOR EMERGENCY COMMUNICATION AND DISPATCH SERVICES

Consideration of the Professional Services Agreement with Paradox Fire Protection district.

Action: Consider making a motion to approve the Professional Services Agreement with Paradox Fire Protection District.

- 12) GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

- 13) ADJOURNMENT

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
September 24, 2018**

The meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, September 24, 2018, in the City of Montrose Centennial Meeting Room located at 433 S. First Street, Montrose, CO. Said meeting was posted in accordance with the Sunshine Law.

BOARD OF DIRECTORS PRESENT:

Chairman Tom Chinn – Chief of Police, City of Montrose
Secretary Tad Rowan – Fire Chief, Montrose Fire Protection District (*left at 2:25 p.m.*)
George Jackson – Chief of Police, Olathe Police Department
Jim Kolar – Chief Marshall, Telluride Marshal’s Office
Junior Mattivi – Sheriff, Ouray County
Justin Perry – Chief of Police, Town of Ouray
Tammy Stroup – Marshall, Town of Ridgway

Absent:

Vice Chairman John Cheroske – Fire Inspector, Telluride Fire Protection District
Chris Broady – Chief of Police, Mountain Village Police Department
Bill Bell – Administrative Representative

GUESTS:

Andrew Boyko – Assistant City Attorney, City of Montrose
Blaine Hall – Police Commander, City of Montrose
Carolyn Bellavance – Deputy City Clerk, City of Montrose
Drea Cole – Police Systems Administrator, City of Montrose
Gene Lillard – Police Commander, City of Montrose
Jennifer Coates, Town Administrator, Town of Ridgway (*via conference phone*)
Joel B.B. Burk – Undersheriff, Ouray County
Mandy Stollsteimer – Executive Director, WestCO
Terri Wilcox – Human Resources Director, City of Montrose

CALL TO ORDER

Chairman Tom Chinn called the meeting to order at 1:31 p.m.

PUBLIC COMMENTS

No comments were received.

APPROVAL OF AGENDA

A motion was made by Jim Kolar, seconded by Tad Rowan, to accept the agenda. All voted yes. Motion passed.

APPROVAL OF MINUTES

Tom Chinn requested approval of the minutes of the June 25, 2018, WestCO meeting. A motion was made by Tad Rowan, seconded by Jim Kolar, to approve the minutes of the June 25, 2018, WestCO meeting as presented.

RESCHEDULE OCTOBER 8, 2018, WORK SESSION DATE

A motion was made by Tad Rowan, seconded by Junior Mattivi to approve a date change for the WestCO Work Session to Monday, October 15, 2018. All voted yes. Motion passed.

EXECUTIVE DIRECTOR REPORT: MANDY STOLLSTEIMER

Mandy Stollsteimer noted the executive director report was included in the meeting packet. She expressed concerns for WestCO staffing to maintain levels of service; recruiting is ongoing.

2017 FINANCIAL AUDIT

The financial report was provided and the recent audit completed with no concerns from the auditor. A motion was made by George Jackson, seconded by Tammy Stroup, to approve the 2017 Financial Audit. All voted yes. Motion passed.

RESOLUTION 2018-05 APPROVING THE 2019 FINANCIAL BUDGET; MEMBER USER, CONTRACT USER, AND AUTHORITY CONTRIBUTIONS

The board reviewed discussions from the WestCO Work Session held September 10, 2018, about the 2019 Final Budget, member user fees, contract user fees, and contributions.

A motion was made by Tad Rowan, seconded by George Jackson, to approve Resolution 2018-05. All voted yes. Motion passed.

2018 WESTCO FLOATING HOLIDAY AND VACATION ACCURAL PAYOUT

Mandy Stollsteimer presented information about the 2018 floating holiday and vacation accrual payout as benefit/vacation time is not being utilized because of staffing needs. She proposed a one-time exception for employees with over 200 hours of unused holiday and vacation time be paid out in early December. The estimated cost is approximately \$5,000 to \$6,000. The board provided direction to Mandy Stollsteimer for 2018 budget projections with a strategy and plan to reward employees working significant extra hours.

A motion was made by Justin Perry, seconded by Jim Kolar, for the one-time exception to pay out employees in December for unused holiday and vacation time.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL MATTERS,
PURSUANT TO C.R.S. 24-6-402(4)(E)(I). EXECUTIVE DIRECTOR EVALUATION

At 1:43 p.m., a motion was made by Jim Kolar, seconded by [REDACTED], to enter into an executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(£). All voted yes. Motion passed.

RECONVENEMENT AND ADJOURNMENT

At 2:17 p.m., the regular meeting reconvened with a motion by Tammy Stroup, seconded by Jim Kolar. All voted yes. Motion passed.

A motion was made by Tad Rowan, seconded by Jim Kolar, to approve a \$7,500 performance bonus for Mandy Stollsteimer. All voted yes. Motion passed.

GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

Concerns were expressed about Montrose County Dispatch Center's staffing levels for the near term and whether WestCO would be ready to take on additional agency users. Mandy Stollsteimer advised that she has been working with QDS for technology and communications as well as required licensing from the Montrose County Sheriff's office. Ouray agencies are reviewing their options for service for the remainder of 2018.

ADJOURNMENT

A motion to adjourn at 2:32 p.m. was made by Jim Kolar, seconded by Justin Perry.

John Cheroske, Vice Chairperson

ATTEST:

Tad Rowan, Secretary

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS ANNUAL MEETING MINUTES
October 15, 2018**

The meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on **Monday, October 15, 2018**, in the City of Montrose Centennial Meeting Room located at 433 S. First Street, Montrose, CO. 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 (*left at 2:25 p.m.*)
Bill Bell – Administrative Representative
Chris Broady – Chief of Police, Mountain Village Police Department
George Jackson – Chief of Police, Olathe Police Department
Junior Mattivi – Sheriff, Ouray County
Justin Perry – Chief of Police, Town of Ouray
Tammy Stroup – Marshall, Town of Ridgway

Absent:

Jim Kolar – Chief Marshall, Telluride Marshal's Office

GUESTS:

Andrew Boyko – Assistant City Attorney, City of Montrose
B.B. Burk – Undersheriff, Ouray County
Blaine Hall – Police Commander, City of Montrose
Bob Nicholson – Citizen
Carolyn Bellavance – Deputy City Clerk, City of Montrose
Cheryl Hill, Supervisor, Western Colorado Regional Dispatch Center
Drea Cole – Police Systems Administrator, City of Montrose
Gene Lillard – Police Commander, City of Montrose
Jennifer Deltonto – Facilities Manager, Montrose County
John Rogers – Log Hill Fire Department
Katharhynn Heidelberg – Montrose Daily Press
Ken Norris – County Manager, Montrose County
Mandy Stollsteimer – Executive Director, WestCO
Sue Hansen, Commissioner, Montrose County

CALL TO ORDER

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

PUBLIC COMMENTS

No comments were received.

APPROVAL OF AGENDA

A motion was made by Tad Rowan, seconded by George Jackson, to accept the agenda. All voted yes. Motion passed.

EXECUTIVE DIRECTOR REPORT: MANDY STOLLSTEIMER

Mandy Stollsteimer reported that due to staff attrition at the Montrose County Dispatch Center, Montrose County officially requested WestCO to provide dispatch services for their user agencies effective November 1, 2018. Options were discussed at the WestCO work session held October 9, 2018. It was proposed that a Memorandum of Understanding (MOU) with Montrose County be drafted for a six month period of time to allow WestCO to provide dispatch services in the interest of public safety for the entire region. WestCO staff is moving forward with assistance from the Montrose County Sheriff's office, Montrose County Dispatch Center, as well as Montrose County and City of Montrose Information Technology departments to work out technical and networking setup with vendors on radio communications and operations. Crossover time is scheduled for 0400 on November 1, 2018. Details for relocating WestCO into the Montrose County Dispatch facility are being worked out. Every effort and desire is being made for long term contracts to be in place prior to January 1, 2019.

MEMORANDUM OF UNDERSTANDING WITH MONTROSE COUNTY

Andrew Boyko provided an overview of the Memorandum of Understanding between Montrose County and the Western Colorado Regional Dispatch Center, which was reviewed and approved by the Montrose County Board of County Commissioners on October 12, 2018. A correction was made to the approved MOU for the dates of November 1, 2018 to May 1, 2019. As of November 1, 2018, WestCO will operate out of the Montrose County Dispatch Center with no charge for utilities or cost of using the building for the MOU period; a long-term lease is in discussion. WestCO will maintain its current facilities at 434 S. 1st Street for redundancy of operations for a short period of time.

Dispatch services will be provided by WestCO to Montrose County and their agencies (Ouray County, City of Ouray, Town of Ridgway, and Olathe Fire Protection District. Several Ouray county agencies will become members effective January 1, 2019.

Both WestCO and Montrose County committed to further negotiations to take place. Budgets for 2019 will be reviewed for additional costs that may be incurred.

The board considered a Memorandum of Understanding with Montrose County for emergency assistance with dispatch needs.

A motion was made by Tad Rowan, seconded by John Cheroske, to approve a Memorandum of Understanding between Montrose County and the Western Colorado Regional Dispatch Center for dispatch services effective for the period November 1, 2018 to May 1, 2019. All voted yes. Motion passed.

GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

The WestCO board expressed their appreciation to Montrose County Commissioners, Staff and the Montrose County Sheriff's office for working through details for WestCO to extend dispatch services to their user agencies for the safety of all citizens in the area.

ADJOURNMENT

The meeting adjourned at 2:09 p.m.

John Cheroske, Acting Chairperson

ATTEST:

Tad Rowan, Secretary

RESOLUTION NO. 2018-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN COLORADO REGIONAL DISPATCH CENTER, REVOKING AND GRANTING SIGNATURE AUTHORITY

WHEREAS, on September 28, 2015, the City of Montrose Police Chief Tom Chinn was voted unanimously to serve as Chair of the Board of Directors of WestCO; and

WHEREAS, Chief Chinn has stepped away from serving on the board of the Western Colorado Regional Dispatch Center ("WestCO"); and

WHEREAS, WestCO desires to terminate former Chief of Police Tom Chinn's signature authority related to all WestCO bank accounts and financial transactions; and

WHEREAS, WestCO desires to grant Secretary Tad Rowan signature authority related to all WestCO bank accounts and financial transactions.

BE IT RESOLVED BY THE WESTERN COLORADO REGIONAL DISPATCH CENTER, as follows:

Section 1: Signature authority previously granted to the former Chief of Police Tom Chinn related to all WestCO bank accounts and financial transactions is hereby revoked.

Section 2: WestCO hereby grants signature authority related to all WestCO bank accounts and financial transactions to Secretary Tad Rowan.

Section 3: This Resolution shall take effect immediately upon adoption.

INTRODUCED, READ, and ADOPTED this ____ day of December 2018.

WESTERN COLORADO REGIONAL DISPATCH CENTER

By: _____
John Cheroske, Acting Chairperson

ATTEST:

By: _____
Tad Rowan, Secretary

RESOLUTION NO. 2018-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN COLORADO REGIONAL DISPATCH CENTER, AMENDING RESOLUTION NO. 2018-05 2018 FINAL BUDGET DEFRAYING THE EXPENSES DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2018; SAID EXPENDITURES OF THE WESTERN COLORADO REGIONAL DISPATCH CENTER OVER AND ABOVE THOSE ANTICIPATED AT THE TIME OF THE ADOPTION OF THE ORIGINAL BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018.

WHEREAS, the Board of Directors of the Western Colorado Regional Dispatch Center (“WestCO”) has reviewed and approved the proposed Final Budget for 2018;

WHEREAS, the County of Montrose requested Western Colorado Regional dispatch Center (“WestCO”) commence all dispatch services for all users of the Montrose Regional Dispatch Center on November 1, 2018;

WHEREAS, WestCO moved operations to 1140 North Grand Ave, Montrose CO 81401 in order to accommodate increased dispatch services;

WHEREAS, the Board of Directors of WestCO have approved personnel bonuses;

WHEREAS, increases in expenditures have been reflected by like increases to the revenues so that the budget remains in balance.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WESTERN COLORADO REGIONAL DISPATCH CENTER:

Section 1. The amounts appropriated for the following expenditures by Section 1 of Resolution 2018-05 are hereby amended to read:

| Fund # | Fund Name | Original Budget | Final budget |
|--------|----------------|-----------------|-----------------|
| 620 | Operating Fund | \$1,298,504.00 | \$ 1,336,365.00 |

INTRODUCED, READ, and ADOPTED this _____ day of December 2018.

WESTERN COLORADO REGIONAL DISPATCH CENTER

By: _____
John Cheroske, Acting Chairperson

ATTEST:

By: _____
Tad Rowan, Secretary

RESOLUTION NO. 2018-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN COLORADO REGIONAL DISPATCH CENTER SCHEDULING REGULAR BOARD MEETINGS FOR THE CALENDAR YEAR 2019

WHEREAS, pursuant to the Bylaws of the Western Colorado Regional Dispatch Center (“WestCO”) and necessary for the conduct of business, the Board of Directors shall hold Regular Meetings;

WHEREAS, the days, times, and places of such Regular Meetings shall be established at the first meeting of the calendar year, which is referred to as the Annual Meeting;

WHEREAS, Regular Meetings shall be held on such days as may be prescribed by resolution and may be rescheduled by formal vote of the Board, but in no event may such meetings occur upon less than a quarterly basis;

WHEREAS, the Board of Directors wishes to schedule Work Sessions, at which the Board may discuss matters pertaining to regular operations of WestCO, but shall not take formal action;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WESTERN COLORADO REGIONAL DISPATCH CENTER:

Section 1. That the Western Colorado Regional Dispatch Center Board of Directors 2019 Regular Meeting Schedule is set as follows:

January 14, 2019
March 25, 2019
June 17, 2019
September 23, 2019
December 16, 2019

Section 2. That the Western Colorado Regional Dispatch Center Board of Directors 2019 Work Session Schedule is set as follows:

| | |
|------------------|-------------------|
| February 4, 2019 | August 5, 2019 |
| March 4, 2019 | September 9, 2019 |
| May 6, 2019 | October 7, 2019 |
| June 3, 2019 | November 3, 2019 |
| July 8, 2019 | December 2, 2019 |

Section 3. That the Board of Directors of the Western Colorado Regional Dispatch Center shall hold its Regular Meetings and Work Sessions in the Montrose City Elks Building, Cascade Conference Room, located at WestCO Training Room, 1140 N. Grand Avenue, Montrose, Colorado 81401, unless an alternative location is posted no less than 24 hours in advance.

Section 4. That the Board of Directors of the Western Colorado Regional Dispatch Center shall hold its Regular Meetings and Work Sessions at 1:30 P.M., unless an alternate time is posted no less than 24 hours in advance.

Section 4. That if the Chairperson, or Vice-Chairperson if the Chairperson is unable to act, finds and declares that the weather or other conditions are such that it is hazardous for members to attend the Regular Meeting, the meeting shall be postponed for a period of one-week to the same time the following week; however, if postponement would be to a National holiday, the meeting shall be postponed to the next business day after the National holiday. Board Members will be notified as promptly as possible, and notice will be posted as soon as practicable.

INTRODUCED, READ, and ADOPTED this _____ day of December 2018.

WESTERN COLORADO REGIONAL DISPATCH CENTER

By: _____
John Cheroske, Acting Chairperson

ATTEST:
By: _____
Tad Rowan, Secretary