



**REGULAR MEETING**  
**WESTERN COLORADO REGIONAL DISPATCH CENTER**  
**Monday, December 18, 2017**  
**1:30 p.m. in the Cascade Room**  
**Located in the Montrose Elks Building, 107 S. Cascade Ave,**  
**Montrose CO 81401**

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

Request any additions or alteration to the Agenda from any Board Members. If the agenda is acceptable, request a Motion and a Second to approve the Agenda for the December 18, 2017 Regular Meeting.

- 5) APPROVAL OF MINUTES 3-7

Consideration of the minutes of the WestCO Special Meeting held October 2, 2017.

Action: Consider making a motion to approve the Minutes of the WestCO Special Meeting held October 2, 2017.

- 6) RESOLUTION 2017-08 2016 UNEXPENDED REVENUE ALLOCATION 8

Consideration of Resolution 2017-08 2016 Unexpended Revenue Allocation

Action: Consider making a motion to approve Resolution 2017-08.

Staff: Mandy Stollsteimer, Executive Director.

- 7) ANNUAL BOARD MEETING & JANUARY 2018 WORK SESSION

Consideration of schedule for WestCO's Annual Board Meeting on January 22, 2018, and Work Session on January 8, 2018.

Action: Consider making a motion to approve scheduling the Annual Meeting and January Work Session dates.

8) FORMATION OF NEW AGENCY ACQUISITION SUB-COMMITTEE

Consideration of creation of a sub-committee to assist with and attend meetings to gather information on the acquisition and cost of new user agency users to WestCO.

Action: Consider making a motion to approve and appoint members to the New Agency Acquisition Sub-Committee.

Staff: Mandy Stollsteimer, Executive Director

9) GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

10) ADJOURNMENT

**WESTERN COLORADO REGIONAL DISPATCH CENTER  
BOARD OF DIRECTORS, MEETING MINUTES  
October 2, 2017**

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A meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, October 2, 2017, in the City of Montrose Centennial Meeting Room located at 433 South 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  
George Jackson – Chief of Police, Olathe Police Department  
Jim Kolar – Chief Marshall, Telluride Marshal’s Office  
Bill Bell – Administrative Representative

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

**GUESTS:**

Mandy Stollsteimer – Executive Director, WestCO  
Kathy Walters – PD Records Tech, City of Montrose  
Andrew Boyko – Assistant City Attorney, City of Montrose  
Blaine Hall – Police Commander, City of Montrose  
Shani Wittenberg – commander, City of Montrose  
Terri Wilcox – HR Director, City of Montrose  
Jon Cryer – Battalion chief, Montrose Fire Protection District  
Troy Floyd – Captain, Montrose Fire Protection District  
JR Mattivi – Sheriff, Ouray County  
Tammy Stroup, Marshall, Town of Ridgway

**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.

**APPROVAL OF AGENDA**

The only change to the agenda was moving Public Comment to the end of the meeting. A motion was made by Tad Rowan, seconded by John Cheroske, to accept the agenda with the minor change. All voted yes. Motion passed.

APPROVAL OF MINUTES

A motion was made by Jim Kolar, seconded by Tad Rowan, to approve the minutes of June 19, 2017. All voted yes. Motion passed.

A motion was made by Tad Rowan, seconded by John Cheroske, to approve the minutes of September 25, 2017. All voted yes. Motion passed.

RESOLUTION 2017-05 POLICY MANUAL SECTIONS

Mandy commented organizational had been misspelled in the manual and has been corrected. A motion was made by Tad Rowan, seconded by Bill Bell, to approve the resolution. All voted yes. Motion passed.

RESOLUTION 2017-06 COLORADO BANK TRUST ACCOUNT

Colorado Liquid Asset Securities System allows movement of funds, thus gaining interest on monies presently being held in a non-interest bearing account. The Colorado Bank Trust is a liquid fund so money can be wired in and out as needed. This resolution gives Mandy Stollsteimer the authority to make transfers. Jim Kolar asked what portion of the budget would be moved and Mandy Stollsteimer indicated it would be capital and operational reserves. 2016 and 2017 budgeted equipment replacement funds could be deposited into the trust account.

A motion was made by Jim Kolar, seconded by George Jackson, to approve the resolution. All voted yes. Motion passed.

RESOLUTION 2017-07 EQUIPMENT REPLACEMENT FUND

Mandy Stollsteimer relayed the intent of the Equipment Replacement Fund is to make sure equipment can be replaced and repaired as needed. Resolution allows budget monies to be moved into the trust fund. Bill Bell questioned whether we should have a target amount to keep in reserve. Mandy Stollsteimer stated the Board's intent to secure grants when needed for replacement equipment. An increase can be made in future years if needed. It would be prudent to have reserve amounts to match any grants required. A motion was made by Jim Kolar, seconded by Tad Rowan, to approve the resolution. All voted yes. Motion passed.

APPROVAL OF 2016 FINANCIAL AUDIT

Mandy Stollsteimer presented a review of the audit. Unexpended revenues came about by savings on personnel. WestCO only showing \$52,000 for capital assets. This was the upgraded DSS logger.

Shani Wittenberg noted the audit has been submitted and accepted by the State of Colorado. A suggestion was made by Mandy Stollsteimer that some monies could be marked as operational reserve; ideally WestCO will have the equivalent of three months of operating costs.

A motion was made by Jim Kolar, seconded by John Cheroske, to approve the resolution. All voted yes. Motion passed.

EXECUTIVE DIRECTOR UPDATE: MANDY STOLLSTEIMER

A verbal update for September was presented.

Century Link replaced housing on circuits to reduce noise that was discovered through their monitoring system.

San Miguel County's 911 and administrative lines were taken over by WESTCO last night because of power problems. That has happened three times in one month. Everything went smoothly during the transition and shows WestCO has the capability of taking on emergency transfers as needed.

San Miguel County conducted a practice exercise where Trout Lake was experiencing a break. The exercise went well.

Regarding staffing, a final job offer was made today. Another person passed their polygraph today and WestCO hopes to be offering them a job soon. If both of these people are hired, WestCO will be overstaffed by two for the 2017 model and one for the 2018 model.

Written report to include radio stats will be relayed at next meeting.

GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

No discussion was held.

PUBLIC COMMENT

Sheriff JR Mattivi has met with Mandy Stollsteimer in regards to switching to WestCO. Ouray County needs VHF and that will have to be installed at WestCO for Ouray County Sheriff's Office to utilize services. The center will have to send equipment to Denver for programming. It will take a week to have the programming done and sent back to be ready for use. It will then be tested to see if any problems exist. Jon Cryer communicated that all programming can be done on sight, but the tuning will need Denver equipment.

Tom Chinn commented that board members are conversing with each other and making decisions together as a team.

Bill Bell agreed that communications are open and working well. Organizationally, things are being discussed and entities are well-informed.

Mandy Stollsteimer reminded everyone that the next work session will be held Monday, October 16, 2017. November and December work sessions will be held and the next board meeting will be December 4, 2017.

Tom Chinn reminded attendees that all meetings are public, including board meetings and work sessions.

### EXECUTIVE SESSION

At 2:06 p.m., a motion was made by Jim Kolar, seconded by Tad Rowan, to enter into an executive session for purposes of a discussion of personnel matters under C.R.S. § 24-6-402(2)(f).

### RECONVENEMENT

The meeting reconvened into regular session at 2:35 p.m. A motion was made by John Cheroske, seconded by Jim Kolar, to return to regular session.

It has been brought to light that the Montrose County Sheriff's Office plans to increase dispatch rates over the next three years which has prompted some Ouray and Ridgway agencies to look to WestCO for other solutions for dispatch services.

WestCO's current model is set up so every agency has a representative that has voting rights with the City of Montrose having an additional Administrative Board Member. Operationally, financially and administratively, everything goes through the Board.

Mandy Stollsteimer did some calculations based on previous radio log history. If all the Ouray and Ridgway agencies were to use WestCO dispatch services, they would be about 13-14% of total usage.

So the question becomes, if each individual entity, seven of them, have a voting right for 13% of the work, is that equitable? The spirit of WestCO and the direction that WestCO wanted to go from the beginning was that every agency have a voting right and a say in operations, administration and finance.

The interested agencies were given rough estimates of what they would pay for dispatch services. For next year they are higher than what the Sheriff's Office is going to charge them but the following year costs would be significantly lower.

It was suggested to interested agencies that they should reach out to some of the smaller agencies and talk to them as to what they like or dislike about WestCO.

The Board had a discussion regarding disadvantages of a large board such as not having a quorum on a regular basis and lengthy board meetings. It is often common that with a large board, there are a few members who always show up and others who rarely attend. To prevent that from happening, perhaps the seven entities from Ouray/Ridgway could have two or three representatives.

It was also discussed that in the spirit of WestCO that all user agencies should have representation for each IGA that is signed.

Tad Rowan suggested a Board and an Executive Board. The Executive Board would make decisions and then have the membership at large vote on the decisions to give everyone a definite say but mitigate the issues with either not having a quorum or having too many people in the room.

An idea was brought up that maybe the smaller agencies could decide among themselves who they would like to have on the board to represent them.

Mandy Stollsteimer said there are ways to limit the Board membership such as having Ouray County sign the IGA and the County would then bill the individual entities for their portion of the services. There would then be one WestCO representative from Ouray County.

It was brought up that it needs to be decided whether entities could join only at the beginning of the year or if they could come in at other times of the year.

George Jackson stated that it is difficult for small agencies to attend all meetings and some of the Ouray/Ridgway agencies would rarely be able to attend WestCO Board Meetings.

Further discussion lead to the idea that it would be nice if the small agencies decided themselves to give their representation to another entity. That would be a decision the Board shouldn't dictate to them.

#### ADJOURNMENT

A motion to adjourn was made by Jim Kolar, seconded by John Cheroske.

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Tom Chinn, Chairperson

ATTEST:

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Tad Rowan, Secretary

**RESOLUTION NO. 2017-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN COLORADO REGIONAL DISPATCH CENTER ALLOCATING UNEXPENDED REVENUES FROM THE 2016 FISCAL YEAR.**

**WHEREAS**, the Board of Directors of the Western Colorado Regional Dispatch Center (“WestCO”) approves a budget each year, outlining expected revenues and expenditures for the upcoming fiscal year; and

**WHEREAS**, during the 2016 fiscal year, WestCO had approximately \$236,301.00 in unexpended revenues due to various unforeseen events throughout the 2016 fiscal year;

**WHEREAS**, the Board of Directors desires to allocate such funds to a dedicated funds in order to most efficiently and responsibly utilize those unforeseen unexpended revenues.

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

**Section 1.** An amount totaling \$216,418.00 shall be allocated to the Operational Reserve Fund.

**Section 2.** An amount totaling \$19,883.00 shall be allocated to the Equipment Replacement Fund.

**INTRODUCED, READ, and ADOPTED** this 18<sup>th</sup> day of December, 2017, by the Board of Directors of the Western Colorado Regional Dispatch Center.

WESTERN COLORADO REGIONAL DISPATCH  
CENTER

By: \_\_\_\_\_  
Tom Chinn, Chairperson

ATTEST:

By: \_\_\_\_\_  
Tad Rowen, Secretary