

REGULAR MEETING
WESTERN COLORADO REGIONAL DISPATCH CENTER
Tuesday, December 29, 2015
10:00 a.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 Members. If the agenda is acceptable, request a Motion and Second to approve the Agenda for the December 29, 2015, Regular Meeting.

4) APPROVAL OF MINUTES

Consideration of the minutes of the December 7, 2015, regular WestCo Board Meeting.

Action: Consider a motion to approve the December 7, 2015, regular WestCo Meeting minutes.

Staff: Deputy City Clerk Carolyn Bellavance

5) UPDATE ON MONTROSE COUNTY INJUNCTION HEARING

6) APPROVAL OF MISSION STATEMENT

Consideration of approval of the WestCo Mission Statement.

Action: Consider making a motion to approve the WestCo Mission Statement as presented.

Staff: Executive Director Mandy Stollsteimer

7) APPROVAL OF 911 ROLLOVER OPTION

Consideration of approval of the WestCo 911 rollover option.

Action: Consider making a motion to approve the WestCo 911 rollover option.

Staff: Executive Director Mandy Stollsteimer

8) EXECUTIVE DIRECTOR UPDATES: MANDY STOLLSTEIMER

- A. 911 authority funding updates and discussion
- B. WCRDC operations
- C. Facilities update
- D. Personnel update

- 9) 911 SOLUTIONS CONSULTANT UPDATE: JACI MARIE LOUISE
- 10) GENERAL WCRDC BOARD OF DIRECTORS DISCUSSION
- 11) ADJOURNMENT

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
December 7, 2015**

A regular meeting of the Western Colorado Regional Dispatch Center (WCRDC) Board of Directors was held on Monday, December 7, 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
Jim Kolar – Chief Marshall, Telluride Marshal’s Office

Absent: Justin Harlan – Chief of Police, Olathe Police Department
Bill Bell – Administrative Representative

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
Blaine Hall – Police Lieutenant, City of Montrose
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
Jeff Scheetz – Director of Information Systems, City of Montrose
Annie Slafter – Public Safety Dispatcher
Cheryl Hill – Public Safety Dispatcher
Suzanne Schottel – Public Safety Dispatcher

Absent: Terri Wilcox – Human Resources Director, City of Montrose

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

Chairman Chinn requested to add item 10)E. to discuss minutes at work sessions. A motion was made by Chris Broady, seconded by Tad Rowan, to approve the agenda with the addition of Item 10)E.

APPROVAL OF MINUTES

The Board considered the minutes of the November 2, 2015, meeting. A motion was made by Tad Rowan, seconded by John Cheroke, to approve the minutes of the November 2, 2015, WCRDC meeting as presented. All voted yes. Motion passed.

The Board considered the minutes of the November 16, 2015, meeting. A motion was made by Tad Rowan, seconded by Jim Kolar, to approve the minutes of the November 16, 2015, WCRDC meeting as presented. All voted yes. Motion passed.

The Board considered the minutes of the November 30, 2015, meeting. A motion was made by Jim Kolar, seconded by Tad Rowan, to approve the minutes of the November 30, 2015, WCRDC meeting as presented. All voted yes. Motion passed.

INTRODUCTION OF NEW WCRDC EMPLOYEES

New Public Safety Dispatch employees Annie Slafter, Cheryl Hill and Suzanne Schottel were introduced and welcomed by the Board. They were then excused from the meeting to continue their employee orientation with City of Montrose Human Resources.

BUDGET LINE ITEM SUBMISSION TO METSA

Executive Director Mandy Stollsteimer provided a handout outlining potential funding sources to meet 2016 needs. The estimated cost of \$45,655.28 included telephone headsets, professional training and other expenses. Ms. Stollsteimer advised she is meeting with the METSA board this week to present the funding request to them and requested approval from the WCRDC Board to do so. A motion was made by Tad Rowan, seconded by Chris Broady, to present the funding request to METSA. All voted yes. Motion passed. Chairman Chinn requested the funding request be emailed in advance to METSA board members Paul Gottlieb and John Foechterle.

PURCHASE OF STARTUP EQUIPMENT FOR THE WCRDC

Jeff Scheetz presented a memo outlining startup equipment purchases that are outside the scope of what CenturyLink will be providing. Equipment includes six monitors per console, 911 map, extension cables, large monitors, KVM switch for server room, printer, copier, fax, and other items for an estimated total of ~\$37,000. The group discussed possible use of an existing copier/printer that the Police Department has, however, due to security concerns, the group determined it was better for the dispatch center to have its own copier/printer with secure print capability. Mr. Scheetz will also research cost for a designated 911 calls printer. The WCRDC will need to budget in future years for equipment placement in a three to four year timeframe. A motion was made by Chris Broad, seconded by Jim Kolar, to include capital equipment replacement costs in the 2017 budget. All voted yes. Motion passed.

GENERAL BOARD DISCUSSION

A. Executive Director Update: Mandy Stollsteimer advised five other dispatch employees will be introduced next week and the remaining three open positions will continue to be advertised. The construction schedule is on target with AC units shipping from Canada, however, the server room cannot be completed until those units arrive. Motorola will be on site on December 21. The gas line will be moved and in addition there will be a 3" conduit put in for future expansion of 911 lines. Dispatch center walls are painted and will continue with finishing touches after the AC units arrive. Meeting weekly with CenturyLink to meet milestone dates. The ORI request for access to CCIC/NCIC was sent to CBI and is pending. Accompanied by Jaci, attended SMETSA board meeting; SMETSA approved \$4,184.00 from their 2015 budget for line items such as training and protocol guidebooks. Caveat is to expend these funds before December 31, 2015. Will work with SMETSA for purchases.

Ms. Stollsteimer requested clarification for operational decisions made by the executive director; after discussing the request the Board concluded they would like her to continue presenting operational items to the board for consideration. She concurred and will present items for consideration with recommendations, alternatives, and reasons for her determinations. This topic will be discussed and considered at a future board meeting once the dispatch center is up and running.

B. 911 Solutions Consultant update: Ms. Louise provided her weekly report advising of meetings with SMETSA and TRUG agencies regarding cell tower routing. Letters for Phase II will be mailed this week and the CenturyLink 911 contract was signed with an order for 12 phone lines. Working with Executive Director on documents related to budget, training, planning, and mentoring.

C. Facilities Update: as noted in attached Executive Director report dated 12/07/2015.

D. Personnel Update: as noted in attached Executive Director report dated 12/07/2015.

E. Minutes for Work Session: The Board discussed whether minutes were required to be taken at WCRDC work sessions. The Board determined formal minutes were not needed.

ADJOURNMENT

At 1:16 p.m., a motion was made by Tad Rowan, seconded by Jim Kolar, to enter into an executive session for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(2)(b). All voted yes. Motion passed.

RECONVENEMENT AND ADJOURNMENT

At 3:25 p.m., the regular meeting reconvened with a motion by Jim Kolar, seconded by John Cherokse. All voted yes. Motion passed.

At 3:25 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

WESTERN COLORADO REGIONAL DISPATCH CENTER

Mission Statement

Through cooperation, continued education and our commitment to excellence, we are the vital link between emergency services and our communities providing; professional, effective communications, maximizing responder and public safety.

Values

We Strive for Integrity
Excellence
Safety
Teamwork
Commitment and
Outstanding Performance

WESTERN COLORADO REGIONAL DISPATCH CENTER

Executive Director Report: 12/07/2015

Staffing: Four team members start this week, three are joining us today; Annie Slafter, Cheryl Hill, and Suzanne Schottel.

Four team members will start next Monday December 14th. We continue to advertise for the remaining three positions.

Overall Timeline:

- Construction is still on schedule with a few minor adjustments. AC units in the server room are delayed and will be installed the week of December 13th. Dispatch center is painted and after AC install, final finishes will be completed.
- CenturyLink weekly meetings continue and are working toward a finalized go live date so that milestone dates can be set. Requested CenturyLink to order the POTs lines, 12 in total.
- ORI request for access to CCIC/NCIC: IGA and formal request sent.

SMETSA: Additional funding request in the amount of \$4184.00 was approved and will come out of the 2015 budget.

Emergency Medical Dispatch (EMD): I would like to move forward with implementing EMD of Colorado for WCRDC. SMETSA approved the funding to purchase Guidebooks and Protocol CD's and I will propose that METSA fund the training.

Requested Direction: To make board meeting efficient as possible, I'm requesting a discussion in regards to operational decisions.

WESTERN COLORADO
REGIONAL DISPATCH CENTER
EXECUTIVE BOARD OF
DIRECTORS

CHAIRMAN
Chief Tom Chinn

VICE CHAIRMAN
Fire Inspector John Cheroske

SECRETARY
Fire Chief Tad Rowan

*434 South First Street
P.O. Box 790
Montrose, Colorado
81402-0790*



Jaci Marie Louise, President
911 Solutions, Inc.
PO Box 462142
Aurora, Colorado 80046
970-389-0374
jacil@911solutions.net

WCRDC Weekly Report
December 7, 2015

- Met with SMETSA and the TRUG agencies – SMETSA provided cell tower map data and will help with the routing of the cell towers in their area.
- The required letters for Phase II have been drafted and will be sent out this week.
- Century Link has provided a new project manager. The 911 contract has been signed. The Century Link engineer should have the design documents completed this week. We have requested the phone lines be ordered.
- Working with the Executive Director on budgets, training documents, mentoring and planning.