

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

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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 Marshal, 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 – Battalion Chief, 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.

  
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Tom Chinn, Chairman

ATTEST:

  
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Tad Rowan, Secretary