

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS ANNUAL MEETING MINUTES
January 22, 2018**

The Annual meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on **Monday, January 22, 2018**, in the City of Montrose Cascade Meeting Room located at 107 S. Cascade Avenue, 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
Jim Kolar – Chief Marshal, Telluride Marshal's Office
Chris Broady – Chief of Police, Mountain Village Police Department

Absent: George Jackson – Chief of Police, Olathe Police Department
Bill Bell – Administrative Representative

GUESTS:

Mandy Stollsteimer – Executive Director, WestCO
Andrew Boyko – Assistant City Attorney, City of Montrose
Blaine Hall – Police Commander, City of Montrose
Drea Cole – Police Systems Administrator, City of Montrose
Lisa DelPiccolo – City Clerk, City of Montrose
Mike Cabell – Telluride Fire Protection District

CALL TO ORDER

Chairman Tom Chinn called the meeting to order at 1:32 p.m.

PUBLIC COMMENTS

No comments were received.

APPROVAL OF AGENDA

Mandy Stollsteimer requested approval and acceptance of an Audit Engagement Letter following the approval of the minutes.

A motion was made by John Cheroske, seconded by Chris Broady, to accept the agenda as updated. All voted yes. Motion passed.

APPROVAL OF MINUTES

Mandy Stollsteimer requested approval of the minutes of the December 18, 2017, WestCO meeting with a minor correction. Under the APPROVAL OF MINUTES, it should read, "A motion was

made by Tad Rowan, seconded by Chris Broady, to approve the minutes of the October 2, 2017, WestCO meeting as presented.”

A motion was made by Tad Rowan, seconded by John Cheroske, to approve the minutes of the December 18, 2017, WestCO meeting as corrected. All voted yes. Motion passed.

APPROVAL AND ACCEPTANCE OF AUDIT ENGAGEMENT LETTER

The Board considered approval and acceptance of an Audit Engagement Letter from Holscher, Mayberry & Company LLC for audit services for the year ending December 31, 2017. The fee, including expenses, will not exceed \$5,150.00. Mandy Stollsteimer stated that the letter was reviewed by the Legal Department and needs to be signed before the audit can begin.

A motion was made by Jim Kolar, seconded by Chris Broady, to approve and accept the Audit Engagement Letter from Holscher, Mayberry & Company LLC. All voted yes. Motion passed.

ELECTION OF OFFICERS

The Board considered nominations for the positions of Chairperson, Vice Chairperson, and Secretary of the WestCO Board of Directors.

A motion was made by John Cheroske, seconded by Jim Kolar, to the nominate Tom Chinn as Chairperson of the WestCO Board of Directors. All voted yes. Motion passed.

A motion was made by Chris Broady, seconded by Jim Kolar, to the nominate John Cheroske as Vice Chairperson of the WestCO Board of Directors. All voted yes. Motion passed.

A motion was made by John Cheroske, seconded by Chris Broady, to nominate Tad Rowan as Secretary of the WestCO Board of Directors. All voted yes. Motion passed.

RESOLUTION 2018-01 SCHEDULING REGULAR BOARD MEETINGS

The Board considered Resolution 2018-01 scheduling regular board meetings in 2018.

Mandy Stollsteimer explained that Resolution 2018-01 outlines dates for work sessions and board meetings. The meetings will move to the second and fourth Mondays for 2018, which may cause scheduling issues at the end of the year. Alternate meeting locations are being researched, and the Cascade Meeting Room will be used for now. The next scheduled meeting is a work session on Monday, February 12, in the Cascade Meeting Room.

A motion was made by Tad Rowan, seconded by John Cheroske, to adopt Resolution 2018-01 and approve the board meeting schedules for 2018. All voted yes. Motion passed.

EXECUTIVE DIRECTOR REPORT: MANDY STOLLSTEIMER

Mandy Stollsteimer gave an update on staffing and reported that two resignations have been received. She advised that she provided this information to MCSO to assure them that WestCO will not hire future needed positions as a result of taking on MCSO dispatch until MRDC dispatchers are offered an opportunity to apply.

Ms. Stollsteimer cautioned that the financial information included in the meeting packet is as of December 31, 2017. Expenditures for 2017 are still being processed.

A contract was received from Century Link for 2018 service and maintenance. Ms. Stollsteimer plans to sign the contract and move forward. The expenditure is an approved line item in 2018 budget.

Ms. Stollsteimer gave an overview of a Public Utilities Commission Advisory Task Force meeting she attended and explained an opportunity to attend a software conference in March.

It has been determined that channel encryption must continue, and the Montrose Police Department is preparing to encrypt its primary channel. Issues with encryption were discussed.

Ms. Stollsteimer gave an overview of pending legislation. A discussion was held on the status of "Text to 911" service.

Ms. Stollsteimer reported on subcommittee meetings relative to relocation to the MRDC site. A fair market lease would need to be put in place, and WestCO would still use City IT services. Staffing levels, inventory, user fees, voting rights, and Spillman integration were discussed. Drea Cole will schedule additional meetings to discuss IT needs. Andrew Boyko is working on lease contracts between Montrose County and WestCO. Ms. Stollsteimer reported that access to information is limited, which is hindering her research.

Tom Chinn asked Ms. Stollsteimer to develop a rough time line.

QDS STRATEGIC RADIO ANALYSIS QUOTE

The Board considered a quote in the amount of \$9,810.00 from QDS to perform a strategic radio and logger analysis of the WestCO site and the MRDC site and provide recommendations to achieve one-center operation abilities.

Mandy Stollsteimer recommended accepting the quote and scheduling the analysis of both systems. QDS will make recommendations and determine approximate costs. The expenditure is not included in the 2018 budget.

A motion was made by John Cheroske, seconded by Tad Rowan, to approve the quote from QDS in the amount of \$9,810.00. All voted yes. Motion passed.

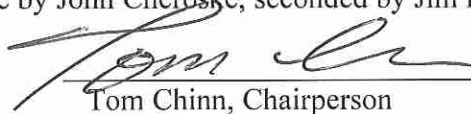
GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

The Board discussed whether other agencies plan to join WestCO. Mandy Stollsteimer reported that she was contacted by the Ridgway Marshal for information on 2018 services, but no inquiries were received for 2019 services.

The Board also discussed how to proceed if a member could not or would not pay for the dispatch services.

ADJOURNMENT

A motion to adjourn at 2:44 p.m. was made by John Cheroske, seconded by Jim Kolar.



Tom Chinn, Chairperson

ATTEST:



Tad Rowan, Secretary