

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
JUNE 19, 2017**

A meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, June 19, 2017, in the City of Montrose Centennial Meeting Room located at 433 South First Street. Said meeting was posted in accordance with the Sunshine Law.

BOARD OF DIRECTORS PRESENT:

Chairperson Tom Chinn – Chief of Police, City of Montrose
Vice Chairperson John Cheroske – 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
George Jackson – Chief of Police, Town of Olathe

GUESTS:

Mandy Stollsteimer – Executive Director, WestCO
Carolyn Bellavance – Deputy City Clerk, City of Montrose
Andrew Boyko – Assistant City Attorney, City of Montrose

CALL TO ORDER

Chairman Tom Chinn called the meeting to order at 1:35 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

There was no public comment.

CHANGES TO THE AGENDA

There were no changes to the agenda. A motion was made by Chris Broady, seconded by Tad Rowan, to approve the agenda as presented. All voted yes. Motion passed.

APPROVAL OF MINUTES

A motion was made by John Cheroske, seconded by Chris Broady, to approve the minutes of the March 20, 2017, WestCO meeting as presented. All voted yes. Motion passed.

A motion was made by John Cheroske, seconded by Tad Rowan, to approve the minutes of the June 1, 2017, WestCO special meeting as presented. All voted yes. Motion passed.

RESOLUTION 2017-03 POLICY MANUAL SECTIONS

Consideration of Resolution 2017-03 adopting WestCO Policy Manual sections Chapter 1, Formation of WestCO and Governance; Chapter 2, Employee Regulations; and Chapter 3, Safety.

A motion was made by Tad Rowan, seconded by John Cheroske, to approve Resolution 2017-03, Policy Manual Sections, as presented. All voted yes. Motion passed.

EXECUTIVE DIRECTOR REPORT

Mandy Stollsteimer highlighted several topics from the report:

WestCO operations: The CIRSA (Colorado Intergovernmental Risk Sharing Agency) audit last week went well, predicated upon policy manual sections being adopted today for safety and employee regulations. Concerns were raised with existing 20" work station monitors not being large enough to prevent eye fatigue and vision problems in the future. In addition, CIRSA is requiring an annual action plan and have identified five areas of interest: policy approval with employee training on the new policies, add one additional work station monitor, implementation of a password logon system, and address problems with the heating/air conditioning system.

Mandy mentioned receiving a telephone call from Steve Metheny, Vice President of Power Supply & Management Services at DMEA, for dispatch services May 17-18, 2017, regarding downed power lines as a result of the snow storm. She acknowledged that it was a seamless process for WestCO dispatchers to work with DMEA.

Financial Overview: Mandy noted the "communications" line item on the revenue/expense report shows a year-to-date expense of \$226.72, however, expenses for the three T-1 lines are not included as these charges haven't been internally billed at this time. Future billing is being redirected to WestCO at \$850/month. August reports will reflect expenses for two dispatchers to attend the APCO conference.

2017 Projected Budget: The 2017 budget indicated an expense for a part-time temporary position, which has not been filled at this time. The temporary position must be a trained person with a specific skill set as a dispatcher.

Industry: Following up on a request at the last work session, Andrew Boyko provided clarification about open records and how the "sunshine laws" apply to WestCO. He clarified that WestCO is a political subdivision of the State of Colorado and subject to the laws, i.e. WestCO does not receive taxpayer dollars but uses taxpayer dollars as a revenue source.

The board discussed ownership of WestCO recordings and requests for WestCO records. As stated in the IGA, Mandy noted that audio recordings are the property of the responding agency. Before releasing information, she requests confirmation from the agency.

EXECUTIVE SESSION

Consideration of a motion to move into executive session for discussion of personnel matters under C.R.S. 24-6-402(1)(f).

At 2:06 p.m., a motion was made by Jim Kolar, seconded by John Cheroske, to enter in an executive session for the purposes of discussion of a personnel matter. All voted yes. Motion passed.

At 2:30 p.m., a motion was made by Tad Rowan, seconded by Chris Broad, to adjourn the executive session and resume the regular meeting. All voted yes. Motion passed.

APPROVAL TO OVER-HIRE WESTCO TELECOMMUNICATOR POSITION(S)

The board discussed consideration of the request to allow the Executive Director to over-hire an approved number of Telecommunicators to fill vacancies and staff support of two people per shift in 2017. The will consider the additional FTEs for the 2018 budget year.

A motion was made by Jim Kolar, seconded by George Jackson, to over hire two telecommunication positions for the balance of 2017. All voted yes. Motion passed.

Chief Chinn requested Mandy to provide recommendations for salaries plus existing hiring and training processes after review of the position comparisons for dispatch centers from Garfield County Emergency Communication Authority, Colorado State Patrol, Grand Junction Regional Communication Center, Cortez dispatch, and Gunnison Regional Communications Center.

GENERALWESTCO BOARD OF DIRECTORS DISCUSSION

The board discussed holding a joint meeting with METSA and SMETSA as required by the WestCO IGA. Andrew noted the board members' collective presence and Mandy's attendance at the meetings complies with the WestCO bylaws for the joint meeting.

Mandy reminded the board of the 2016 performance review process for her position and requested confirmation to follow the same process again this year. The board was fine with that determination and Mandy requested board comments be provided to City of Montrose HR Director Terri Wilcox. The formal performance evaluation review would be added to the September board meeting as an executive session.

A 2018 preliminary budget is due by July 31, 2017 and this topic will be added to the July 10, 2017, work session for presentation. A budget recommendation is due by August 31, 2017, with the final approval by September 30, 2017.


ADJOURNMENT

A motion was made by Chris Broady, with a second by Tad Rowan, to adjourn the meeting at 2:59 p.m. All voted yes. Motion passed.



Tom Chinn, Chairperson

ATTEST:



Tad Rowan, Secretary