

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
July 18, 2016**

A regular meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, July 18, 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
Justin Harlan – Chief of Police, Olathe Police Department
Chris Broady – Chief of Police, Mountain Village Police Department
Bill Bell – Administrative Representative

Absent: Jim Kolar – Chief Marshall, Telluride Marshal' s Office

GUESTS:

Mandy Stollsteimer – Executive Director, WestCO
Carolyn Bellavance – Deputy City Clerk, City of Montrose
Jaci Marie Louise – 911 Solutions, Inc. Consultant
Andrew Boyko – Assistant City Attorney, City of Montrose
Drea Cole – Police Systems Administrator, City of Montrose

Absent: Allen Weese – Deputy Fire Chief, Montrose Fire Protection District
Jon Cryer – Battalion Chief, Montrose Fire Protection District
Keith Caddy – Police Commander, City of Montrose
Blaine Hall – Police Lieutenant, City of Montrose
Bo Nerlin – Attorney, J. David Reed P.C.
Terri Wilcox – Human Resources Director, City of Montrose
Mark Armstrong - Facilities Manager, 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

Chairman Chinn proposed adding discussion for a dispatch center open house attended by all board members or their representative. The date of Tuesday, September 13, 2016, was selected with direction for Executive Director Stollsteimer to proceed with arrangements. There were no further changes to the agenda. There was no motion to amend the agenda.

APPROVAL OF MINUTES

The Board considered the minutes of the May 16, 2016, meeting. A motion was made by Tad Rowan, seconded by Justin Harlan, to approve the minutes of the May 16, 2016, WestCO meeting as presented. All voted yes. Motion passed.

EXECUTIVE DIRECTOR UPDATES

Mandy Stollsteimer distributed an executive director report dated July 18, 2016, outlining the status of operations (including call volumes), personnel and financial updates. She advised June Total Call Volume was 1,612 Outgoing calls and 5,461 Incoming calls.

Personnel update – in the process of hiring additional dispatchers with three conditional offers to promote within for a supervisor position. Two applications are in the background phase and the third as a lateral transfer. All three candidates have previous experience.

911 SOLUTIONS CONSULTANT UPDATE: JACI MARIE LOUISE

Consultant Louise distributed a report dated May 16, 2016 advising that construction work has been completed. She also included the Scope of Work document along with the following attachments:

- Attachment A – Recommendation in the future for splitting phone lines into the command center using the City of Montrose's IT and dark fiber routes; redundancy for emergency purposes.
- Attachment B – CAD recommendations for efficiency and streamlining processes and entries.
- Attachment C – Per contract, mentoring documentation for executive director.
- Attachment D – Five and Ten Year Plan recommendations.
- Attachment E – General standard operating procedure recommendations for efficiency, consistency, reduction of staff errors and staffing requirements.

WestCO Board considered Resolution 2016-02, a resolution of the Western Colorado Regional Dispatch Center, approving final completion of professional services with Jaci Marie Louise, doing business as 911 Solutions, Inc.

A motion was made by Bill Bell, seconded by Tad Rowan to adopt Resolution 2016-02 as presented. All voted yes. Motion passed.

2017 PROPOSED BUDGET CONSIDERATION

Executive Director Stollsteimer distributed a 2017 Budget Worksheet dated 6/30/2016 along with reports showing the number of CAD incidents, log numbers, and percentages. The 2017 Budget Worksheet was created using target expenditures numbers and based on radio log usage. The expenditures proposed for 2017 are an increase over 2017 and there was discussion on how to cover that increase. Increase in user fees to meet 2017 proposed expenditures was not based on a percentage increase, but rather based on radio log usage. Budget projections were discussed at the recent WestCO work session to determine proposed billing and fees for all partners. Basing user fees on radio log percentages would result in a very large percentage increase for many user agencies. When comparing proposed 2017 user fees to 2016 approved user fees, Montrose Fire Protection District agreed to use the total dollars paid to Montrose County and WestCO for 2016.

Board discussions focused on savings from salary vacancies, impact from local law enforcement agencies, user fees reflecting actual usage, and supplemental funding. The Board supports the 2017 budget expenditures as proposed but would like to work on a fixed methodology based on catalog of radio logs. Also discussed using CAD incidents instead of radio logs, but the impact of some user agencies would be too great. The Montrose Police Department will provide a radio log billing report to define CAD log comparisons for 2014 vs 2015 vs 2016 for review at the WestCO August 1, 2016, work session. Tom Chinn reminded the Board that the 2017 Budget approval is required by September 30, 2016.


GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

Tom Chinn suggested all WestCO board members discuss the 2017 Budget with their respective boards/councils.


Mandy Stollsteimer advised an executive director evaluation was emailed to WestCO Board last week with a request to return comments no later than Monday, August 1, 2016, to City of Montrose HR Director Terri Wilcox. Evaluation will be reviewed at the August 15, 2016, executive session.

ADJOURNMENT

A motion was made by John Cheroske, seconded by Chris Broady, to adjourn the meeting. All voted yes. The meeting was adjourned at 3:34 p.m.



Tom Chinn, Chairman

ATTEST: 

Tad Rowan, Secretary