

**WESTERN COLORADO REGIONAL DISPATCH CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
September 19, 2016**

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A regular meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, September 19, 2016, at 1:30 p.m. 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  
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  
Bill Bell – Administrative Representative

Absent: Vice Chairman John Cheroske – Fire Inspector, Telluride Fire Protection District

**GUESTS:**

Mandy Stollsteimer – Executive Director, WestCO  
Andrew Boyko – Assistant City Attorney, City of Montrose  
Carolyn Bellavance – Deputy City Clerk, City of Montrose  
Drea Cole – Police Systems Administrator, City of Montrose  
Leslie Brown – WestCO Dispatcher

Absent: 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.  
Mark Armstrong - Facilities Manager, City of Montrose  
Jeff Scheetz – Director of Information Systems, City of Montrose  
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**

There were no changes to the agenda. A motion was made by Tad Rowan, seconded by Jim Kolar, to approve the agenda. All voted yes. Motion passed.

### APPROVAL OF MINUTES

The Board considered the minutes of the August 15, 2016, meeting. A motion was made by Tad Rowan, seconded by Chris Broady, to approve the minutes of the August 15, 2016, WestCO meeting as presented. All voted yes. Motion passed.

### INTRODUCTION OF NEW WESTCO EMPLOYEE

Mandy Stollsteimer introduced new WestCO dispatch employee Leslie Brown. Ms. Brown, a Colorado native, is new to Montrose and has past dispatch experience in 9-1-1 and forest fire dispatching. The WestCO Board welcomed Ms. Brown.

### EXECUTIVE DIRECTOR REPORT

WestCO Operations: Mandy Stollsteimer's verbal report focused on proposed operational efficiencies to refine CAD usage narrowing down the "Nature Codes" and creating a CAD incident for all calls instead of radio logs. The benefit for incident tracking helps field agents find information more easily and captures data well. Tracking information this way provides accountability for time spent on non-report generating activities. Following up on questions from the Board, Ms. Stollsteimer will look further into the impact of reporting this way at the upcoming Spillman Conference she will attend with Drea Cole.

Ms. Stollsteimer noted the call volume in August decreased overall from July to August. She will check with Century Link to determine if the significant drop in calls is a system error or real. She mentioned a circuit failure in July that may have affected phone system reporting.

Personnel Update: Background check underway on three candidates and polygraph and drug screening will be scheduled. Supervisor testing will proceed with assistance from agencies.

Financial Overview: Revenues of \$52,000 billed to METSA for IP logger. August actual projections were \$180,754.23 with the bulk of savings from salary category. Budgeted more for overtime in 2017 at \$45,000 with \$15,000 in 2016. Will have revised 2016 budget in December with year-end adjustment.

### 2017 PROPOSED BUDGET CONSIDERATION

The WestCO Board discussed the 2017 proposed budget; several Board members will be presenting the budget to their respective town boards in late September, early October. The WestCO bylaws require a final budget approval by September 30, 2016, therefore a WestCO special board meeting was proposed for next week.

A motion was made by Jim Kolar to hold a special meeting of the WestCO Board of Directors on Monday, September 26, 2016, at 1:30 p.m. to approve the final 2017 Budget, seconded by Tad Rowan. All votes yes. Motion passed.

### GENERALWESTCO BOARD OF DIRECTORS DISCUSSION

Mandy Stollsteimer advised that some organizations/agencies have officers leaving their posts without notification to the dispatch center requiring interval checks for status. She reminded

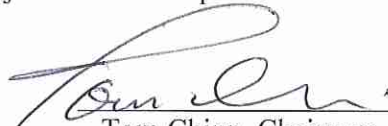
everyone that officers need to do a better job of advising dispatch and consensus was reached for dispatch to check status after no interaction in one hour. This is based on best practices on nature code and agreed upon amount of time; color change on CAD line can be programmed for triggers with each agency. Standards for traffic checks are four minutes and domestic calls are six minutes. If there is no answer from the officer, then dispatch will call the officer's cell phone, before an alternate dispatch of another first responder. This information does go in the radio log. Ms. Stollsteimer will also research standard protocol in the dispatch industry for status checks.

Guest Don Angell, Montrose County Emergency Manager, advised that Montrose County has purchased ReadyOP for internal two-way communication in the event of an emergency. San Miguel County uses this system for controlled burns for interested parties. Systems currently used are CodeRED and SWAT notifications, etc. Would like to use CodeRED specifically for emergency notification to public and ReadyOP for internal notifications.

WestCO maintains its own phone list and can build the list for individual agencies groups.

ADJOURNMENT

A motion was made by Chris Broady, seconded by Jim Kolar to adjourn the meeting. All voted yes. Motion passed. The meeting was adjourned at 2:58 p.m.

  
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Tom Chinn, Chairman

ATTEST:

  
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Tad Rowan, Secretary