

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
November 21, 2016**

A meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, November 21, 2016, 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:

Vice Chairman John Cheroske – Fire Inspector, Telluride Fire Protection District
Chris Broady – Chief of Police, Mountain Village Police Department
George Jackson – Chief of Police, Olathe Police Department
Jim Kolar – Chief Marshall, Telluride Marshal’s Office

Absent: Chairman Tom Chinn – Chief of Police, City of Montrose
Secretary Tad Rowan – Fire Chief, Montrose Fire Protection District
Bill Bell – Administrative Representative

GUESTS:

Mandy Stollsteimer – Executive Director, WestCO
Carolyn Bellavance – Deputy City Clerk, City of Montrose
Andrew Boyko – Assistant City Attorney, City of Montrose
Blaine Hall – Police Lieutenant, City of Montrose (*Designated attendee for Chief Tom Chinn*)

Absent: Jon Cryer – Battalion Chief, Montrose Fire Protection District
Keith Caddy – Police Commander, City of Montrose
Bo Nerlin – Attorney, J. David Reed P.C.
Mark Armstrong - Facilities Manager, City of Montrose
Shani Wittenberg – Finance Director, City of Montrose
Drea Cole – Police Systems Administrator, City of Montrose
Jeff Scheetz – Director of Information Systems, City of Montrose
Terri Wilcox – Human Resources Director, City of Montrose

CALL TO ORDER

Vice Chairman John Cheroske called the meeting to order at 1:33 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 Jim Kolar, seconded by Blaine Hall, to approve the agenda as presented. All voted yes. Motion passed.

APPROVAL OF MINUTES

A motion was made by Chris Broady, seconded by Blaine Hall, to approve the minutes of the October 17, 2016, WestCO meeting as presented. All voted yes. Motion passed.

HOLIDAY BONUSES

Mandy Stollsteimer requested consideration to provide a year-end appreciation bonus check to WestCO employees in line with 2016 bonus checks provided to City of Montrose employees. Bonus check funding would be from unexpended funds in salaries and wages budget line item as several WestCO position vacancies were not filled in 2016. Total bonus amount is \$5,400.

# of Employees	Bonus Amount per person	Total
Eight (8) Full-time	\$600	\$4,800
Four (4) Part-time	\$150	\$ 600
	TOTAL	\$5,400

The WestCO Board was supportive of a year-end appreciation bonus from unexpended wages with the understanding that a year-end bonus in 2017 may be of a different nature. Bonus checks would be issued November 30, 2016.

FOURTH QUARTER BILLING

Mandy Stollsteimer requested consideration of changing the WestCO 2016 fourth quarter billing to user agencies to December 1, 2016, instead of the end of the month. Monies would be due by December 31, 2016. The WestCO Board discussed the billing process and proposed changing the billing cycle to the beginning of each quarter instead of the end of the quarter. The Board was receptive to the change and will discuss with their respective finance departments for budgeting purposes.

RESOLUTION 2016-04 – 2017 USER AGENCY CONTRIBUTIONS

The WestCO Board considered Resolution 2015-04 for approval of the 2017 User Agency contributions, methodology, amount and billing schedule.

A motion was made by Jim Kolar, seconded by Chris Broady, to approve Resolution 2016-04 as presented. All voted yes. Motion passed.

2016 PROJECTED UNEXPENDED REVENUES

Mandy Stollsteimer advised of the WestCO Fund Balance of \$161,000, which is mostly due to staff vacancies. She suggested creating an operational reserve of three months to assist in creating an operational reserve as well as for equipment replacement. The majority of 2016 unexpended revenues will be put toward equipment replacement. Final 2016 budget numbers will be presented at the Annual Meeting on January 16, 2017. The WestCO Board suggested Mandy present a recommendation for the reserve amount.

EXECUTIVE DIRECTOR REPORT

Mandy Stollsteimer's Executive Director Report was presented.

WestCO Operations: An internet outage in the City of Montrose on November 11 resulted in loss of some capabilities in the phone system. CenturyLink is working on better communications with PSAPs and due to those efforts, the regional PSAPs filed a motion for dismissal to the PUC regarding the complaint filed earlier in the year. The dismissal was filed with prejudice, allowing the complaint to be reopened if needed. The PUC Advisory Task Force meets every other month on the front range, and has been working on PUC rules and recommendations. It is recommended that WestCO be in attendance. Denver 911 has some proposed legislative changes that will have an impact on SMETSA and METSA and the remittance and reporting of 911 surcharges. Mandy will email the proposed changes to the SMETSA Board. No radio log report available, however call volumes are up and CAD logs and incidents continue to decline.

Personnel Update: Staff training is ongoing. Supervisor testing taking place on Monday next week. There are eight applicants for the supervisor position.

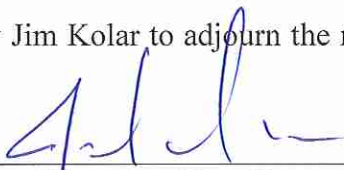
Financial Overview: Included in report.

GENERAL WESTCO BOARD OF DIRECTORS DISCUSSION

There was no board discussion.

ADJOURNMENT

A motion was made by Chris Broady, seconded by Jim Kolar to adjourn the meeting. All voted yes. The meeting was adjourned at 2:31 p.m.



John Cheroske, Vice Chairman

ATTEST:


Chris Broady, Board Member