

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
December 29, 2015**

A regular meeting of the Western Colorado Regional Dispatch Center (WCRDC) Board of Directors was held on Tuesday, December 29, 2015, in the City of Montrose City Council Chambers located at 107 S. Cascade Avenue. 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
Jim Kolar – Chief Marshal, Telluride Marshal's Office
Justin Harlan – Chief of Police, Olathe Police Department

Absent:

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

GUESTS:

Allen Weese – Deputy Fire Chief, Montrose Fire Protection District (*Proxy for Tad Rowan*)
Mandy Stollsteimer – Executive Director, WCRDC
Jaci Marie Louise – 911 Solutions, Inc. Consultant
Drea Cole – Police Systems Administrator, City of Montrose
Andrew Boyko – Assistant City Attorney, City of Montrose
Carolyn Bellavance – Deputy City Clerk, City of Montrose
David Reed – Attorney, J. David Reed, P.C.
Sarah Abbott – Attorney, David Reed, P.C.

Absent:

Terri Wilcox – Human Resources Director, City of Montrose
Blaine Hall – Police Lieutenant, City of Montrose
Keith Caddy – Police Commander, City of Montrose
Jeff Scheetz – Director of Information Systems, City of Montrose
Jon Cryer – Captain, Montrose Fire Protection District

CALL TO ORDER

Vice Chairman John Cheroske called the meeting to order at 10:15 a.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 Allen Weese, seconded by Chris Broady, to approve the agenda.

APPROVAL OF MINUTES

The Board considered the minutes of the December 7, 2015, meeting. A motion was made by Chris Broady, seconded by Jim Kolar, to approve the minutes of the December 7, 2015, WCRDC meeting as presented. All voted yes. Motion passed.

UPDATE ON MONTROSE COUNTY INJUNCTION HEARING

Andrew Boyko advised the injunction hearing would not occur today as the judge presented a "motion to vacate" the hearing until January 15, 2016. When available, Mr. Boyko will review the Montrose County Intergovernmental Agreement for first quarter 2016 Montrose Regional Dispatch Center services. David Reed distributed copies of a letter dated December 24, 2015, (and email dated December 28, 2015) from Montrose County Attorney Carolyn Clawson written to the attorneys for City of Montrose, Telluride Fire Protection District, Town of Mountain Village Police Department, and Town of Telluride advising Montrose County will continue to provide dispatch services until WestCo is able to assume that service. The letter also provides confirmation that Montrose County is offering room space and related dispatch equipment at the Montrose County Emergency Operations Center to provide temporary non-emergency dispatch support. The WestCo Board discussed the non-emergency dispatch services and raised concerns that non-emergency phone calls are not recorded. Ms. Stollsteimer added non-recording of calls is not considered a "best practice" for dispatch services; she and Jaci Marie Louise will research options with the Montrose County phone service provider as well as develop a written policy for WestCo dispatchers to follow while at that location.

APPROVAL OF MISSION STATEMENT

Executive Director Mandy Stollsteimer advised the dispatch staff developed the WestCo Mission Statement along with core values using the WestCo letters. Ms. Stollsteimer commented this was a challenging, valuable, and rewarding exercise for the dispatch staff. John Cheroske thanked Ms. Stollsteimer and staff for taking on this task.

A motion was made by Allen Weese, seconded by Chris Broady, to approve the Mission Statement as presented. All voted yes. Motion passed.

APPROVAL OF 911 ROLLOVER OPTION

Ms. Stollsteimer advised the E911 system requires a Board decision for Century Link to determine a rollover option to reroute 911 calls due to call demand or if the WestCo center was evacuated due to an emergency, fire drill, etc. She advised her recommendation is for calls to rollover to the Gunnison Regional Dispatch Center even though they do not have a central office but are considered a satellite hub office. The Delta/Grand Junction centers are not able to accommodate our request for rollover services and Colorado State Patrol does not have enough phone lines. Gunnison is willing to accommodate the request to answer calls, staffing, and share cell phones as another means of communication. Unfortunately, in the event of a major catastrophe in the area,

Gunnison's Center would lose their phone lines along with other centers in the region. Gunnison currently handles emergency dispatch services for 26 agencies, including fire, EMS, and police. Rollover calls could be dispatched to WestCo administrative lines and/or individual cell phone numbers. The Gunnison Center operates similar to WestCo with two dispatchers during peak hours, one dispatcher during off peak hours, offers cross training, EMD certification, and has seven trunk lines. Ms. Louise advised she will discuss with CenturyLink options to set up a dual tandem line for Montrose which would go to Grand Junction. There is only one fiber line from Salida west to Montrose with no redundancy in the line.

A motion was made by Jim Kolar, seconded by Chris Broady, to approve the 911 rollover option to the Gunnison Regional Dispatch Center. All voted yes. Motion passed.

EXECUTIVE DIRECTOR UPDATES: MANDY STOLLSTEIMER

A. 911 Authority Funding Updates and Discussion: As noted in the Executive Director weekly report, SMETSA 2015 funding was used to purchase APCO memberships, registration for two dispatchers to the APCO CTO Class, and EMD Guidebooks. Currently waiting for the WestCo tax exempt confirmation to purchase staff shirts (pending for logo design), and office chairs in 2016.

Metsa funds have provided NENA memberships along with headsets, intensive use chairs and EMD user training.

B. WCRDC Operations: Staff continues to develop policy/procedure documents and are reviewing standard operating procedures from other dispatch centers. Ms. Stollsteimer will make these draft documents available to the Board for review. Dispatchers currently training with Spillman and CAD. Dispatch personnel schedules have been changed from the approved 8 hour shift to a 12 hour shift to eliminate or reduce overtime costs. Dispatch staff were okay with 12 hour shifts. Ms. Stollsteimer advised staff has been "paired up" to leverage personnel strength and development, which will help create collaboration and knowledge sharing. Staff are being trained in CPR and EMD as training is available. Montrose Fire Protection District, Telluride Marshall's Office and Mountain Village Police Department offered to assist with CPR training.

C. Facilities Update: Construction on target with HVAC being installed along with the ceiling grid and tile, carpet; executive director office furniture installation expected January 12, 2016, along with the certificate of occupancy. Motorola timeline on schedule. Looking to be fully functional by March 1, 2016. An outstanding item is the status of ORI which was submitted to the F.B.I. on December 17. The ORI also has a three day coordinator training that is required prior to certification. Because confirmation for ORI is unknown at this time, David Reed advised he will stipulate in the agreement with Montrose County dispatch services a renewal date of March 1 to advise if services will be needed in the second quarter of 2016.

D. Personnel Update: Eight dispatchers are currently on staff with a budget for eleven. Ms. Stollsteimer mentioned she will continue to work with City of Montrose Human Resources to keep posting the positions and generate interest.

911 SOLUTIONS CONSULTANT UPDATE: JACI MARIE LOUISE

Ms. Louise distributed her weekly report noting required letters for Phase II were sent, and CenturyLink lines have been ordered. She is working with the executive director creating documents for budgets, training, mentoring plans.

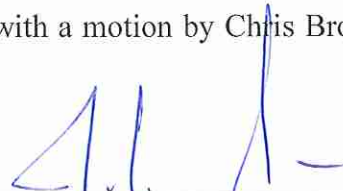
GENERAL WCRDC BOARD OF DIRECTORS DISCUSSION

Mr. Reed suggested media inquiries be sent to either Andrew Boyko or himself for response.

Vice Chairman Cheroske reminded everyone that the next Board meeting is Monday, January 4, 2016.

ADJOURNMENT

At 11:16 a.m., the regular meeting was adjourned with a motion by Chris Broady, seconded by Allen Weese. All voted yes. Motion passed.



John Cheroske, Vice Chairman

ATTEST:



Chris Broady

