

**WESTERN COLORADO REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING MINUTES
February 1, 2016**

A regular meeting of the Western Colorado Regional Dispatch Center (WestCO) Board of Directors was held on Monday, February 1, 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
Bill Bell – Administrative Representative

Absent: Jim Kolar – Chief Marshall, Telluride Marshal’s Office
Justin Harlan – Chief of Police, Olathe Police Department
Chris Broady – Chief of Police, Mountain Village Police Department

GUESTS:

Jon Cryer – Battalion Chief, Montrose Fire Protection District
Allen Weese – Deputy Fire Chief, Montrose Fire Protection District
Mandy Stollsteimer – Executive Director, WCRDC
Drea Cole – Police Systems Administrator, City of Montrose
Carolyn Bellavance – Deputy City Clerk, City of Montrose
Blaine Hall – Police Lieutenant, City of Montrose
Jeff Scheetz – Director of Information Systems, City of Montrose
Mark Armstrong - Facilities Manager, City of Montrose

Absent: Jaci Marie Louise – 911 Solutions, Inc. Consultant
Keith Caddy – Police Commander, City of Montrose
Andrew Boyko – Assistant City Attorney, City of Montrose
Bo Nerlin – Attorney, J. David Reed P.C.
Terri Wilcox – Human Resources Director, City of Montrose

CALL TO ORDER

Chairman Tom Chinn called the meeting to order at 1:40 p.m. There was not a member quorum present, therefore the regular meeting was not held. *Courtesy minutes of discussion items are as follows.*

WESTCO LOGO REVIEW

The Board discussed the WestCO logos as presented by Ms. Stollsteimer. One logo was presented with a shadow that can be used for letterhead, business cards, printed materials, and one without a shadow that can be used for embroidery, screen printing, etc. Ms. Stollsteimer will check with Scott’s Printing on the design and feasibility of embroidery options.

EXECUTIVE DIRECTOR UPDATES: MANDY STOLLSTEIMER

Executive Director Mandy Stollsteimer distributed an executive director report dated February 1, 2016, with details on the status of operations, construction timeline and personnel update.

- A. WestCO operations: Ms. Stollsteimer explained the EOC has experienced issues with network outages and has been working with Montrose County and City of Montrose IT departments for resolution. A chart showing CAD call entries was included with the report and information will be used for billing/tracking purposes. Also, Ms. Stollstimer advised she met with City of Montrose legal department regarding the status of the IGA with Montrose County, however, it has not been finalized. Training classes will begin this week with juvenile intake training and EMD training. Code Red training may be done by webinar and Chairman Chinn volunteered the services of Drea Cole to teach a class on Code Red procedures. A WestCO account has been established at Alpine Bank, and tax exempt confirmation received today.
- B. Construction Timeline: Mr. Armstrong advised a punch list walk through was made and another walk through will be held on Tuesday at 2:00 p.m. The furniture installer will return to complete installation once the facility is finished. He mentioned the police department staff will be moving back into the building later this week.
- C. Personnel update: Interviews set for February 9.

911 SOLUTIONS CONSULTANT UPDATE: JACI MARIE LOUISE

On behalf of 911 Consultant Jaci Marie Louise, Ms. Stollsteimer distributed a weekly report dated January 25, 2016, and February 1, 2016, highlighting information for UPS, Century Link MSAG Coordinators, and Verizon.

GENERALWESTCO BOARD OF DIRECTORS DISCUSSION

The Board discussed future work session and regular meeting dates. Monday, February 15, is a City of Montrose holiday, therefore that meeting date was cancelled. The next regular meeting date was scheduled for Monday, February 29. A work session was scheduled for the first Monday of the month, March 7, and a regular meeting on the third Monday of the month, March 21, 2016, to follow a schedule of work sessions on the first Monday and a regular meeting on the third Monday of each month.

Mr. Armstrong suggested it would be beneficial for the WestCO board and/or City of Montrose to enter into operational service and maintenance contracts for WestCO specialized equipment. Mr. Bell advised that an IT interfund lease is built into the costs for replacement of units, however, this fund does not cover ongoing maintenance or service costs. A review of equipment will be made to determine which equipment would be the responsibility of WestCO versus City of Montrose. This item will be scheduled for a future work session discussion.

At the request of Mr. Armstrong, the board discussed access to the dispatch area using keys versus keypad entry and which entities/individuals should have access. Mr. Rowan commented the Montrose Fire Protection District will have a master key for access; Chairman Chinn proposed the

Montrose Police Department have a key to access the dispatch area and director offices for emergency purposes only.

Considering efforts to be as transparent as possible with public funds, the Board discussed public tours of the dispatch area. Ms. Stollsteimer suggested a public tour/open house take place in March prior to training (March 21-22) and live date (March 23) for services and proposed a more formal request process for public tours after that timeframe. She reiterated that security for dispatch employees is an important factor to be considered.

ADJOURNMENT

The meeting adjourned at 2:45 p.m.