

**Archuleta County Combined Dispatch Executive Management Board of
Directors meeting**

**January 7, 2019
8:30 am-10:00 am**

**MEETING LOCATION: Town of Pagosa Springs Municipal Court
Chambers – 551 Hot Springs Blvd. Pagosa Springs, Colorado**

Meeting called by: Andrea Phillips, Chairperson

MEETING MINUTES

1. Call to Order

The meeting was called to order at 8:30 a.m. Those in attendance were Chief Larson, Chief Rockensock, Interim County Manager Greg Schulte, Sheriff Valdez, John Daffron, Connie Cook, Mike Le Roux, and Shannon Jones. Andrea Phillips arrived at 8:45 a.m.

2. Approval of Minutes from October 12, 2018 Meeting

Chief Larson made a motion to approve the minutes of October 12, 2018. Connie seconded. Motion carried.

3. Approval of Minutes from December 3, 2018 Meeting

Connie made a motion to approve the minutes of December 3, 2018. Chief Larson seconded. Chief Rockensock abstained. Motion carried.

4. Graveyard Shift Staffing

Greg brought a list of current staff and number of FTEs. Two individuals have just been hired to fill a full time and a part time vacancy. Shannon expressed that due to safety reasons, it is necessary to have another full time person on graveyard shifts. This is not reflected in the call volume, but in the need to have a second person on during that time period in case there are any significant calls that come in. Also, it is a personal safety concern to have only one employee on staff at that time. The Board discussed the staffing levels and Andrea reminded the Board that during the 2019 budget process, funds were placed in contingency for this purpose as the need was identified in the fall. Chief Larson made a motion to increase the staffing from 11.5 to 12.0 FTEs (move to 2 part time -0.5 FTEs-and 11 full time 1.0 FTEs with benefits). Connie seconded. Motion carried.

5. Discussion Items:

a. Dispatch Center Facility/Location Discussion Update

Shannon gave the Board information on various sites he is looking at with the help of a realtor. There are very few commercial buildings for sale at

an affordable price. Because of line of sight for the communications towers, uptown properties are being considered. One possibility is the old “Antler Shed.” The idea of renting space at the Parelli Building/Pagosa Peak Open School was discussed. Space on the second floor could be available at \$1.50 per square foot. A couple of Board members voiced that there may be a safety issue if the Dispatch Center was targeted and it was within a charter school. The AV-Jet offices at the airport were also mentioned. Greg will look into this option. Ideally, the Board would find an affordable, stand-alone building for lease or purchase.

b. Dispatch Center/Technology Assessment Update

Lisa Shorter from Pueblo County will be in Pagosa Springs on Jan. 14 to conduct an assessment. Shannon has been trying to schedule Phil Campbell from Durango/La Plata County to conduct an assessment before the strategic planning session as well.

c. Strategic Planning Session Dates

The Board determined that Monday, February 4 from 8 am to 1 pm would be the best date for everyone. John will not be able to attend. Yvonne Wilcox will be the facilitator. The retreat will be held at the Fire Department Training Room on Pagosa Blvd.

6. Report from Shannon Jones, Dispatch Manager

Shannon discussed that staff seems happy. He is purchasing monogrammed shirts for them all with the Dispatch logo. In regards to the potential move to a new location, he is working with the County IT staff to estimate the costs of moving the server and consoles.

7. Other Discussion Items

The Board discussed the need to audit their calls for service by agency against the calls for service report that the Board receives from Dispatch. The report from Dispatch is underestimating the number of calls in some cases. Some agencies create a tag for every call and some are not. It will be important to look at the definition of a “call.” Shannon will work with the agencies on this.

The Board also discussed that Hinsdale and Mineral Counties receive services from Dispatch but do not contribute towards these costs. The Fire Department no longer has a mutual aid agreement with these counties and can charge for their services if they are called out. The Sheriff’s Office does have a mutual aid agreement. Shannon estimates that about 50 calls per month into Dispatch are from these counties. The Board discussed how to recoup these costs and felt that it was not worth the effort to try to track them and approach the counties for this.

8. Adjournment

The meeting was adjourned at 9:50 a.m.