

**Archuleta County Combined Dispatch Executive Management Board of  
Directors Special Meeting**

**February 20, 2019  
3:30-4:30 pm**

**MEETING LOCATION: Town of Pagosa Springs – 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 3:33 pm. Those in attendance were Chief Larson, Chief Rockensock, Interim County Manager Greg Schulte (by telephone), Connie Cook, and Andrea Phillips.

**2. Appointment of Interim Manager**

Due to the resignation of Shannon Jones effective 2/15/19, the Board needs to appoint an Interim Dispatch Manager until the role is filled permanently. Andrea reached out to Nancy McBroom, a senior dispatcher, to see if she would be interested in serving as Interim Dispatch Manager. Connie made a motion to appoint Nancy McBroom as Interim Dispatch Manager with a temporary pay increase to \$31.04 per hour, which is the bottom of the pay scale for the position. Chief Larson seconded. Motion carried.

**3. Dispatch Manager Recruitment/Next Steps**

The Board discussed the method of recruitment for the Dispatch Manager position. All agreed that it would be best to put out a formal recruitment as per the last time that the Manager was hired. Andrea will work on the brochure and will coordinate with the County Human Resources Department to advertise. The following are locations where it will be posted-County and Town web sites, Durango Herald, Pagosa Sun, Police One, and Association of Fire Chiefs. The deadline for applications will be March 29<sup>th</sup> and applications will be reviewed the following week.

**4. Other Discussion Items**

- a. The next regular Dispatch Board Meeting will be held on March 4<sup>th</sup> from 8:30 am to 10 am at Town Hall. Nancy will be invited to the meeting. Potential topics are:
  - i. Review of Retreat Goals and Objectives
  - ii. Appointment of Advisory Board members and assignment of tasks, and

- iii. Discussion of the Assessment Report prepared by Lisa Shorter.
- b. Other Discussion Items
  - i. Andrea and Greg will discuss with Nancy the expectations for Interim Dispatch Manager.
  - ii. Greg said he would be discussing with County Commissioners the E-911 funds and the proposal from the Board to increase the charge to \$1.75.
  - iii. Chief Larson will continue working on preparing the financial condition presentation.
  - iv. Andrea will send out the Retreat Goals and Objectives Document from facilitator Yvonne Wilcox.

**5. Adjournment**

Connie motioned to adjourn the meeting and Greg seconded. The meeting was adjourned at 3:59 pm.