

**Notice of Regular Meeting of the
Executive Management Board of
Archuleta County Emergency Communications Services**

Thursday, April 1st, 2021 at 9:30am

MEETING LOCATION:

Virtual due to COVID-19 – Access to Meeting:

Web Address: <https://us02web.zoom.us/j/7186713647>

Meeting ID: 718-671-3647

Meeting called by: Derek Woodman, Chairman

AGENDA

- 1. Call to Order; Administrative Matters of the Board**
 - a. Confirmation of quorum/attendance
 - b. Identification of proxies
 - c. Approval of agenda and any changes
- 2. Presentations – none at this time**
- 3. Reports**
 - a. Emergency Communications Director Report (prepared/submitted by ECD Harr)
 - b. Financial Report (prepared/submitted by ECD Harr from fiscal agent accounting data)
 - c. Chair Report (provided by Chairman Woodman)
- 4. Old Business**
 - a. Strategic Planning Retreat Finalized Schedule and Topics (provided by Asst. Chief Cook)
- 5. New Business**
 - a. ECD 2020 Performance Evaluation Structure (provided by Chairman Woodman)
- 6. Consent Agenda**
 - a. February 4th, 2021 Minutes
- 7. Items to be Considered for Decision**
 - a. Facility Fencing Expenditure (provided by ECD Harr)
- 8. Other Business – none at this time**
- 9. Adjourn**

Emergency Communications Director Report
April 1st, 2021 Dispatch Executive Mgmt Board Mtg

Submitted by: Kati Harr

Report for: the months of February, 2021 and March, 2021

CFS and Stats

- Calls for service by agency:
 - Tags created, February 1 – February 28: 1171 (1519)
 - SO CFS: 494 (42%)
 - PD CFS: 483 (41%)
 - EMS CFS: 129 (11%)
 - FD CFS: 65 (6%)
 - Tags created, March 1- March 30: 1137 (1562)
 - SO CFS: 528 (46%)
 - PD CFS: 388 (34%)
 - EMS CFS: 148 (13%)
 - FD CFS: 73 (6%)
- Calls for service received 2/1/2021 – 3/30/2021:
 - 911 calls for service – 710
 - Non-emergent calls for service – 4209

Personnel

- New Hires: staggered start dates – 3/31 and 4/15. Once CTO is completed we are fully staffed.
- CTO Program has been implemented – thank you for your support
- Personnel evaluations completed and given for 2020
- Leadership Team successes – increased support to me, united front, operational perspective
- Maintaining staffing levels of primarily 3 on (1200hrs-2200hrs) and 2 on unless emergent circumstances/low staffing

Equipment

- All new equipment installed, functional, and signed off on
 - A few minor bugs with recording system and headsets
 - Looking forward to utilizing increased functionality (ex: QA/QI, metrics, impact on ops, etc)
- Updated Cap Rep schedule to be presented at June meeting
- Identified need for support structure for isolated pieces of equipment – primarily the microwave link

PR Outreach

- National Public Safety Telecommunicators' Week is April 11th – 17th! Letter to Editor and BoCC Proclamation. Please feel free to support/contribute if you wish

Operational

- EMD certification
 - Training and certification scheduled 4/5 and 4/6 – go live 4/20
- Completed 1st formal monthly tag review
- Reinstated bi-monthly meetings for addressing user agency requests
- Alamosa CSP re: secondary back-up MOU
 - Their legal is reviewing the MOU and will get back to me with any updates/requested changes – approved by Board to enter into agreement
- COVID-19 Updates
 - Serial testing continuing through EMS and SJBPH
 - CDC allowance of unvaccinated parties to be unmasked – considering extending this to the ops floor outside of SJBPH/CDPHE recommendations

National/State Legislation

- Implementation of National Suicide Hotline 988 requires 10 digit dialing for CPE quick-dials and transfers – mandatory reprogramming by 10/24/21
- SB21-156 – state bill regarding creation of a pilot program for nurse intake assistance to divert 911 calls that do not need EMS – if passed, 4 pilot PSAPs (one with population >60k, three with population <60k) – under consideration
- FCC expansion of text-to-911 readiness registry to include Real Time Text (RTT). ACCDC is technically registered as a text-to-911 center, but I do not currently have policy in place nor a public outreach program. I will be following up on this.
- PUC submitted comments to FCC regarding Notice of Proposed Rulemaking regarding 911 fee diversion – advocated for clarity, pathways to compliance, and exclusion of contradictory language.
- Continued ECC Roundtable drafting of uniform job descriptions for all PSAP positions
- 911 SAVES Act to be introduced this week by Congresswoman Torres. This bill would see PSCTs reclassified as a working in protective-services occupation.

General – None at this time

Board Recommendations

- Discussion and input regarding the Dispatch Advisory Committee
 - Current status
 - How best to leverage
 - Topics and focus

Dispatch Financial Report

April 1st, 2021 Dispatch Executive Management Board meeting

Submitted by: Kati Harr, Emergency Communications Director

Old Business:

1. 2020 expense/revenue report review

2020 Total Expenditures	2020 Total Revenue	Revenue Over Expenditures
\$992,767.10	\$1,074,929.76	\$82,162.66

a. Preliminary Surcharge Revenue Increase Impact

i. Local surcharge increase of 80% implemented August, 2020

1. Total 2020 911 Surcharge Revenue - \$274,862.38 (21% increase)

2. January 2021 surcharge revenue ~\$31,500 (80% increase)

a. January 2020 and January 2019 surcharge revenue ~\$17,000

i. 2019 surcharge revenue ~\$202,000 – difficult to infer what 2020 surcharge revenue would have been without increase due to differing remittance schedules

ii. Statewide pass through surcharge of \$0.10/line distributed based upon concurrent sessions implemented January, 2021

1. Remittance non-compliance by a number of companies – projected revenue remains ~\$36,000 annually

b. 2020 Ending Fund Balance (Preliminary) - ~\$287,000

i. Mechanism for Increasing Fund Balance

1. Include increase amount as decided by the Exec Mgmt Board in Budget

ii. Mechanism for Accessing Fund Balance

1. Express intention to utilize fund balance for X expenditure during budget process

2. Budget appropriation of expenses accordingly

2. January 2021 and February 2021 expense/revenue report review and Year to Date 2021 expense/revenue report review – delay due to incomplete Incode report

New Business:

1. Preliminary overview of fiscal impact of move and new/updated equipment

<u>Line Item</u>	<u>Budgeted Amt</u>	<u>Actual Cost</u>	<u>Over/Under Budgeted Amt</u>	<u>Notes</u>
7025 – Contingency	\$25,000	\$0	\$25,000	
3209 – Prof Svcs	\$50,950	\$22,000	\$28,950	*Not all invoices for services have been received (fire suppression, WestTel relocate) *Additional costs related to electric/power issues *Motorola training included in on-site support costs from EMT at a lower cost
4302 – Computer Hardware R&M	\$23,000	\$6,500	\$16,500	*Radio programming and existing hardware repair costs less than anticipated
4413 – Furniture, Fixtures, Office Equip	\$8,000	\$38,850	\$30,850	*Xybix workstations charged in 2021 due to COVID delays (\$37,500)
5803 – Trg and Travel	\$10,000	\$0	\$10,000	*Not all invoices for services have been received (WestTel training) *Motorola training covered in additional costs for prof svcs at a much lower price
6126 – Other Ops Supplies	\$3,000	\$9,200	\$6,200	*Unanticipated headset costs (remote bases and training cords) ~\$3300 *Unanticipated equipment costs (KVM, tone remote) ~ \$3600
7411 – Computer Equipment	\$5,400	\$1,300	\$4,100	*Touchscreen monitors not needed/practical for radios
8505 – Capital Outlay	\$39,000	\$800	\$38,200	*AID Server licensure unrealistic and alternate cost-free PBX integration solution discovered
TOTALS	\$164,350	\$78,650	\$85,700	

Unexpected Move/Equipment Expenditures:

- Additional project management assistance from Elk Mtn Tech
- Unaccounted for back-room UPS
- Generator pad and placement cost and electrical issues
- Console furniture out of 2021 budget vs 2020 budget due to timing

Unexpected Move/Equipment Savings:

- Motorola radio training provided in-house
- Elk Mtn Tech and IT formulated County PBX solution to avoid this cost (including PBX maintenance fees)
- AIS server licensure was not included in MCC quote (ECD mistake) and increase in additional licensure required by DSS Corp was unaccounted for
- Backroom radio programming and antenna/mounted radio equipment relocation through Elk Mtn at discount
- Moving company services cost less than estimated

2021 STRATEGIC PLANNING RETREAT

Archuleta County Consolidated Emergency Communications Center

Combined Dispatch Executive Management Board

PAGOSA SPRINGS, CO • VIRTUAL • 4-SESSIONS

April 8-20, 2021 • Zoom Invitation Details To Come

DATE	TIME	SESSION	DURATION
Thu, Apr 8	10:30am-12:15pm	Session 1: FUNDING PLAN	105 min
Tue, Apr 13	10:30am-12:00pm	Session 2: FACILITY, EQUIPMENT & STAFFING PLAN	90 min
Thu, Apr 15	10:30am-12:00pm	Session 3: PUBLIC AWARENESS PLAN	90 min
Tue, Apr 20	10:30am-11:45am	Session 4: EMERGENCY PREPAREDNESS PLAN	75 min

Close



2021 Strategic Planning Retreat

Combined Dispatch Executive Management Board

SESSION	CURRENT ACTIONS	PLANNED ACTIONS
<p>Funding Plan Session 1 - Virtual Thu, April 8 10:30am-12:15pm</p>	<p>Current Actions</p> <ul style="list-style-type: none"> • Increase in County surcharge, will see this in 2021 • State pass-through revenue, will start to see impact in 2021 • Solid Capital Replacement plan • Still using funding formula for user agencies based on call volume, will this reduce contributions? Or increase revenue? Combo of both? • All has been projected at this point, need to see what it is – most likely know this Q3 of 2021 (review quarter by quarter)? 	<p>Measurable Goals By 2022: By 2024:</p> <p>Continued Actions</p> <ul style="list-style-type: none"> • <p>New Actions</p> <ul style="list-style-type: none"> • How to plan for next Capital Replacements? • Explore different structure options, own stand-alone entity – Dispatch Authority? Challenge with being a special something, strange overlap, explore what it would take to create Dispatch Authority, managed by Exec. Board, not delegated to fiscal agent?
<p>Facility, Equipment & Staffing Plan Session 2 - Virtual Tue, April 13 10:30am-12:00pm</p>	<p>Current Actions</p> <ul style="list-style-type: none"> • Staffing plan: about to fill final FT position (1 added in 2021 budget), have 3 FT – getting training accomplished • Turnover issues, recruitment issues • Facility: Move is complete, plan on being in for 10 years, Sheriff Dept. see as temp. meeting, sufficient for now • Equipment: All installed, everything has been upgraded, good equipment, good tech support, currently no barriers to provide service 	<p>Measurable Goals By 2022: By 2024:</p> <p>Continued Actions</p> <ul style="list-style-type: none"> • <p>New Actions</p> <ul style="list-style-type: none"> • Facility: What do we need to do to plan for the next time we need to move? • Equipment: What do we do to plan for next upgrade? • NG-911 transition • Professional Development funding
<p>Public Awareness Plan Session 3 - Virtual Thu, April 15 10:30am-12:00pm</p>	<p>Current Actions</p> <ul style="list-style-type: none"> • Still on hold now due to Covid • Local paper great job covering move and board meetings • Great relationship with Pagosa Sun, included in more articles and putting the word out about what is going on • On hold: Fire Fair, Halloween, Summer prog. At Community Center • Utilize County FB page, Dispatch FB page? • 2021 Goal: Reclass dispatch as First Responder (recognition not clerical workers) – big opportunity for public awareness 	<p>Measurable Goals By 2022: By 2024:</p> <p>Continued Actions</p> <ul style="list-style-type: none"> • <p>New Actions</p> <ul style="list-style-type: none"> •
<p>Emergency Preparedness Plan Session 4 - Virtual Tue, April 20 10:30am-11:45am</p>	<p>Current Actions</p> <ul style="list-style-type: none"> • Phenomenal job for COOP, now use for other (ex. Flood plan, etc.) 	<p>Measurable Goals By 2022: By 2024:</p> <p>Continued Actions</p> <ul style="list-style-type: none"> • Continue to build on current plan in process <p>New Actions</p> <ul style="list-style-type: none"> • Integration of COOP plan with other agencies to ensure we are working together • Tabletop exercises/full scale/including Dispatch, more focused on Dispatch function (ex. Weather, cyber security, cyber attack)

**Minutes of Regular Meeting of the
Executive Management Board of
Archuleta County Emergency Communications Services**

Thursday, February 4th, 2021 at 9:30am

MEETING LOCATION:

Virtual due to COVID-19 – Access to Meeting:

Web Address: <https://us02web.zoom.us/j/7186713647>

Meeting ID: 718-671-3647

In Attendance: Connie Cook, Andrea Phillips, Randy Larson, Derek Woodman, Bill Rockensock, Kati Harr, Clayton Chaney (the Pagosa Sun)

MINUTES

- 1. Call to Order at 0935hrs**
 - a. Confirmation of quorum
 - b. No proxies identified
 - c. Agenda approved
- 2. Presentations**
 - a. CTO Compensation Proposal (see packet)
 - i. Town Mgr Phillips requested confirmation that this cost is absorbed by vacancy savings. Director Harr confirmed.
 - ii. Motion to approve CTO bonus program by Town Mgr Phillips, seconded by Chief Larson, all in favor, none opposed, motion carries.
- 3. Reports**
 - a. Emergency Communications Director Report (see packet)
 - b. Financial Report (see packet)
 - c. Chair Report (provided by Chairman Woodman)
- 4. Old Business**
 - a. Move Overview and Debrief (provided by ECD Harr)
 - b. Strategic Planning Scheduling/Update (provided by Asst. Chief Cook)
- 5. New Business – none at this time**
- 6. Consent Agenda**
 - a. December 3rd, 2020 Minutes
 - i. Motion to approve by Asst. Chief Cook, Town Mgr Phillips seconds, all in favor, none opposed, none abstaining. Motion carries.
- 7. Items to be Considered for Decision – none at this time**
- 8. Other Business – none at this time**
- 9. Adjourn**



SIERRA ALTA FENCE

100 Desert Rose Trail
Farmington, NM 87401
(505-320-0801)

ESTIMATE

Date: **March 17, 2021**
Estimate #480

To **Richard Valdez**
Archuleta County Sheriff's Office
85 Harman Park Dr
Pagosa Springs, CO 81147
rvaldez@archuletacounty.org
970-398-5064

Due to material prices increasing estimate is good for only **30 Days**

Description	Includes	Line Total
Install: (540) ft. chain-link fence 6 ft. tall 3 strands of barbwire on top (1) 16 ft. double swing gate and (1) cantilever gate with automatic gate operator power unit	Material & Labor	\$23,200.00
Material: Chain-link Fence		
<ul style="list-style-type: none"> • 6 ft. tall chain-link 9 gauge • 1-7/8" x 8' Galvanized line posts • 2-3/8" x 9' Galvanized corner posts • 4"x 10' Galvanized gate posts • 1-5/8" top rail • (1) 16 ft. double swing gate • (1) 18 ft. cantilever gate • (1) automatic power unit gate operator • (1) wireless keypad • Concrete 		
	Early Spring Discount	-\$200.00
	Total	\$23,000.00

We offer PRICE MATCH call us to find out more!

We hope you have an amazing day! We look forward to hearing from you.