

**Regular Board Meeting of the
Archuleta County Combined Dispatch Executive Management Board of
Directors**

Monday, May 6, 2019 at 9:30am

MEETING LOCATION:

Pagosa Springs Medical Center – The Great Room (direct access – northeast entrance), 95 S. Pagosa Blvd., Pagosa Springs, CO

Meeting called by: Connie Cook, Chairperson

Present: Connie Cook, Randy Larson, Don Peterson, Andrea Phillips, Jason Webb, Derek Woodman; Chris from the Pagosa Sun newspaper

MINUTES

1. Call to Order; Administrative Matters of the Board – called to order at 0932
 - a. Confirmation of quorum
 - b. Identification of proxies (if any)
 - i. Jason Webb for Dr. Rhonda Webb (USJHSD)
 - ii. Derek Underwood for Sheriff Rich Valdez (Archuleta County)
 - c. Approval of agenda and any changes – agenda approved, no changes
2. Approval of Minutes from April 22, 2019 Meeting – motioned by D. Underwood, second by Jason Webb, minutes approved as written.
3. Report from Nancy McBroom, interim Emergency Communications Manager
 - a. Calls for service report distributed (see attached)
 - b. Approval by the BOCCs was given to combine the 2 part time Dispatcher positions into 1 full time position and proceed with hiring. Former Dispatcher, Cassie Calavan, is in the final stages of the County hiring process and it is anticipated that she will start soon pending completion of hiring tasks. Unsure what shift she will be filling at this point, she is flexible and may be filling in for vacations, etc.
 - c. June 24th is start date of new Manager, Nancy McBroom, interim Manager, agreed to continue to fill the interim Manager role until then.
 - d. Staffing – there was a question as to the staffing allotment for Dispatch. It would require 12 FT Dispatchers + 1 FT Manager to staff all shifts with at least 2 Dispatchers. Currently the allotment is 11 FT Dispatchers and 1 Manager per Bob Smith. Ideally, they need 12 FT Dispatchers, 2 PT Dispatchers and 1 FT Manager. From midnight – 0600 there is only one Dispatcher on currently.
 - e. Calls for service report

4. Dispatch Advisory Committee update (Jason Webb)
 - a. Jason Webb presented that he would be willing to Chair the Dispatch Advisory Committee now that he is not longer filling a Board position. He wants to stay close to the Board function of Dispatch and he feels he has the experience to lead this committee.
 - b. Discussed that each user agency will have one primary person to represent each agency with the flexibility to bring in others as needed. We need to ensure continuity with this committee so having a single primary representative is important.
 - i. Brooks Brown (Town), Dave Bronson (USJHSD EMS), David Montoya (PFPD), Warren Brown (County/SO) and Nancy McBroom (Dispatch)
 - ii. Equipment assessment is a top priority
 - iii. Review of Policies and Procedures for Dispatch (general) and as related to each user agency.
 - c. Chief Larson motioned that Jason Webb be appointed as Advisory Committee Chairperson, second by D. Underwood, resolution passed unanimously.
 - d. Action Item: Jason Webb will work to get an initial meeting of the committee scheduled and report at the next regular Board meeting.

5. Emergency Communications Manager position
 - a. Kati Harr accepted the conditional offer of employment for the position of Emergency Communications Manager. Start date is set for June 24th. She is completing the hiring tasks at this time. Discussed her transition into the position, the importance of the Board actively engaging with her and Nancy and the rest of the Dispatch team. She is very excited to get started.
 - b. Wednesday, May 15th – User Agency and Dispatch tours and lunch with Kati Harr
 - i. Board members are supportive of taking part in the tours/lunch this day.
 - ii. Action Item: Connie - Agenda/schedule will be put together for posting.
 - iii. Action Item: Nancy - pull together current P&Ps to give to Kati to get started with to familiarize herself.
 - c. Goals/objectives for first 90 days/6 months
 - i. Discussion regarding setting objectives and key results for the new Manager.
 - ii. Action Item: Board members will begin formulating goals/objectives and send to Chair individually so we can start compiling and prioritizing.
 - iii. Action Item: Connie will identify common goals and objectives and prioritize them by commonality. Will present at next Board meeting.
 - iv. Example: Specific training on processes for the specific entities was - Chief Larson. Nancy talked about resources they utilize for training staff. ECCO? manual.
 - v. Action Item: Nancy will provide one of these manuals to Jason Webb for use on Advisory Committee.

- d. Other discussion
 - i. Scheduling discussion regarding what hours/days the Manager might work. This is an exempt position and the schedule will be up to them to determine what is appropriate. There may be a need for them to fill in as an operational dispatcher, so they may need flexibility.
6. Board Retreat Goals & Objectives
- a. Discussion regarding the document that came out of the retreat in January. Recognized the importance of using this as a guiding document for the Board and the new Manager.
 - b. Chief Larson moved that we adopt the Board Retreat Goals and Objectives for the 2019-2020 budget years. More discussion, Chief Larson withdrew his motion.
 - c. The Board will keep “Dispatch Board Retreat Goals & Objectives Review” as a standing agenda item and view as a living document that needs to be reviewed and updated as needed.
 - d. Discussed the differences between a strategic plan vs. the Goals and Objectives document. This Goals & Objectives document is a public document as it was developed in a public meeting and is available upon request. It gives us direction at this point.
 - e. Discussion regarding where to post Dispatch Board documents online.
 - f. Action Item: Connie will follow up with Gabe at the County to assess what needs to happen so that this can be done via the County website/Dispatch page.
7. Discussion Items:
- a. Interim Emergency Communications Manager – through June 24, 2019
 - i. Nancy McBroom agreed to continue as interim until the new Manager starts. Many thanks were extended to Nancy and her great work up to now as interim Manager was recognized.
 - b. Updates on
 - i. Arboles tower – No status change
 - ii. Reservoir Hill BDA back-up - Complete and functional
 - iii. Chromo tower progress – BLM is in the process of working an agreement with LPEA. There is a 3rd party access need and this property owner has not been very responsive to finalizing an agreement.
 - iv. Sandoval tower strengthening (Undersheriff Woodman) – This is referring to structural strengthening of the tower to accommodate additional hardware. The state is in the process of determining if they are going to remove a dish from the tower, if this happens the tower will not need strengthening.
 - v. Undersheriff Woodman also updated us on a cell tower adjacent to Hwy 160 and Piedra River to fill the gap near Chimney Rock. The County (Planning Dept) stopped this at some point, he did not know why, the infrastructure is in place.

- c. Dispatch Presentations to User agency Boards – updates/feedback – Town, Fire and Health District meetings all went well. County Commissioner’s work session presentation is 5/7/19, encouraged Board members to be present
 - i. Exploratory Committee (Andrea Phillips)
 - 1. After conducting the presentations Chief Larson and Andrea thought it would be useful to present the idea of an “exploratory committee” comprised of 1 to 2 members of each user agency’s governing bodies, one or two at-large community members and a Board liaison and Emergency Communications Manager. It was suggested that Chief Rockensock or Sheriff Valdez may be good Board representatives for this committee due to their long history and extensive knowledge of the Dispatch Board creation and function. Discussion of the importance of supporting Dispatch and the Dispatchers and educating the community on the function of Dispatch.
 - 2. Action Item: Chief Larson and Andrea will compose a draft scope of work document/letter that can be given to each user agency governing body to be included on their meeting agendas to move this committee idea forward. The draft will be presented at the next regular Board meeting. Two main objectives for the committee would be reviewing and updating the IGA (goal of sustainability) and funding mechanism/plan options for moving the Dispatch facility forward. Discussion regarding how the current IGA is written, even if we bring in more money, all it does is reduce the costs for each agency. All of this is going to require user agency governing body involvement, cooperation, and agreement. We need the governing bodies to help come up with solutions.
 - 3. Action Item: The Board would like to invite Greg Schulte to the next regular Board meeting to discuss the “exploratory committee”. Connie will reach out and extend invite.
 - d. Combining of (2) PT Dispatch positions to a single FTE – financial impacts
 - i. This action was approved by the BOCCs.
 - ii. See attached worksheet that was created from data/information provided by the County to clarify the fiscal impacts of combining these two Part Time positions.
 - e. Current IGA – begin process to update
 - i. Action Items: Dispatch Board members review the IGA for things pertinent to your agency that needs to be updated and bring to next regular meeting.
8. Other Discussion Items
- a. Public Information: Discussion about what process we follow as Dispatch Board members regarding public information requests (ie. Press, public, etc.). The Board Chair and the Emergency Communications Manager will be the

primary public information representatives most likely. The question came up as to what legal representation (County or home agency?) we consult for things related to Dispatch. Suggested that the County, as the fiscal agent, services that are paid through the Dispatch budget would be the probable resource. Discussed the development of a policy for the Board regarding this topic.

- b. Action Item: Board Chair Cook will research and follow up on this to present at the next regular board meeting.
9. Adjourn
- a. Motioned by Andrea Phillips, second by D. Woodman
 - b. Adjourned at 11:11