

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

**Thursday, June 1<sup>st</sup>, 2023 at 9:30am**

**MEETING LOCATION:**

Archuleta County Sheriff's Office Conference Room  
85 Harman Park Dr  
Pagosa Springs, CO 81147

**Virtual access to the public:**

Web Address: <https://us02web.zoom.us/j/7186713647>  
Meeting ID: 718-671-3647

In attendance: Ron Beckman, Elizabeth Blizzard, Connie Cook, Chelle Keplinger, Randy Larson, Mike LeRoux, Devin Moffat, Andrea Phillips, Bill Rockensock, Sarah Scribner, The Pagosa Springs Sun

**AGENDA**

**1. Call to Order at 0934; Administrative Matters of the Board**

- a. Confirmation of quorum/attendance - yes
- b. Identification of proxies
  - i. Connie Cook for Jason Webb
  - ii. Chelle Keplinger for Rhonda Webb
- c. Approval of agenda and any changes

**2. Presentations**

- a. Introduction – EC Director Moffat (discussed his history in dispatch)
- b. ECD Moffat presented his plans for Archuleta County Emergency Communication Services:
  - i. Goals –
    - 1. Accreditation for center
    - 2. Preparing center for growth/next steps/improvements
  - ii. Changes -
    - 1. Title of lead was changed to supervisor
    - 2. Emily Daniel was promoted to supervisor
    - 3. Hired and introduces new admin. assistant, Sarah Scribner
    - 4. Two conditional offers were made to Jessica and Lisa. Dispatch will stagger hires for training purposes.
    - 5. Updating policy/procedures to standards/practices
      - a. Standards will start with new trainees
      - b. Standards will be more structured

- c. Standards will include scene safety questions that will be asked before dispatching (4 questions)

### **3. Reports**

- a. Emergency Communications Report (prepared/submitted by EC Director Moffat)
- b. Financial Report (prepared/submitted by EC Director Moffat from fiscal agent accounting data)
- c. Chair Report (provided by Chairman Rockensock) – no report

### **4. Old Business –**

- a. Admin lines are still not functioning properly. Echo IT is working on the trunk issue – “sick trunk”
- b. Solocom Updates:
  - i. ECD Moffat meets every two weeks for updates
  - ii. Installation will probably begin at the beginning of 2024
  - iii. Questions regarding the budget for Solocom:
    - 1. Is Solocom already paid for/budgeted for 2023?
      - a. 50% has been paid; the entire amount was approved for the 2023 budget; the remaining balance will be paid upon installation.
    - 2. How will dispatch handle paying the balance if it’s installed in 2024?
      - a. Dispatch was told as long as the invoice is closed by the end of 03/2024, the invoice can be paid out of the 2023 budget.
      - b. Board is requesting dispatch confirm this will still come out of the 2023 budget even if installed in 2024 or if funds will need to be reappropriated.
- c. Dispatch center staffing:
  - i. Connie Cook questioned if, after the two new hires, will the dispatch center be fully staffed?
  - ii. Director Moffat stated that the center will not be fully staffed. Dispatch will still be short two dispatchers.
  - iii. Connie Cook questioned how many supervisors dispatch now has.
  - iv. Director Moffat replied there are three supervisors which will now provide coverage for the three shifts in addition to the Operations Manager, Liz Blizzard, who is also still covering the floor due to staffing shortages.
- d. Research project:
  - i. Town manager Phillips is still working on the funding formula project.
  - ii. Town manager Phillips plans on submitting findings (via email) by the end of June or early July.
  - iii. The board will decide if a special meeting is needed to discuss findings once they have reviewed the information via email.

### **5. New Business**

- a. Burn log has been down for approximately one and a half weeks (out of free subscription)
    - i. ECD Moffat will meet with the sales team to see if dispatch can qualify for a bigger package (free of service).
  - b. Oracle Contracts – EC Director Moffat
    - i. Town Manager Phillips had town attorney Bob Cole review contracts and edits were sent to Director Moffat who then sent them to the county attorney.
    - ii. Connie Cook asked that any changes be sent out.
    - iii. Director Moffat responded that he would send out changes to the board.
    - iv. Board requests final draft be sent out after approval.
    - v. Presented approval to move forward with Oracle pending final draft of contracts.
6. **Consent Agenda** – none at this time
7. **Items to be Considered for Decision**
- a. Signing of Oracle Contracts
    - i. Andrea Phillips made a motion to approve Oracle contract pending any amendments from the county attorney and authorizing Devin Moffat to sign.
    - ii. Randy Larson seconds
    - iii. All in favor
8. **Other Business** – none at this time
9. **Adjourn at 9:55 am MDT**