

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

Monday, June 3, 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

Board Members Present: Dr. Rhonda Webb, Connie Cook, Don Peterson, Scott Wall, Andrea Phillips

Others Present: John Finefrock – Pagosa Sun reporter

MINUTES

1. Call to Order at 0935; Administrative Matters of the Board
 - a. Confirmation of quorum
 - b. Identification of proxies (if any)
 1. Karn Macht for Randy Larson
 - c. Approval of agenda and any changes – approved as presented
2. Approval of Minutes from May 6, 2019 Meeting – unable to approve minutes with those attending today's meeting. These will be placed on the July 1, 2019 regular meeting agenda.
3. Report from Nancy McBroom, interim Emergency Communications Manager – Nancy was unable to attend the meeting today. Discussion about the newly created FT position from the two PT positions merge, has been filled, start date is around June 7th.
4. Dispatch Advisory Committee update (Jason Webb) – Jason was unable to attend the meeting today, no report. Jason is working on getting the first meeting scheduled still.
5. User Agency Exploratory Committee update (Greg Schulte will be at meeting)
 - a. Discussion about what the goal/mission of this committee is and what is needed primarily to get going. It is critical to have consolidated agreement and support from all user agency governing bodies on how we move forward with large financial projects and updating fiscal portion of the IGA.
 - b. Town appointees will be decided at June 4th meeting and Andrea will follow up with names/contact info. (Council Member Tracy Bunning & Mayor Don Volger were selected)
 - c. Appointees: Archuleta County – Commissioner Alvin Schaff, County Administrator Scott Wall; PFPD: Board members Ron Beckman and John Thompson; USJHSD: Greg Schulte; Dispatch Board Chair, Connie Cook, and Dispatch Manager, Kati Harr, will also participate on the committee in operational/liaison roles for the Board and Dispatch. The question of whether some kind of legal representation is necessary came up. Scott Wall suggested that in the future, legal should be involved. All user

agencies will want to involve their legal representation when it comes time to ratify the IGA changes/updates.

- d. Greg Schulte volunteered to chair this committee. Goal is to hold the first meeting in June. Discussed the current facility lease. (The lease was distributed via email to all Board members for review and reference.) Greg pointed out some of the items he feels are important for this committee to focus on/address:
 1. Review/revise fiscal portion(s) of current IGA to reflect the current needs.
 2. Equipment assessment – life/use of current equipment and needs for new equipment. This is a priority task for the Advisory Committee and the new Dispatch Manager.
 3. New facility - Lease vs. buy vs. build. – Discussed the potential for building on the Harman Park county land.
 4. Financing options evaluation/assessment.
 5. What is the 2020 budget/fiscal implication?
 6. Time line agreement among the committee.
 - e. The focus of the group needs to be specific and focused in order to accomplish the high level actions/decisions required. The timeline for much of this is anchored by the lease end date of 9/30/2020.
6. Budget/Finance
- a. Contingency fund release for additional staffing. Discussion was had regarding the monies that the Board allocated to the contingency funds in the 2019 budget planning process. These funds were placed in the contingency accounts because at the time there was question as to what the need was actually going to be and the Board felt it was critical to have input from the Dispatch Manager, who at the time had not been selected. Larry Walton supported taking this approach, and in a meeting with the Board Chair recently, advised that the Board could leverage these funds by passing a motion to present the need to the Commissioners. This item would then be added to the Commissioners’ agenda and Larry would present with the Board Chair and Dispatch Manager. The BOCC approval is part of the required fiscal policy that the County must follow. It is not intended for them to make a decision about how the Dispatch fund is spent. 12 FT Dispatchers, 2 PT dispatchers, 1 FT Dispatch Manager was the ideal situation that interim Dispatch Manager, Nancy McBroom outline at a previous meeting. It was suggested that the Board wait to make an official motion on the contingency funds until Kati starts and has time to assess the current staffing and scheduling situation.
 - b. Discussed having Larry Walton come to a few Board meetings to educate the Board on the budget/financial processes and the relationship of the fiscal agent.
 - c. 1st quarter financial report for Dispatch handed out and attached to minutes.
7. Emergency Communications Manager – Kati Harr
- a. Goals/objectives for first 90 days – draft outline was handed out to Board and is attached to the minutes. Workable, measurable road map for Kati. All of the feedback from the Board and feedback from Kati was incorporated into this draft. This is a living document that will continue to evolve. It will provide an opportunity for the Board to objectively evaluate Kati’s progress and for Kati to have strong guidance for her work. Kati’s objectives were correlated back to the Board Retreat Goals & Objectives.

- b. Other discussion –
 1. Kati did have questions about the policies for spending and what her limitations are by the fiscal agent and the Board, if any. There will be a meeting set up with Kati and Larry to answer these financial questions. Is this something we need to include in the IGA or a set of bylaws?
8. Dispatch Center facility repairs – discussed the process for selecting vendors for repairs and replacements.
 - a. Review lease agreement: there was discussion regarding the responsibilities of the tenant and the property owner. What kinds of things are we going to be responsible for when we vacate? How do we plan for this and ensure that we are accommodating for these things in our budget? This will be included in future discussions and as part of budget planning for 2020.
 - b. Lighting/Ceiling tiles – Scott Wall advised that we can engage the County Facility staff to help assess and potentially provide repairs. Costs associated with any equipment/repairs will be allocated to Dispatch.
 - c. Sewer odor issue was discussed – there was some assessment of the pipes/lines. Property owner stated that the complex lines had been flushed, a valve replaced on the toilet at Dispatch. There is still odor that is intermittent and is an ongoing discussion Nancy is having with the property owner.
9. Discussion Items:
 - a. Current IGA – no discussion at this meeting, if anyone sees anything that needs to be updated with regard to their agency please email to Board Chair Cook.
 - b. Board Retreat Goals & Objectives – standing item, no discussion at this meeting.
 - c. Dispatch Website via Archuleta County website – this is something Kati will have access to once she gets started and be able to update and add things as needed. Flora Goheen is the current contact at the County for website access/direction. We will be able to upload meeting minutes/agendas to the County website and link from other user agency websites.
 - d. Public Information – Board Chair Cook has a meeting with County Attorney Todd Weaver on June 4th and will discuss Board needs regarding legal guidance with information requests and what his role is with things of this nature. This item will be on the agenda for the next meeting.
10. Other Discussion Items – no other discussion items
11. Adjournment: Motioned by Don Peterson, Second by Karn Macht; adjourned at 1045.