

Phillips County Commissioner  
Meeting Minutes<sup>1</sup>  
September 19, 2024

The board held a work session with Road and Bridge Manager Kevin Scott, Maintenance Supervisor Lonny Vernon, and Maintenance Worker Jason Redman prior to the meeting.

The board held a budget work session with Les Archuleta of Platinum Technology after the meeting.

**Call to order**

Chairman Terry Hofmeister called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. at the County Courthouse in the Commissioner meeting room.

**County Attendees**

Chairman Terry Hofmeister, Commissioners Garold Roberts and Tom Timm, County Clerk Beth Zilla, Administrator/Planner Andrew Nygaard, Department of Human Services Director Lori Lundgren

**Additional Attendees**

Janelle Krueger, Kyle Stumpf, Andrea Kammer, Fatima Nuñez, Karen Ortner

**Additions or Corrections to the Agenda**

None presented.

**Approval of Consent Agenda**

Timm moved to approve the consent agenda as presented. Roberts seconded the motion, which carried unanimously.

**Consent Agenda Items:**

- a) Approval of the minutes of the BOCC 09.10.2024 meeting
- b) Approval of the invoice list
- c) Acknowledge receipt of Treasurer reports
- d) Acknowledge receipt of HUTF summary
- e) Acknowledge receipt of Building Permits log
- f) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals

**Public Comments**

None presented.

**Appointments**

The board convened as the Board of Human Services at 8:45 a.m., meeting with Director Lori Lundgren. The minutes from this portion of the meeting will be maintained by the Department of Human Services. The board reconvened as the Board of County Commissioners at 8:55 a.m.

The board met with Holyoke High School FCCLA Member Fatima Nuñez and Holyoke High School FCCLA advisor Karen Ortner to discuss their Trick or Trot event. Nuñez requested the use of the Phillips County Fair Board's inflatables for the event. The Commissioners said the Fair Board owns them and that they had declined to rent them out for insurance reasons. The board noted that the county's insurance provider considers the use of inflatables as a high-risk activity with potential exposure to the county.

The board met with Holyoke School District Superintendent Kyle Stumpf and Holyoke Elementary School Principal Andrea Kammer, who provided updates on the BEST grant they are pursuing and the bond issue that will appear on the ballot in November for a new Holyoke Elementary School.

**Unfinished Business**

None presented.

**Motions/New Business**

Roberts moved to approve the request from Road and Bridge Manager Kevin Scott to hire Dan Waln on a part-time basis at an hourly rate of \$20.00, effective September 3, 2024. Timm seconded the motion, which carried unanimously.

Timm moved to approve the request from Road and Bridge Manager Kevin Scott to hire Austin Herman as a full-time road worker at RB Grade 16 Step 1, effective September 16, 2024. Roberts seconded the motion, which carried unanimously.

<sup>1</sup>Minutes prepared by Beth Zilla are a summary of discussions, not a verbatim account.

Roberts moved to approve the request from Road and Bridge Manager Kevin Scott to hire Nicholas Rowan as a full-time road worker at RB Grade 16 Step 1, effective September 16, 2024. Timm seconded the motion, which carried unanimously.

Timm moved to approve the request from Road and Bridge Manager Kevin Scott to hire Francisco Cruz as a full-time road worker at RB Grade 16 Step 1, effective September 23, 2024. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from DHS Director Lori Lundgren to hire Lorenjo Oberle as Case Worker I at HS Grade 65 Step 1, effective October 7, 2024. Timm seconded the motion, which carried unanimously.

Timm moved to adopt resolution No. 2024-09-19-01 revising the Phillips County Communications Board. The Resolution reads:

**WHEREAS**, the Phillips County Information Center was operated and funded as a joint communications venture by Phillips County, the Town of Holyoke, the East Phillips County Hospital District, the Phillips County Telephone Company, and the Holyoke Rural Fire Protection District in 1975; and

**WHEREAS**, Phillips County has continued to own operate and supervise said facility throughout the years; and

**WHEREAS**, the county took over sole operation and funding of the center in 1982; and

**WHEREAS**, enhanced 911 services were added to the facility now known as the Phillips County Communications Center; and

**WHEREAS**, the addition of said E911 services has also allowed all emergency services provided within the County to be jointly dispatched from the Phillips County Communications Center; and

**WHEREAS**, all county emergency responders have a vital interest in the policies controlling the dispatching for emergencies; and

**WHEREAS**, the Board of County Commissioners has determined that the efficiency and effectiveness of governmental communication services would be enhanced by the formation of a Phillips County Communications Advisory Board; and

**WHEREAS**, State and federal regulations require control and direction of CCIC/NCIC/NLETS computer terminals be at least 51% comprised of law enforcement officials;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of the County of Phillips, State of Colorado, that the Phillips County Communications Advisory Board (hereafter known as the Comboard) is hereby created as follows:

The Comboard shall be comprised of eight voting members. One member shall be from the Phillips County Sheriff's Office, as recommended by the County Sheriff, one member shall be from the Haxtun Police Department, as recommended by the Haxtun Town Council, one member shall be from the Holyoke Police Department, recommended by the Holyoke City Council, one member shall be an EMT, one member shall be a fireman or rural fire board member, one member shall be a Phillips County Commissioner or their designated representative, one member shall be the Phillips County Emergency Manager, and one member shall be the Phillips County Communications Center Director. In the event a voting member is unable to attend a scheduled meeting a representative from their agency may vote on their behalf.

The law enforcement personnel shall be members as long as they hold office or are employed in the position described. The EMT and the fireman position shall be for two-year terms. The holders of these positions shall be active emergency responders. The holder of the fireman position shall be an active fireman or a member of one of the rural boards.

The first EMT representative shall be from the Haxtun Ambulance Service and shall be recommended to the Board of County Commissioners for appointment. Successive appointees for this position will alternate every other term between the Haxtun Ambulance Service and the Holyoke Ambulance Service.

The first fireman appointee shall be a representative from the Holyoke Fire District (Holyoke Rural Fire Board, City of Holyoke volunteer Fire Department, Amherst Fire Department, or Sandhills Fire Department), The County Commissioners will appoint this member after recommendation from the fire departments. Successive appointees for this position will alternate every other term between the Haxtun Fire District (Haxtun Rural Fire Board, town of Haxtun volunteer Fire Department and Wages Fire Department) and the Holyoke Fire District, (Holyoke Rural Fire Board, Holyoke City Fire Department, Amherst Fire Department, and Sandhills Fire Department) .

The initial appointees shall have terms of:

Phillips County Sheriff's Office Rep. - same as term of office,

Holyoke Police Department Rep. - same as term of office,



Haxtun Police Department Rep. - same as term of office.

EMT member - date of appointment 09/01/2024. (All future appointees shall serve for two years.)

Fireman member - date of appointment 09/01/2024. (All future appointees shall serve for two years.)

County Commissioner or their appointed representative - to serve a term as appointed by the Board of County Commissioners.

Emergency Manager - same as term of office

Communications Center Director - same as term of office.

All meetings of the Comboard shall be open public meetings. A representative from any emergency responder group utilizing the Communications Center shall have the freedom to attend meetings and contribute to discussions.

The Comboard shall elect its own officers and meet as deemed necessary. The Comboard may propose by-laws to the Board of County Commissioners for approval as they deem necessary for their functioning,

The Comboard responsibilities are:

Exercise management control over the operations and procedures that affect the Communications Center. Such management control is defined as the authority to establish and enforce operational priorities.

The Communications Director shall be an active dispatcher at the Communications Center.

Set policies and procedures for all other dispatching handled by the Communications Center.

Arbitrate all operational disagreements between the Communications Director and the user agencies of the Center.

Review the performance and operation of the Center and the communications system and make recommendations to the Board of County Commissioners concerning the efficient performance for the center.

Establish a policy for the supply of efficient communications services to all entities within the county. The board, in providing such a service, may establish a policy recommending the establishment of fees to be charged for various services provided by the Communications Center.

A standing sub-committee of the representatives of the Sheriff's Office, Holyoke Police Department, and the Haxtun Police Department shall exercise sole management control over the operations, policies, and procedures that affect only the CCIC/NCIC terminal.

The day-to-day operations of the Communications Center will be supervised by the Communications Center Director, who shall have the following authority, and responsibilities:

Responsibility for the day-to-day operations and long-range planning of the Center as directed and within the policy guidelines established by the Board,

Prepare and recommend to the BOCC an annual operating budget and provide appropriate financial and/or activity reports as needed.

Apply for grants as deemed necessary for the operation or upgrade of the communications system.

The Comboard and the Communications Center Director shall function within the administrative policies of Phillips County as governed by the Board of County Commissioners and administered by its staff.

Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from Jessica Baeza with Melissa Memorial Hospital to hold their Halloween Trunk or Treat event at the courthouse south parking lot and courthouse lawn from 2:30 p.m. to 6:30 p.m. on October 31, 2024. Timm seconded the motion, which carried unanimously.

Timm moved to approve the recommendation of the Phillips County Fair Board to appoint Rebecca Van Pelt as Phillips County Fair Manager for the term effective October 1, 2024, until September 1, 2025. Her compensation will be \$1,000.00 per month to be paid from county funds, with any overage to be paid from Fair Board funds. Roberts seconded the motion, which carried unanimously.

### **Adjournment**

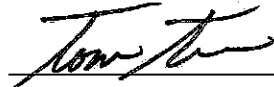
Chairman Hofmeister adjourned the meeting 9:55 a.m.

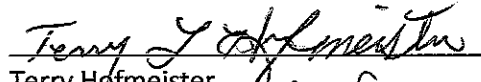
Minutes submitted by County Clerk Beth Zilla.

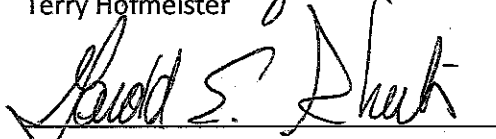
Next meeting is scheduled for September 27, 2024.



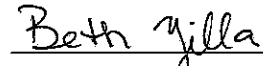
Phillips County Commissioners:

  
\_\_\_\_\_  
Tom Timm

  
\_\_\_\_\_  
Terry Hofmeister

  
\_\_\_\_\_  
Garold Roberts

Attest:

  
\_\_\_\_\_  
Beth Zilla, County Clerk