

**Date:** March 12, 2020

**Location:** Colorado Department of Labor and Employment  
633 17th Street, Suite 500  
Denver, CO 80202

**Present:**

✓	Chris Kampmann	✓	Jim Moody	✓	Mark Williams	✓	Ted Jensen
	Eric Kirkpatrick	✓	Julie Mileham	✓	Mark Jurgemeyer		Ray Swedfeger
✓	Jeannette Jones	✓	Kat Duitsman	✓	Mark Frasier	✓	Tom Sturmer
✓	Rob Ellis	✓	Lori Warner	✓	Patrick Fitzgerald		

\* Indicates arrival after roll call

**Note:** The meeting was recorded and started at 12:16pm. These minutes represent a summary of this meeting and are not intended to be a verbatim document. Audio recordings of the meetings can be obtained by contacting [cdle\\_safetycommission@state.co.us](mailto:cdle_safetycommission@state.co.us).

**MINUTES APPROVAL:**

**A Motion was made to approve the minutes from the February 13, 2020, meeting:** motion carried and discussion was entered. There was no further discussion, a vote was taken to approve the minutes. It was approved by a unanimous vote.

**CO 811 UPDATE:**

Jose, Carla & Whitney presented:

- Industry update: CGA Annual meeting was cancelled/postponed. IDRP: Infectious Disease Response Plan developed to ensure 24/7 operations continue.
- Operations update: Center statistics shared. 2020 Customer channels/experience (ticket source) data shared.
- Technology update: The testing of file attachments is underway. On schedule to deliver in March.
- Member relations: automatic positive response renotification data shared. Outstanding Tier 2 members remain - this data was discussed and SC Members asked for additional data at a future meeting.
- Public Awareness & Marketing: National Dig Month is April. Joint stakeholder campaign forthcoming. New 2020 commercial (shared on screen).

SC Members asked for more information on Rush Tickets. Jose elaborated on what that included.

**Tier 2 to Tier 1 Conversion:**

CO 811 shared the draft letter they have developed. SC Members provided feedback on the content and ways to deliver the message effectively. CO 811 discussed with the Commission that after making some edits they plan to

send the letter in the near future. SC members discussed developing a follow up letter that would come from the SC directly. A draft will be discussed at the next meeting.

## **COMPLAINT HEARINGS: EXECUTIVE SESSION**

Item: Discussion with attorney (AG's office) on matters related to hearing procedures. The committee motioned for executive session, motion carried and executive session was entered. After exiting the executive session, the members returned to the topic of Complaint Hearings.

- The Review Committee's Findings of Fact forms from the February 27, 2020 hearing was reviewed with the Safety Commission.
  - Complaint # 2019-078: **A Motion was made to adopt the Review Committee's recommended remedial action as noted in the Findings of Fact form:** Motion carried & discussion was entered. No further discussion was had. A vote was taken. The motion was approved.
  - Complaint # 2020-002: **A Motion was made to adopt the Review Committee's recommended remedial action as noted in the Findings of Fact form:** Motion carried & discussion was entered. No further discussion was had. A vote was taken. The motion was approved.
- The Review Committee's Findings of Fact forms from the March 5, 2020 hearing was reviewed with the Safety Commission.
  - Complaint # 2020-007: **A Motion was made to adopt the Review Committee's recommended remedial action as noted in the Findings of Fact form:** Motion carried & discussion was entered. No further discussion was had. A vote was taken. The motion was approved.
  - Complaint # 2020-006: **A Motion was made to adopt the Review Committee's recommended remedial action as noted in the Findings of Fact form:** Motion carried & discussion was entered. No further discussion was had. A vote was taken. The motion was approved by a vote of 12 yay, 0 nay & 1 abstention.
- Upcoming hearings: discussion was had regarding the ability to have hearings continue within the current environment. It was determined that remote attendance by members of the involved parties, as well as the Review Committee members was possible.
  - The hearing schedule was discussed and it was determined that due to availability, the March 26th hearing date would be cancelled. Complaints scheduled for that date would be moved to April 7, 2020. Review Committee members were selected (with alternates).
- Violations Tracking Form: Based on feedback this form was updated from the 2018/2019 version. **A Motion was made to adopt the 2020 version of the form:** Motion carried & discussion was entered. No further discussion was had. A vote was taken. The motion was approved.

## **BEST PRACTICES:**

- A summary of the work completed by the Best Practices sub group was provided.
- SUE draft is ready for the AG's office review. Once approved/edited it will be shared with the full Commission. There is a desire to be able to use and reference this document to help the industry improve their practices.
- Next Agenda (exact date TBD) will discuss: remote attendance for the public, damage prevention fund use & training approval.

## **ADMINISTRATIVE ITEMS/OPS UPDATE:**

- SC Member confirmation still planned to occur; OPS staff will advise if this changes based on the current climate.
- PHMSA Grant due by March 19; collaborated with CO 811 to develop content for the project. The project will focus on element 4: effective employee training programs. Draft shared with interested Commission members. Feedback requested by next Tuesday to meet the deadline.

- It was discussed that there may be some consideration and changes to eligibility of the UDPSC to apply for the PHMSA grant, should the 'Road Grading' bill go through - exempting county road grading. It will not impact the current plan, it is a future consideration.
- Damage Prevention Fund disbursement:
  - Discussion was had about the amount of money in the fund currently and whether funds should be spent or earmarked. **A Motion was made to have up to \$10,000 earmarked for NEI or similar program and up to \$10,000 earmarked for spanish translation:** Motion carried & discussion was entered. Discussion included: the need to earmark funds, benefits of each earmarked option, and the feasibility of making changes to the earmarked projects. **A modified Motion was made to have \$10,000 earmarked for NEI or similar program and \$5,000 earmarked for CO 811 educational material:** There was no second & motion did not carry. Sheri Ashley, Purchasing Unit Manager for CDLE, brought into the meeting to explain options and answer disbursement questions. After learning the options, the ***motions were withdrawn***. This topic will be discussed at the next in-person meeting to allow for effective discussion (date tbd).

**OTHER BUSINESS:**

- CCA 'Complaint Filing Guidance' (JM): draft email shared with the Commission. CCA will be sending this to members in the near future.
- Until further notice, future Safety Commission meetings will be participated in remotely by all persons. The Best Practice group will suspend its meetings.
- Agenda items for the next meeting were discussed.

The next meeting is scheduled for April 9, 2020.

Meeting adjourned at 4:00 pm.