



Date: September 8, 2022

Location: Remote via Google Meet

Present:

	Chris Kampmann		Jeannette Jones	R	Mark Williams	R	Rob Martindale
	Dale Kishbaugh	R	Jim Moody		Patrick Fitzgerald	R	Ted Jensen
R	Dana Bijold	R	Julie McCaleb		Raymond Swerdfeger		Terri King
	Esther Williams		Lori Warner		Rob Ellis		

I indicates in-person attendance R indicates remote attendance
 * Indicates arrival after roll call - indicates technical difficulties during roll call

Note: The meeting was recorded and started at 10:02 am. 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.

MINUTES APPROVAL

A Motion was made to approve the minutes from the August 11, 2022, meeting: A vote was taken to approve the minutes. It was approved.

BEST PRACTICE DISCUSSION:

- The Best Practice subcommittee had homework to pull key takeaways from the April - August Best Practices meetings and develop a draft to narrow the focus.
- Commission member Jim Moody suggested that someone with time available could gather input from everyone and organize it into a large/complex project best practice draft for everyone to provide feedback on instead of trying to develop the draft during the Best Practices meetings.
 - o Jose Espino (Colorado 811) offered for Marty Mead to be a part of the conversations for developing the draft because of the level of feedback his team has received and because he was instrumental in developing Colorado 811's previous processes (extended job tickets, multi-day tickets, etc.) and suggested taking the work offline with a small group that would start to develop an outline for the large/complex project best practice. Colorado 811 included a question about large/complex projects and pre-meets in their recent survey to their members, so Marty could provide the survey data summary in the conversations regarding development of the draft.
 - o Commission member Julie McCaleb suggested that the Best Practice subcommittee members could send their ideas to the Safety Commission staff team to be compiled and shared with the small group.
 - o Commission member/Best Practices subcommittee chair Ted Jensen suggested asking the full Safety Commission if they approve of the idea of a smaller task group working to develop the large/complex best practice draft to ensure that as many of the Safety Commission members representing the stakeholder groups that would be impacted by the large/complex best practice are able to weigh in.

- Commission members Mark Williams and Dana Bijold indicated that it would be best to have a group of 4-5 people including Safety Commission members who represent as many of the impacted stakeholder groups as possible working on the draft.
 - Instead of trying to define what a large/complex project is, the focus should be on providing characteristics of large/complex projects and leaving it up to those reading the best practice to determine whether the guidance applies to their projects.
- The Safety Commission will continue to take the lead on the development of this best practice (including scheduling and publishing meeting notices) and will include Marty Mead from Colorado 811 as a participant in the meeting invites.
 - The larger Best Practice meetings will pause for October and November in order for the smaller group to meet during the established meeting time and develop the structured draft, and the regular Best Practices subcommittee meetings will resume in December.
 - All Safety Commission members will take the next month to thoroughly review the April - August meeting notes and provide input for the draft.
 - Jose Espino (Colorado 811) requested that the Best Practice subcommittee keep in mind that any changes to ticket types that occur as a result of the large/complex best practice may take a while to be implemented, as they are technology requests that are put in a queue with all of the technology projects that Colorado 811 is working on; Colorado 811 can implement the concept even while the technology changes are still in process.
- Those who indicated interest in being a part of the small group were:
 - Safety Commission
 - Julie McCaleb
 - Rob Martindale
 - Mark Williams
 - Colorado 811: Marty Mead
- Jose Espino (Colorado 811) shared that Colorado 811's legal counsel would like the Best Practices subcommittee to provide assistance to Colorado 811 regarding the member termination process, particularly regarding the follow up steps that could include Colorado 811 filing complaints against terminated members.

OTHER BUSINESS

- The agenda for the next Best Practices meeting (pending Safety Commission approval) was discussed.
- The items that the Best Practices subcommittee will report out at the full Safety Commission meeting, including a request to submit input for the large/complex best practice to the Safety Commission staff team by September 30 and a request for Safety Commission members to participate in the smaller task group, were discussed.

The next meeting (the first of two task group meetings) is October 13, 2022.

Meeting adjourned at 10:50 am.