

Commission to Improve First Responder Interactions with Persons with Disabilities:

Meeting Minutes

October 14, 2021

I. Call to order at 1:01pm

Shalyn Kettering called to order the regular meeting of the Commission to Improve First Responder Interactions with Persons with Disabilities at 1pm on October 14, 2021 held virtually on Zoom

II. Roll call

Shalyn Kettering conducted introductions which also served as a roll call. The following persons were present:

- Kurt Morrison
- Shalyn Kettering
- Jefferey Riester
- Erik Bourgerie
- Catherine Rodriguez
- Victoria Edstedt
- Courtney Schwartz
- Daniel Brite
- Jennifer Roberts
- Josh Snider
- Jill Pidcock
- Debra Antista-Bianchi
- Atalanta Cozad
- Erika Liljedahl
- Christopher Gulli
- Terrence Gordon

- Chris Smith
- Shannon Lofland
- Janet Larson

III. Approval of minutes from last meeting

No minutes were approved as this was the first meeting of the Commission.

IV. New business:

- a) CORA and COMA training for Commission members – conducted by Jefferey Riestler – discussed definitions of COMA and what constitutes a meeting, provided examples of things the Commission can send to Courtney Schwartz and what not to do regarding talking about official business. Public business was also discussed and how to avoid violations.
 - Closed captioning was discussed. It is a feature of Zoom but only when the meeting is scheduled. Will do for next time. Also talked about the meeting being recorded.
 - A question was raised about who can present to the Commission members. Members were directed to send Courtney ideas/recommendations. Courtney will then circulate those pieces of business to the other Commission members for discussion to be had during meetings.
 - Specifics of CORA including what constitutes an open record and how to provide the records in a timely manner were provided to the Commission members.

- Discussion regarding ASL and word reader accommodations for the next meeting was had– Shalyn directed Ms. Roberts to her email with specific recommendations.
- b) Statutory Charge of HB 21-1122 – conducted by Shalyn Kettering
- The role of the Commission and the charge of the statute were explained.
 - The statutory dates and what happens after the curriculum is recommended and implemented was also explained.
- c) Organizational Matters
- Introductions – Each of the panelists introduced themselves and explained why they chose to be a part of the Commission.
 - Voting Procedures
 - Voting procedures were discussed after providing a recommendation of consensus voting. Meeting was turned over to commission members. Discussion was had. **VOTE was made in favor of CONSENSUS VOTING FOR FUTURE DECISIONS**
 - Elect Chair/Vice Chair
 - Recommendation was provided to have the Chair be the POC with the AG’s staff. Chair could also facilitate the meetings.
 - Discussion: **Chris Smith was VOTED as CHAIR: Christopher Gulli is VOTED as Co-Chair. Erika Liljedahl is VOTED as a 2nd co-chair.**

- Leadership team will come up with a structure for how they will work together, who will be POC, etc. They will make proposal at next meeting.

d) Norms:

- Suggestion was made to ensure the Commission has a quorum for holding a meeting, suggested 50% + 1
 - Discussion was had regarding quorum vs. consensus voting. **Having a quorum for meetings was VOTED in favor by Commission as 50%+1.** For the Commission this means 7 Commission members will need to be in attendance to hold a meeting.
 - Have cameras on during meetings: **VOTED IN AS NORM**
 - a. Clarified if people are using the phone they can still join but need to let the other members know
 - Suggestion was made to POC for outreach if someone on the Commission doesn't feel like they are being heard.
 - a. **VOTED IN AS NORM to have POC – one of the three leadership persons**
 - Question was raised about sharing of information
 - a. It was explained Commission members are not to share information with each other directly but

can share information through Courtney and/or Shalyn

- Issue of public comment was raised for this and future meetings

a. Discussion was had. The public is not a voting member, but the Commission can set a procedure to take public comments in future meetings

e) Discuss Procedure for Agenda Setting:

- Recommendation was made to bring this topic up at next meeting – NO discussion was had

f) Schedule for Future Meetings

- Recommendation was provided on how to schedule between themselves – frequency was recommended as something to decide on. The Chair recommended every other week to start and then could decide after that. **Commission VOTED in favor of scheduling meetings EVERY OTHER WEEK(except thanksgiving week).** Commission also decided this schedule could be modified if needed in the future. **Next meeting was to be scheduled on October 27th at 1pm** as Wednesday's work better for Commission members.
- Request was made to avoid Commission meetings on the first or last day of the month

g) Other Procedural Matters and Rules

- Recommendation was made for the leadership team(Chair, Vice Chair and 2nd Vice Chair) to take recommendations from the members about future meeting items

V. Preview of available resources and concluding remarks

a) Discussion was held regarding how the curriculum was gathered. The commission was tasked with deciding how they want to view it.

- Discussion was had about the difference between viewing training vs. reading about it.
- Question was raised about whether members can attend current training being provided to First Responder agencies. Suggestion was made by POST staff that maybe a training be brought to the Commission, rather than the reverse.
- Concern was raised regarding not having enough Colorado curriculum and not from rural areas. POST staff recommended the Commission look at what has been collected thus far and decide what other agencies they'd like examples from
- Question was raised about attending other training in the same realm – discussion was tabled, and Commission members were advised to route ideas through Courtney for distribution to the group

- Suggestion was made that the Commission members look at the POST requirements first and then how to go about reviewing the collected curriculum
- Recommendation was also made on developing possible subcommittee structure
- Recommendation was made to view curriculum using a file share for ease of access.

b) POST staff committed to creating a file share and sending link to Commission members with previously collected curriculum. Once the Commission views the file share they will decide how to go about reviewing the content.

V. Adjournment

Shalyn Kettering adjourned the meeting at 2:31pm

Minutes submitted by: Courtnay Schwartz