

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
July 26, 2012**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Bob Struble and Cheryl Dalton, Emergency Management; Tim McMenamin, Routt County Communications; Bob Reilley, North Routt Fire Protection District; Glen Hammond and Chad Bowdre, Routt County Search and Rescue, Bryan Rickman, West Routt Fire Protection District; Garrett Wiggins, Routt County Sheriff; Ed Corriveau and Jarrod Poley, Hayden Police; Jerry Stabile, Steamboat Springs Police; Tyler Whitmore, Yampa Valley Regional Airport; Mel Stewart, Steamboat Fire; Emy Keeling, Routt County GIS, and John Fleeker, Steamboat Mental Health, were present. Dee Bolton recorded the meeting and prepared the minutes.

**EN RE: ESTABLISHMENT OF A QUORUM**

Chuck established that a quorum was present this day.

**EN RE: ADMINISTRATIVE**

**REVIEW AND APPROVAL OF MINUTES**

The draft minutes of the April, 2012 quarterly meeting of the Communications Advisory Board were not available for review. That set of minutes will be reviewed at the Communications Advisory Board's October, 2012 meeting.

**EN RE: PROJECTS AND ISSUES**

**OAK CREEK REPEATER UPDATE**

Tim reported that much of the equipment had been installed, but some safety items still needed to be completed; the electrical contractor had to finish his work, and the tower company had to install the antenna on the tower. Once the antenna was connected, the equipment would be fine-tuned. He anticipated that the antenna would be installed on July 29, 2012. He thought that the project was one-to-three weeks out before the DTR repeaters were functional. No other districts would have to re-program; everyone would have functional independence.

Tim stated that lightning struck the site on July 15<sup>th</sup>, and significant damage to the VHF system had been sustained. The VHF only partially worked for a week but had since been repaired as of July 22<sup>nd</sup>. Grounding work and the surge-protector equipment still needed to be installed. Had it been in place, it would have protected the equipment from lightning damage. The equipment damaged was the electronic device that allowed three different -- to

use the same antenna.

Chuck noted that Oak Creek had not been notified about the outage.

Chuck asked whether Oak Creek Firs still needed to stand by for the welding. Tim stated that fire restrictions would be lifted as of Tuesday, July 31, 2012. Bob Struble added that that would not cover welding in open areas, for which a permit would still be needed.

### **OAK CREEK GENERATOR**

Tim reported that the County Commissioners had approved a purchase order for an Onan generator with a Caterpillar engine. Requests for Proposals (RFPs) would be sent for construction of the pad and installation of the generator. He anticipated that the generator would be installed and functioning by snowfall.

Chuck noted that the technician from Stratis tried to get on-site but did not have the right code. Tim replied that when he went to the site, it had always been unlocked. He stated that he did not have a key to the site. He will email the code to Chuck.

### **CAD/RMS UPDATE**

Tim stated that the CAD/RMS project had been live for four months. Few issues were being experienced on the CAD side. Emy was correcting many of the GIS errors. He had not entered fire department response plans as yet; he wanted to get all other systems running smoothly first. The previous day, Spillman had answered his questions so he would enter those the following week.

### **COMMUNICATIONS CENTER UPDATE**

Tim stated that the system had been live for four months. Few issues were being experienced on the CAD side; Emy had been correcting the GIS errors. He had intentionally not entered the fire response plans so as to get everything else operating well. The previous day Spillman had provided clear answers that would address the issues associated with those plans next week.

Garrett said that the RMS side had had some issues related to --- that he was attempting to resolve.

Chuck asked who should be called about problems. Tim replied that Joe Oakland should be contracted about any fire/MDT problems for the next year. Tim appreciated that the City of Steamboat Springs' IS Department had assumed the responsibility for loading the programs for and providing assistance to users. Mel said that Joe had made a supreme effort to make the system work. Bob Reilley thought that the system would not be functioning without Joe.

Emy asked that she be contacted if any information on the GIS data system were wrong. She noted that the County Road 16 Mile Markers data entry had been completed the previous week. Bob Reilley noted that the County Road 129 Mile Markers were about two miles off from the road markers. Emy will check on that but she explained that technically the mile markers did not begin until the City Limit, which was Elk River Road. Chuck added that that had been an issue with the Morrison Creek fire as well. Emy said that the information had been created from the GIS data that generally started from the south and west side of a road, but some markers had not been field-checked.

Chuck asked whether Routt County's data could tie in with other areas outside the County, such as Rio Blanco County, to have overlays of outlying areas. Emy said that the roads had been entered based on information from a national provider rather than individual counties so she could not guarantee the data's accuracy. Landmarks such as peaks and stream names were also on a twenty-mile buffer. She should be advised if the data exceeded that 20-mile buffer. Chuck said that having more accurate distances would be helpful. He asked if someone called in latitude/longitude that was not necessarily from Routt County or by latitude and longitude, whether Dispatch could enter it on the CAD so that it could be viewed. Tim answered that such information could be entered by latitude and longitude.

Bob Reilley asked whether an address could be entered to determine its location. Emy responded that the mobile application's searching function was less than excellent. The way it was programmed at present, county road addresses could not be searched, but addresses for all named roads could be searched. She said that the alternative was to check the County website map section on the MDT when in the field. She said that she would like to be advised whether that option worked when tried in the field. E911 was a good alternative; unfortunately, Spillman was behind the times

Bob Reilley said that at Three Forks he had had GPS connectivity but when he tried to make a change, the system locked up. He said that if a user were connected, he should not try to make any changes to the maps because he might lose connectivity. Emy stated that they ran off the air card, which placed a user on the map, but GPS was also available. But when an air card was used, Spillman went to a static state. Bob said that the mapping portion worked, but he could not go back to the map and connect with Spillman. Tim said that he would call High Plains the following day.

Tim asked whether Image Trend was interfacing with Spillman. Glen and Mel said that with Steamboat it was, and Joe was working on North Routt. Mel added that Yampa Valley Medical Center did not have the dashboard up yet. He said that for Steamboat, no hard copies would be printed for YVMC. Rather, the hospital could put information on its dashboard and print whatever was needed. The dashboard was the capability of first responders to upload information on a patient and what had been done in the field so that the hospital could access it. He said that the hospital's dashboard was tied directly to Image Trend and he did not believe that functionality existed between High Plains and Image Trend at present, but Joe would know.

Chuck asked whether fire could log in with a password. Mel was uncertain but said that Joe would know. Mel noted that the Image Trend agreement for the fire inspection component had been signed the previous week.

Bob Reilley said that North Routt had experienced a problem with the charger docks, which had a negative ground wire that used two different sizes of wires on the charge card so a complete connection might not be obtained and might need to be checked on. He said that when one --- docked in the Havis platform, there was a problem of undockability and had to be shipped to Havis, which fixed the dock and returned it the next day.

Bryan asked about the mapping procedure for routing. Emy said that on the map, as long as you were assigned to a call, you could either right click on the unit icon or right click on your Table of Contents. There would be a 'Show Route' option with which you could automatically populate your route to where you were going. She said that anyone who needed help could visit her at the office.

Bob Reilley said that he was hearing a lot of traffic on --, MDC, and MDT. Mel said that his department had been saying 'en route MDT, MDC/'on scene MDC', to let Dispatch know that they were using the multi-data terminal. However, he wanted to stop doing that and would prefer to let Dispatch know that at the time, the MDT was not currently being used. The reason was that a delay occurred whenever 'en route' was hit until the dispatcher saw that they were en route, which created two different en route times. Tim requested that all fire and EMS continued to state that responders were en route MDC because not every piece of equipment had MDC in it. He noted that MDT was synonymous with MDC, and only one term should have been used from the outset. Garrett said that the system was relatively new and much still had to be worked out. One issue was trying to reduce the amount of air traffic --- should utilize the units -- so eventually should be able to use MDCs for what they were intended.

## **COMMUNICATIONS STAFFING**

Tim stated that at present the Dispatch Center had three trainees; one should test out in September, one in November, and the third in December. One vacant Dispatcher position was being advertised. A lead Dispatcher recently transferred to a straight day job in the County Clerk's Office, which could not be offered for a Dispatcher position.

## **EN RE: OLD BUSINESS**

### **VHF NARROWBANDING STATUS**

Tim said that the County would be narrowbanding each of the VHF repeaters. Road and Bridge would be moved to the DTR radio system in October; all of Yampa Valley Regional Airport's equipment had been purchased and would be moved to the DPR system, so all County departments would be DTR. A VHF license would be maintained for Road and

Bridge, but there were no plans for its use. Fire would use it for paging and for a backup system; law enforcement would be strictly DTR with VHF as a backup. Other agencies still using VHF had plans to move to narrowband because it could handle more data; some agencies were retaining VHF.

Tim said that he was budgeting \$60,000 for 2013 as a placeholder for the DTR project; Steamboat Springs would pay approximately \$10,000 annually for air cards; combined, the fire districts' share would be \$10,000 a year. If it could be done through the DTR system, the total cost would decrease to \$10,000 the first year then escalated to \$15,000 within the succeeding five years. Even at that cost, with everyone participating, it was still less expensive than Verizon. A significant advantage would be for the Sheriff's Office: When the Oak Creek repeater project had been completed, the Sheriff's Office would have approximately a 95% coverage area, which was a great improvement from air cards. That change would not impact Steamboat Police as much; it was getting close to that coverage with the present system. Another advantage was that DTR would be faster. A disadvantage was the initial setup cost of \$60,000, which would be divided into thirds for the Sheriff's Office, Steamboat Police, and the fire districts. Whether the fire districts collectively would have \$20,000 to contribute, he did not know. The air cards were paid through the grant for one year. Tim also did not know whether the City would want to contribute, since it would be getting less benefit than the Sheriff's Office, but the cost savings over the long-term would be an advantage. If VHF were used, it would be a lot slower.

Bryan said that the other disadvantage was no system redundancy, so if the 800 system went down, everything would be down, although the repeaters offered partial redundancy. Tim was unsure whether a dual system would be possible. Mel speculated that with air cards, the DTR connectivity would not be needed or used. Chuck agreed that if everyone went to DTR but kept some VHF, redundancy capability would be possible. Emy noted that a cell phone could be connected to the MDT. Bryan stated that that possibility needed to be further pursued. He thought that AT & T would cross but Verizon would not. Bryan noted that the cost information was needed by the next CAB meeting so agencies could budget for it for 2013. He said that West Routt Fire was paying \$45 per month per unit for its current service. Tim said that the first step was to discuss the issue with Chief Rae to determine whether the City would be willing to contribute. Mel thought that switching to the DTR was a good decision due to the long-term cost savings, and air cards would have to be budgeted for anyway. Tim said that there would be a separate channel board. Bob Struble said that at present none were available.

Tim noted that the State was discussing the upgrading of its Grand Junction site controller since it was virtually maxed out. That upgrade should go through the County's microwave system. Glenn said that --- a retrofit -- and ---. the existing antennae would be used since the signal came through the exact same radio.

Mel suggested that a proposal be developed and a meeting with Mike Schmitt, Joel, and the fire chiefs be held to review the cost in comparison to the air cards. His first impression was that it would make financial sense to switch; even though after five years the

cost might increase, so probably would the cost of air cards. Bob Struble thought that the switch would be a good idea if the talk groups could be added. Mel agreed.

Bob Reilley recommended that all three options be explored so as to determine which made the most sense.

## **EN RE: NEW BUSINESS**

### **THE CLOSING OF PEARSON COMMUNICATIONS**

Chuck announced that Pearson was closing its local shop at the end of 2012 because it had lost its Motorola dealership. He and Tim had discussed what the options would be for future local radio purchases. Tim reported that the County Commissioners had directed him to explore three options: 1) Look at the Motorola dealer in Vail/Eagle County and at Wireless Advanced Communications; 2) Determine whether the State would be willing to do it, and 3) Hire a County employee. In regard to Option 1, Tim stated that the Vail dealer did not do public safety; he only did commercial work; nor had that dealership ever done any DTR radios. WAC, the other business, was the outfit doing the power work for the Oak Creek repeater site. From a preliminary discussion with that business he had learned that the maintenance contract for an infrastructure project would cost a minimum of \$120,000 annually; if County agencies mailed equipment to WAC for repair or reprogramming, those services would be additional charges. Bob Struble noted that WAC's response time for site visits might be unpredictable as well. In terms of Option 2, the State would not touch radios so would not be an option if an all-inclusive arrangement were desired. The contract that the County had with the State regarding radios in the system required a response within an hour, and the problem had to be identified within four hours. Tim was unsure whether such a timeframe was possible. If Option 3 were preferred, he had to develop a job description and pay scale so as to have a person hired by January 1, 2013. That option might entail MOUs with the City and the fire districts to help subsidize the position. The radio shop could perhaps be used on a fee basis. Each fire district was currently paying Pearson a maximum of \$2,000, and Tim would not ask for more than that amount; the County paid less than \$10,000 annually, and he estimated that Steamboat PD paid approximately \$5,000 per year. He explained that no maintenance agreement had been entered into with Pat Arnone; he worked on an hourly basis. Thus, within that option, could be a per-radio fee, a per-call fee, or a straight hourly rate that users would pay the County to help defray the salary and benefits cost of an employee.

Bryan asked whether anyone might open a new business for the type of services needed. Tim had no idea. In terms of Option 3, he said that he had to be sensitive to a government entity not usurping private sector business, regardless of whether any local options were available at any given time. Pitkin County had such a position that paid \$45,000; Park County paid a technician \$32,000. A shop would cost approximately \$80,000 in start-up costs. Yet to install the Oak Creek repeater was costing \$360,000, which was only six radios and three antennae. One concern that the County Commissioners had was the desire to reinstate the 5% pay cut for all County employees that had been instituted a few

years ago; this potential position would be in competition for those funds.

Tim stated that the decision of which option to choose was a high priority because if a technician were the option selected, the position needed to be advertised, and a person had to be interviewed and hired and ready to start work January 1, 2013.

John Fleeker said that Steamboat Mental Health was an outside agency with outdated equipment. He asked whether his agency would be part of the County's contract if the County agencies went through a private contractor. Tim said that he had not considered Steamboat Mental Health. He stated that a County radio technician working for the County, the City, and the fire districts would not be a full-time job so it would have to be bundled with other responsibilities such as work on telephone lines, installation of radios in patrol cars, and working on security cameras to make it affordable. – noted that construction companies used a lot of radios. Tim said that that infringed on the private sector businesses.

Tim said that Pat would complete the last two projects, including programming the Road and Bridge and YVRA radios. When those were completed, he could not do any more Motorola work.

#### **EN RE: ADJOURNMENT**

Bob Struble moved to adjourn the Communications Advisory Board meeting. Garrett seconded; the motion carried unanimously.

No further business coming before the Communications Advisory Board, same adjourned sine die.

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Dee Bolton, Deputy Clerk and Recorder

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Chuck Wisecup, Chair

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Date