

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 23, 2014**

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 McMenamain and Levi Pietrick, Routt County Communications; Garrett Wiggins, Routt County Sheriff's Office; Michael Arce, Steamboat Springs Fire; Bryan Rickman and Dal Leck, West Routt Fire Protection District; Bobby Rauch, Oak Creek Police; Jerry Stabile, Steamboat Springs Police; Ky Cox, Yampa Fire Protection District; Rob Ryg, County Coroner; Emy Keeling, Routt County GIS; Mike Swinsick, North Routt Fire; Tom Sullivan, Routt County Manager; were present. Greg Tuliszewski joined the meeting in progress. Sue Heineman recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

Chuck called the meeting to order and established that a quorum was present this day.

EN RE: ADMINISTRATIVE

2014 COMMUNICATIONS BOARD REPRESENTATIVES AND ALTERNATES

Chuck stated that no representatives have been named for Yampa Fire Protection District. Ky Cox said the meeting was held last night, and Tina should be able to send the 2014 designations soon. Chuck said no alternates have been named for Steamboat Fire or Steamboat PD. Tim said a letter will be required from the City Council if alternates are desired. Chuck said an alternate representative has also not been named for Hayden PD. He said written designations need to be made soon.

ELECTION OF OFFICERS FOR 2014

Chuck called for nomination of officers for the Communications Advisory Board for 2014 and opened nominations for Chair.

MOTION

Garrett nominated Chuck Wisecup. Rob seconded. Chuck asked for additional nominations. None were proffered. Chuck was re-elected by acclamation.

Chuck opened nominations for Vice Chair.

MOTION

Bob nominated Jerry Stabile. Garrett seconded. The motion carried unanimously.

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the October 24, 2013 quarterly meeting of the Communications Advisory Board (CAB) were reviewed. No changes to the minutes were proposed.

MOTION

Mike Swinsick moved to approve and authorize the Chair to sign the October 24, 2013 Communications Advisory Board minutes as submitted. Garrett seconded. The motion carried unanimously.

EN RE: INTRODUCTIONS

Chuck asked everyone to introduce themselves and state their affiliations.

SUNSHINE LAW RESOLUTION

Chuck read the resolution before the Board that stated the places for the posting of notices for the Communications Advisory Board meetings for 2014.

MOTION

Garrett moved to adopt the Communications Advisory Board Resolution, A Resolution Designating Place for Posting of Notices of Meetings of the Routt County Communications Advisory Board in Accordance with C.R.S. §24-6-402. Rob Ryg seconded. The motion carried unanimously.

EN RE: PROJECTS AND ISSUES

FARWELL FUEL TANK

Tim stated that the Farwell fuel tank had to be pushed to next year due to issues beyond our control. Levi will be working over the next few months to put a plan in place to complete installation of the fuel tank this summer. He added that a joint maintenance contract has recently been signed for all of the County owned generators – two in the Building/Plant Pool and five in the Communications Pool. The contract is with Cummins Rocky Mountain in Grand Junction.

MICROWAVE STUDY

Tim said the microwave study was completed last fall. The Executive Summary was emailed to Board members in preparation for the October ComBoard meeting. It talked about

equipment support and provided a list of minimum spares to keep on hand. Tim said Levi is working on getting that list up to date. He said the study also talked about system improvements and facility improvements. For instance, the building on Mt. Werner, owned by the U.S. Forest Service, has a leaky roof. That needs to be addressed as soon as possible in the spring. One of the alternatives they suggested to Levi is moving the empty building on Farwell to Mt. Werner. He said trying to get the Forest Service to make a commitment to repair or replace this building hasn't been easy. The recommendation also provided a list of SOP's for maintenance that should be put in place, which would include a list of the items to be completed in spring, summer and fall. He said we hope to have the SOP's completed by the end of February. It also recommended a maintenance contract with the microwave vendor, which is now Aviat. He said, we're working with the County Attorney's office to identify the appropriate wording for a multi-year contract. It will be a top tier maintenance contract. Once Levi has identified a problem with the microwave, he will call Aviat with the information. They will send a replacement, and Levi will ship Aviat the problem part as soon as it has been replaced. This will cut down the number of spares needed and the cost for their repair. The consultant suggested a way to make the system last until 2023, but Aviat will not support beyond 2020. After meeting with the Accounting Department, our recommendation to the Commissioners will be to replace the system by 2020. The cost of finding another vendor for the last three years is probably going to be cost prohibitive. Money is being put away for replacement of the microwave system, so the Accounting Department recommended replacement in 2019.

Bobby Rauch asked if the replacement plan included recommendations to make the system better, such as a taller antenna for the Oak Creek site to cut some of the dead spots or similar suggestions. Tim replied that he didn't think so. He said the plan is to replace the radios at each tower. That's why instead of costing \$1.5 million, we're looking at a cost of \$500,000 to \$700,000. All that will be replaced is the rack of equipment inside the buildings. Tim said the consultant provided an RFP for system replacement, which would be too high tech for us to write. He said we're going to recommend a review of the RFP a year before replacement to make sure the RFP is up to snuff, as technology may change in the next five years.

Tom Sullivan asked if we know what it would take to improve communications in this area. Tim said in the Stagecoach area, the problem is not that it isn't high enough. It is high enough, but there's another ridge, so a BDA (bi-directional amplifier) is an option. At \$25,000, it's much more reasonable than moving to the 7 Points site, which would cost \$700,000 or more.

Tom asked what kind of feedback Communications has received from Road and Bridge now that they've been on the DTR system for awhile. Tim said they have some weak areas that we can't help them with at all. He said those areas would require the addition of two more repeater sites. Tim said satellite phones are the only option for the weak areas.

DISPATCH CONSOLES

Tim said replacement of the Motorola radio consoles is the only big project in 2014.

RFP's were sent out to seven contractors, and four responded. He said next week, our purchasing agent will recommend that the contract be awarded to Motorola. They were the low bidder as a result of the additional costs required to connect competitors' consoles with the state's Motorola DTR system, which is proprietary. He said to use a competitor's console, we would have been required to purchase a special radio server at a cost of \$50,000 to be hooked up to the zone controller. In addition, we would have had to purchase licenses at a cost of \$20,000 each for four non-Motorola radio consoles. Even though base bids from other companies came in lower than Motorola's, this added \$130,000 to their costs and made Motorola's bid the lowest.

Tim said in addition, we learned that we could not connect the radio server to our zone controller in Grand Junction. The way the system is designed, they can only put one server in the entire state, and CCNC directed placement of the server in Denver. This would make us a competitor for radio time in a metropolitan area that already has very heavy radio traffic.

One of the competitor's proposals would have required us to purchase 20 PC's and 20 mobile radios. There is no space for this number of radios in the equipment room. Not only was this solution more expensive, but it would also have resulted in loss of functionality compared to the system we currently use.

Garrett asked if the current equipment has reached its life expectancy. Tim replied that its end of life occurs in 2015.

RADIO TECH REPORT

Levi said the last time he was chasing microwave problems, the Hayden site was down. He said it was down again today. He said last time, he and the state radio techs ran extensive loopback tests from Mt. Werner to the zone controller in Grand Junction and from Mt. Werner to the Hayden site. Both microwave hops performed beautifully for approximately 36 hours. He said this time, we are actually experiencing microwave problems, having something to do with one of the radios at the Oak Creek site. He plans to go to the site this evening to troubleshoot the problem.

Levi said the FutureCom repeater is set up in Hayden. He said all of the FCB (FutureCom Bravo Plan) channels on the Channel Map can be used for building penetration until the Hayden site is back on line.

Chuck asked where we are on the new template and reprogramming all of the DTR radios. Levi said when he was writing the new template code plug, he discovered that most of the radios purchased by the County are 700 MHz and 800 MHz capable, and there are two zones worth of channels, 7 tac and 7 call channels, that are required to be programmed into the radios that weren't programmed initially. So those need to be added to the map, and should be ready at the end of February to start programming radios.

Levi said there is an issue with the Steamboat Springs School District, which has radios that are programmed with emergency button functionality, and shouldn't be. The

school district hasn't gotten back to him with their vendor of choice to make the correction. He said it's worth looking at the VHF channel map, fire districts mostly, to see who we need to keep on the map and what we can simplify.

Chuck asked if a status report will be provided to the Commissioners regarding what has been accomplished in the last year. Tim said he will be meeting with the Commissioners in February and will provide a report at that time. Chuck asked if a written report could also be provided to the ComBoard representatives. Tim said yes.

Chuck also asked whether or not the IGA agreement related to radio equipment maintenance and repair renewed automatically. Tim confirmed that it renews automatically each year. Invoices will be sent out soon.

Greg asked if the radio mapping is decided by the ComBoard or by the individual agencies. He said there are a number of law enforcement cross channels that might be advantageous to add to the map. He added that with the radio going down recently and looking at the map, he noticed that the Forest Service and BLM channels and those for similar agencies are not listed. He also mentioned the wildland fires and the fire on the COG last year, saying that the addition of more law channels could increase interoperability for any major event and make it easier to communicate with other agencies including federal agencies.

Tim said that when Routt County went on to the DTR system, there was a gentleman's agreement by everyone on the Board that all the radios in the county would be programmed the same to enhance interoperability. Chuck asked about the cost of adding talk groups. Tim said as long as the talk groups are already in existence, all we need is permission from those agencies to program the channels into our radios. He said the only cost would be the time spent mapping the channels and programming the radios. He added that there would be no programming cost for agencies that have contracted with the county for radio technician services. Tim said he thought the best idea would be for Greg to put together a small law enforcement working group to determine the talk groups that should be added and bring their recommendation to the next ComBoard meeting.

Tim added that he is suggesting adding a school district talk group in the future. He said West Routt Fire and Oak Creek Fire have loaned packets to their respective school districts for a period of two years to allow them to find the funds to purchase their own radios. Bryan said it was his understanding that the deputies are going over the operation of the radios when they deliver the radios. Garrett said yes, but he's concerned that they may not use them often enough to be proficient. He explained that it's a program in process that is continually being updated. He said they will make sure that the individuals who use the radios know how to use them when they go out to do their safety reassessments. Bryan said most of his department's interactions with the school are medical calls, at sporting events in particular. He said regular use of the radios at these events would be good from two perspectives, 1) it would be good for responders to have the information and 2) it would give radio users at the school more experience using the radios. Jerry Stabile said the high schools have used the radios in the past for lock downs, and users have been asked to

provide real time information while officers responded. Greg suggested setting up 15-30 minute tabletops that could tie in perfectly with the reassessments. Dispatch would know what's going on that way, and this would allow school users to practice, to go down the hallway, call us to see what's going on, give us a report of what the rooms look like, etc. Garrett said it's a good idea. Radio programming was also discussed.

DTR UPGRADES -

Levi said the State of Colorado is in the middle of upgrading all of the site software and the zone controllers, as well as the consoles. Our console replacement will alleviate one stage of upgrade for Routt County. He said there is limited functionality right now. He can't inhibit any radios, add any radios or change any aliases until the state's upgrade is complete at the Denver zone controller. As soon as full functionality is restored, he will send out an email.

COMMUNICATIONS STAFFING

Tim said Dispatch is actually one short of minimum staffing, so the two Supervisors are working alternating months of the graveyard shift to cover the shortage. Dispatch has four trainees, one of whom should test out early in February, at about 4.5 months. He said three new dispatchers started two weeks ago. They will be in the classroom with Sharon during January. He said there is still one vacancy to fill, but there is no Trainer available at the present time.

EN RE: OLD BUSINESS

FIRE: MAYDAY SOG

Michael Arce said it was difficult to write an SOG that encompasses all of the agencies because of the differences between agencies. He said he would "prefer to wait for the new director to see if he/she would be more receptive to treating each department individually and doing things specific for each, individual department."

Chuck asked if there was any Mayday SOG in place for fire agencies at the present time. Tim replied that Dispatch has nothing. He said the SOG under consideration basically duplicates the law enforcement SOG for Officer Down. It doesn't say what Steamboat Fire is going to do. It just says when you call Mayday, we're going to dedicate one dispatcher to that incident, and we're going to tell law enforcement officers, "emergency traffic only," because we have a Mayday. The only other thing it says is if we get a Mayday signal, and we call you, and nobody on the fire truck calls us, we're going to dispatch the next, nearest fire district, which 98% of the time is going to be Steamboat.

After a lengthy discussion, it was agreed that a generic policy would be satisfactory, at least for the present, if acronyms were named and defined, and it was understood by all parties that individual agency policies might vary and would be defined by each agency.

Michael agreed to identify the acronyms in an email to Tim the following day, so that the SOG could be distributed on February 1st.

MOTION

Mike made a motion to adopt the proposed Mayday Standard Operating Guideline with the addition of the acronyms and definitions provided by Steamboat Fire. Garrett seconded. The motion passed unanimously.

ENRE: NEW BUSINESS

NFPA STANDARD CHANGE

Tim said one of the NFPA standards for communications centers has changed. In the past their dispatch standard time for priority 1 and 2 calls has been to dispatch the incident within 1 minute, 90% of the time. For the same priority calls, their new standard is 80% within 60 seconds, and 95% within 106 seconds. He said when dispatch is providing medical directions, those times are not counted. He said this is a significant change, and he believes dispatch can meet the new standards. He said dispatch has been trying for the last three years to meet the 1 minute, 90% standard, but in a tourist community, it can't be done because too many people don't know where they are.

CBI POLICY CHANGE

Tim said another change came from CBI regarding gang affiliation notifications. They are not to be aired on the radio unless it's an officer safety issue. Jerry asked, if you're in contact with somebody, and they come back with a hit for a gang, how is that not an officer safety issue? Tim replied that he was open to law enforcement's interpretation on this change. Jerry said, I can tell you for our department, if there's a gang affiliation, it's an officer safety issue, and I want it aired. The other law enforcement representatives agreed.

PLANNED MDT OUTAGE

Chuck brought up the notice regarding the planned Fire MDT outage this weekend. He said another notice has been issued indicating that as of this afternoon, the scale of the City's Saturday planned IT outage has been greatly reduced. There should be no impact to users' ability to connect via VPN to Spillman CAD data. All of those services will stay up.

FIRSTNET

Levi said FirstNet had a telephone conference this afternoon. Their new message is that they are not replacing land/mobile circuits. There will still be two systems. FirstNet will be the data service for MDT's and personal devices, WYFI hotspots, and cellular phones. They are not marketing it as a replacement for the land/mobile system. ADCOM has three sites that will be functional at the end of the month. The remaining five sites of their pilot project will be operational at the end of the year.

EN RE: ADJOURNMENT

At 4:20 p.m., Mike 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.

Sue Heineman, Administrative Assistant

Chuck Wisecup, Chair

Date