

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 28, 2010**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order and established that a quorum was present. Bob Struble and Cheryl Dalton, Emergency Management; Sharon Clever, Routt County Communications; Bryan Rickman, West Routt Fire District; Nancy Stahoviak, County Commissioner; Bob Reilley, North Routt Fire Protection District; Ron Lindroth, Steamboat Springs Fire; Dave Bustos, County Undersheriff; Tyler Whitmore, Yampa Valley Regional Airport; Glen Hammond, Routt County Search and Rescue, Emy Parmley, Routt County GIS; Lance Dunaway, Oak Creek Police; Joel Rae, Steamboat Springs Police; Rob Ryg, County Coroner, and Tom Sullivan, County Manager, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

Chuck stated that a quorum was present.

EN RE: ADMINISTRATIVE

ELECTION OF OFFICERS

Chuck said that officers for the Communications Advisory Board were elected each year. He called for nominations.

Bob Reilley nominated the same slate of officers as 2009: Chuck Wisecup, Chair, and Bryan Rickman, Vice-Chair.

Chuck called for further nominations. None were forthcoming. Chuck closed the nominations.

MOTION

Bob Reilley moved to elect Chuck Wisecup as Chair of the Communications Advisory Board for 2010, and Bryan Rickman as Vice-Chair. Ron seconded; the motion carried unanimously.

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the last quarterly meeting of the Communications Advisory Board (CAB) were reviewed. No changes were made to the draft minutes.

Chuck noted that the CAB had discussed at the last meeting the most efficient way to ensure that representatives and alternates to the CAB were appointed and the Communications Department notified by January 5th every year. Some organizations had governing boards that designated the representatives, but the CAB had an intergovernmental agreement rather than by-laws that established the appointment procedure. The consensus at the October meeting was to change the wording on the letters of appointment to state that an agency's representative and alternate were appointed until such time as the organization altered the appointment(s). He asked whether all present agreed with that language. Nancy suggested that each entity's board determine whether to change their appointment wording. She said that if an agency appointed a representative and an alternate to the CAB until that appointment changed, then the representative to the CAB could send a letter each year to the Communications Department stating that the representative and alternate were the same as the previous year. The note would assist the Communications Department in keeping its records current.

MOTION

Ron moved to approve, as submitted, the minutes of the quarterly meeting of the Routt County Communications Advisory Board for October 22, 2009. Dave seconded; the motion carried unanimously.

2010 COMMUNICATIONS ADVISORY BOARD MEETING SCHEDULE

Chuck announced that CAB meetings would be on the first month of each quarter, on the fourth Thursday of the month, beginning at 3:00 p.m. For 2010, those dates would be January 28th, April 22nd, July 22nd, and October 28th.

2010 COMMUNICATIONS BOARD REPRESENTATIVES AND ALTERNATES

Sharon stated that all of the appointment letters had been received except from Yampa and Oak Creek.

2010 POSTING OF MEETING NOTICES RESOLUTION

Chuck stated that every year the CAB was required to adopt a resolution that designated the places for posting notices of CAB meetings. The official locations were the bulletin board outside the Clerk and Recorder's Office in the Historic Courthouse and the bulletin board outside the County Commissioners' Hearing Room in the Historic Courthouse.

MOTION

Bryan moved to adopt and authorize the Chair to sign Resolution 2010-001, a Resolution Designating Place for Posting of Notices of Meetings of the Routt County Communication Advisory Board in Accordance with C. R. S. § 24-6-402. Bob Reilley seconded; the motion carried unanimously.

EN RE: PROJECTS AND ISSUES

COMMAND VEHICLE

Sharon announced that the anticipated delivery date for the command vehicle would be late April. In response to a question, Nancy said that the Communications Department would control the command vehicle. Emy asked what the expectations were for the County's IS/GIS Department in regard to hardware and maps. Sharon would research the answer to that question. She noted that radios and laptop computers would be installed in the command vehicle and that Search and Rescue had its own maps. Glen explained that the equipment and the maps would be transferred from the bus currently in use and installed in the command vehicle. Chuck thought that the former Communications Director had organized training and protocols. Sharon and Rob thought that the drivers and protocols had yet to be worked out. Nancy stated that Routt County would develop a policy regarding the use of the vehicle, which was owned by Routt County. Bob Struble said that the process for using the vehicle and determining who would be qualified to drive it had been started by the previous Communications Director. Sharon will continue to work on the process.

REVERSE NOTIFICATION SYSTEM

Sharon reported that Twentymile Coal had submitted a group for the Reverse Notification System but no other groups had been set up yet. She intended to research the Craig State Patrol groups and perhaps model Routt County's after them. The PIO might add more groups in the CodeRed system. A group would receive the same notification and would consist of, for example, all of the fire chiefs or all of Steamboat Fire. Groups would be notified if the paging system went down. She stated that the map system was not very good outside Steamboat Springs. Lance asked whether conference calls would be possible with the CodeRed system. Bob Struble said conference calls were not possible: the system was strictly notification. Lance asked whether a group could have a conference call after a CodeRed notification. Tom Sullivan said that the County telephone system had the capacity to handle conference calls. Bob Struble said that he was researching internet access that would allow a fire or law enforcement group to communicate.

MOUNT WERNER GENERATOR

Bob Struble reported that the location of the generator and its propane tank had been approved by the Forest Service last July. Road and Bridge had delivered the equipment to the site just before the first snow. FerrellGas could not access the site but arranged with Ski Corp to make the transfer of propane to fill the tank when enough snow had fallen. In January, he learned that FerrellGas would charge \$150 per hour to complete the fuel delivery, which had not been stipulated in the contract. He estimated that, at that hourly rate, fuel delivery would cost more than \$2,000, an expense he was unwilling to authorize. Since no generator had ever been on-site before, he thought that waiting until spring to connect the generator was the most practical solution. He explained that an FAA representative had to fly to Steamboat and witness the start-up, which had to be initiated by an approved technician.

So coordinating the process was complicated. He thought that to access the site by truck could not occur until July, which was a timeframe acceptable to the FAA.

WEST ROUTT MOVE

Sharon reported that the move was complete and clean-up was in progress. Bryan stated that all radio equipment had been moved except the school's and a ham radio operator's. He noted that Pearson Communications had recommended moving the generator into the vacated building, but if that were to occur, some issues, such as the construction of an exhaust system, would have to be resolved. Currently, the generator was encased by a metal enclosure. He thought that his board would be willing to pay for the move. Tom Sullivan said that the recommendation to move the generator should be discussed with Pearson Communications. Glen asked who checked and maintained the County's generators. Bob Struble and Tom were unsure. Sharon noted that the generator at the Sheriff's Office was checked by Road and Bridge.

OAK CREEK UPDATE

Sharon said that Pearson Communications planned to install the antenna. Chuck said that the directional antenna was to be changed because it was an indoor rather than an outdoor unit. The outdoor antenna was significantly more expensive than the indoor but was also more powerful. He stated that Yampa Valley Electric Association had tentatively committed to contribute \$250,000 toward the seven-point site. A meeting would be held with concerned parties to discuss securing that site. Tom Sullivan recommended that the meeting be scheduled after a Communications Director had been hired, which would be within the next four-to-six weeks.

Chuck asked whether the Oak Creek repeater had gone down recently because if it had, he had not been notified. Sharon responded that either Oak Creek Fire or law had gone to battery back-up, but the system had come back on immediately.

FARWELL UPDATE

Bob Reilley said that the generator had drained the battery because it turned on frequently. A new set of batteries had been installed that also drained the batteries. The microwave and a new set of batteries appeared to be working currently. The State had to access the site to monitor when the generator turned on.

COMMUNICATIONS STAFFING

Sharon reported that the Communication Department currently had two trainees; a part-time employee had returned from leave; two staff had been on FMLA leave, and one had subsequently resigned but would remain a contract employee until the position could be filled, and the other would return in mid-February.

Tom Sullivan said that 31 applications for the vacant Communications Director position had been received; 22 were eliminated as unqualified; the pool had been reduced from ten to five, then four. All four of the remaining candidates were strong and would be interviewed on February 12th by an Interview Committee comprised in part by representatives from law enforcement and fire agencies as well as Commissioner Stahoviak and the County's Personnel Director. Records checks had been completed, and he anticipated the new director would be on board by mid-March.

USER PROTOCOLS

Sharon said that the CCNC Board wanted to remind everyone to switch to the travel channel when leaving an area because not doing so loaded the 800 system. She asked that everyone remind their agency members to make that switch when leaving Routt County.

CALLS FOR SERVICE REPORT

Sharon reviewed a CAD report handout, Yearly Generated Incidents, and noted that call volume had decreased by nearly 3,000 from 2008 to 2009. She had verified the decrease with the Steamboat Springs Police and the Sheriff's Office. Joel stated that the Steamboat PD calls had gone down approximately 10%. He thought that the reduction was a result of less people being in town, fewer criminal and non-criminal incidents, and a reduction in all other offenses. He added that 2009 had 200 fewer vehicular accidents than 2008.

911 RESOURCE MEETING

Sharon provided a meeting notice handout for the Northwest Region 911 meeting to be held beginning at 10:00 a.m. on February 17, 2010, at Centennial Hall in Steamboat Springs. She commented that the meeting should be informative.

CAD SYSTEM

Chuck asked the status of the CAD system update. Sharon reported that Requests for Proposals (RFPs) for the project manager position had been sent; three individuals would be interviewed. Emy added that the intent was to hire a project manager by mid-February.

Chuck asked whether the 800 system would interface with the new CAD system. Emy said that that would depend on the vendor and whether the telephone system was wireless or 800. Joel added that most vendors were web-based wireless internet but had the capability for 800, which was relatively new.

COMMAND VEHICLE

Rob Ryg expressed concern about what would trigger the use of the command vehicle and the way in which those uses would be determined. He asked whether a driver would be on-call 24 hours per day, seven days per week and suggested that driver contact should

occur quickly after activation. He thought that the Communications Center would decide whether a dispatcher was needed. Joel said that although the decisions were up to the County, he foresaw incidents in which a dispatcher would be needed with the vehicle and other incidents in which only the vehicle would be needed. He thought that the County would develop an approved list of drivers who had certain credentials, and agencies would be responsible for monitoring a channel and following the process. Sharon said that some dispatchers would be incident-dispatch trained. Tom Sullivan said that command vehicle use would be addressed when a new Communications director was hired and could meet with all potential users to develop and establish the protocols.

Chuck recommended that a committee be formed comprised of agency groups' representatives to begin working through protocol ideas as soon as possible so a draft of the protocol could be presented at the April CAB meeting. Sharon said that the former Communications Director was researching other communities' protocols to use as a basis from which to model the County's. She would look for that information. Tom said that the information regarding others' protocols could be mailed to all CAB participants; a meeting could be scheduled, and whoever was interested could attend and provide input. Sharon will coordinate the scheduling of such a meeting.

Tom noted that the van would have a final check before it was driven or delivered to Routt County.

EN RE: NEW BUSINESS

REPEATER

Bob Struble asked whether Pat Arnone had provided any information regarding the repeater received from Northwest. Bryan said that he was working on that project because the repeater belonged to West Routt Fire District. He had contacted Legacy but had had no response. He thought that Legacy had incorrectly programmed the repeater's software. Also, a Statewide repeater had to be added. He said that Motorola had taken the repeater back to fix it, but he had no further information on the status of the repeater.

Glen asked whether the new template could be installed in Search and Rescue's new pac-sets. Bryan said that the template had been approved.

Glen announced that Search and Rescue had 22 pac-sets so as soon as the chargers were delivered, Search and Rescue would switch to the 800 system.

Ron Lindroth asked whether the command vehicle would have a mobile repeater. Bryan thought that the mobile repeater would be located but not installed in the command vehicle.

GIS ADDRESSING

Chuck said that the Stagecoach Townhomes developer was in the process of numbering the buildings and, when that was completed, he would send the information to Emy.

CHANGING A SIMPLEX CHANNEL

Tyler reported that he had met with Sharon and the Hayden Police Department to consider changing the Airport's simplex channel to a repeater TAC channel because scanning and listening were a problem that necessitated carrying multiple radios, which was an issue, and he was trying to reduce the possibility of missing calls. The simplex channel was set up primarily to use for medical, police, or a fire and was used to communicate without tying up other lines. However, since other agencies' communications could not be heard, the Airport had to rely on a Unicom operator, which might not always be available. One option was to test the use of West Routt TAC, which had not occurred yet. Bob Struble asked why scanning was necessary if Airport use were the primary function. Bryan replied that scanning allowed the Airport to hear the County calling. Bob Reilley noted that scanning was not possible on a simplex channel. He said that CCNC would have to be contacted and all radios reprogrammed. Tyler said that the calling out procedures were the same, but when switched to TAC, calls coming in could be missed. Bryan thought that an additional talk group was needed for the Airport. Sharon will research the reprogramming issue and advise Tyler. She thought approval had to come from the CCNC Board. Bob Struble recommended using County Fire. Joel suggested using Fire 1. Board members posed other possible options and discussed the drawbacks to each. Sharon will research the feasibility of Joel's suggestion.

EN RE: ADJOURNMENT

MOTION

At 4:06 p.m., Bryan moved to adjourn the CAB meeting. Bob Reilley seconded; the motion carried unanimously.

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

Dee Bolton, Deputy Clerk and Recorder

Chuck Wisecup, Chair

Date