

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
October 26, 2017**

Chief Wisecup called the meeting of the Routt County Communications Advisory Board (CAB) to order. Jason Nettles, Karrie Littman and Chris Williams, Routt County Communications; David DeMorat and Cheryl Dalton, Emergency Management; Garrett Wiggins, Routt County Sheriff's Office; Jerry Stabile, Steamboat Springs Police Department; Mel Stewart, Steamboat Springs Fire Protection District; Dal Leck, West Routt Fire Protection District; Mike Swinsick, North Routt Fire Protection District; Roger Moore, Oak Creek Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Machia Cox, Yampa Fire Protection District; Ralph Maher, Oak Creek Police Department; Greg Tuliszewski, Hayden Police Department; Chad Bowdre and Glen Hammond, Routt County Search and Rescue; Emy Keeling and Jason Blair, Routt County GIS; Rob Ryg, Routt County Coroner; Doug Monger, Commissioners; and Dan Weinheimer, Deputy County Manager were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

Chief Wisecup called the meeting to order, conducted roll call and established that a quorum was present this day.

EN RE: ADMINISTRATIVE

Approval of the Minutes- The meeting minutes of August 24, 2017 were reviewed, a Motion was made, a second was voiced and the minutes were approved.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER STAFFING

Jason Nettles reported that the Communications Center is fully staffed. There are three in training now, with one coming out mid-November, another is a little behind that and our newest recruit is in the early stages of her training.

RADIO TECH REPORT

Chris Williams reported on the activity on:

Preventative Maintenance has been completed at all the sites. Microwave, generators, and battery load testing.

Farwell Mtn. –Chris has installed a 100 gal diesel fuel tank in the building to replace the 55 gal drums that were there. This new tank and catch basin has been configured so it will feed the 90 gal tank that is under the generator. It will take time to see if the transfer occurs as planned when the level of the main tank drops to a point that it needs to be supplemented by the secondary tank.

The Forest Service also verbally approved a wind turbine installation on the framework of the solar array. The turbine will facilitate the mechanism for monitoring the fuel levels, condition and reset of alarms of the generator, and will assist in keeping the fuel warm to prevent gelling.

Microwave System- QDS and Aviat have been working diligently on restoring the radio network redundancy for Routt County. They are getting very close to accomplishing this.

Communication Command Vehicle –Communications has been able to utilize the Van during, recently the Dam Exercise and it worked very well. There have been a few issues identified that need to be addressed. It was also utilized during fire season for the Type 2 teams who appreciated this asset. West Routt will pass on the Executive Summary for Communications to review.

EN RE: OLD BUSINESS

Everbridge Mass Notification- Communications has been building the contact database for both the public and internal organizations within Everbridge. During fire season, many residents registered on line and the contact list grew to over 14,000 contacts. During the Dam Exercise, the internal organization of EOC was activated with success. No public notifications were sent out at that time. Discussion continued with explanation on the polling feature, notifications stop when acknowledgement is sent. The FEMA IPAWS application has been submitted, and templates for messaging and best practices from Everbridge are beginning to be built-out. “Mo” DeMorat emphasized that the system is robust with functionality and success will come with familiarity, so usage is encouraged, as minutes are unlimited. Spreadsheets have been sent out to the user agencies and communications will build their groups as data is collected.

Radios- Jason & Chris attended a demo this morning and found that compared to the Motorola radios, the Harris was 9.5% less expensive for the packsets and the mobiles were nearly the same costs. As far as support, the Harris has a 2-year while the Motorola has a 3-year warranty. There are two Harris portable radios available to the user agencies and Routt County departments to demo for the next three weeks. Both 800 & VHF are programmed into them. A sign-up sheet is here for coordination of the demos.

ENRE: NEW BUSINESS

New Schedule Dispatch- Communications will be implementing a new work schedule for dispatchers beginning November 6th at administrative direction. The new schedule will deviate from the current 48/36 hours per week to a straight 40-hour workweek. It is believed that this will add long-term stability and dispatcher retention to the Comm. Center. This will have no effect on the user agencies.

Emerald Mountain Tower Site- Jason informed the ComBoard that a public safety communication project to construct a Tower Site on Emerald Mtn., just down from the Orton site, is in progress. The State of Colorado will be installing a new Microwave and DTR systems, Routt County will maintain the VHF system and the tower site going forward, City of Steamboat Springs will build the site and Yampa Valley Electric Assoc. is providing the land. At this time, the partners are meeting to work out the details on the MOU between all the entities. The Emerald Mountain site has been identified as the best site for coverage in Steamboat and the backside of Emerald Mtn. – At Werner there is too much overshoot to be effective. No Commercial usage will be allowed on the site.

EN RE: OPEN DISCUSSION

South Routt School Mass Notification test will be Friday evening. If you are in the area, you may experience bleed over. If you are in their database you may receive a test notification, and you can contact them to be removed.

Spillman issues- Emy Keeling reported that during an update, Spillman incurred a problem that is affecting updating of the mapping resource. A ticket has been opened with little response. GIS will stay on top of Spillman to resolve this issue as quickly as (Spillman) possible.

Deep Creek Fire- During the fire, the Federal Type 2 communications personnel added a zone to the VHF template in the Comm Van. Routt County Fire should consider programming this zone in their radios. The Feds were able to program their radios on site in the Comm. Van. Jason let the ComBoard know he and Chris are in discussion with the BLM radio technician to update the VHF template to include this zone. The BLM uses Bendix King VHF radios with a magnetic mount antenna in their vehicles and clamshell battery chargers.

2018 Schedule of Meetings:

January 18
March 125
July 26
October 25

EN RE: ADJOURNMENT

At 4:15 P.M., a motion was made to adjourn the Communications Advisory Board meeting. The motion was seconded; the motion carried unanimously.

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

Karrie Littman, Administrative Specialist

Chief Wisecup, Chair

Date