

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 27, 2011**

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; Nancy Stahoviak, County Commissioner; Bob Reilley, North Routt Fire Protection District; Kristia Check-Hill and Glen Hammond, Routt County Search and Rescue, Emy Parmley, Routt County GIS; Bryan Rickman, West Routt Fire Protection District; Dan Allen, Yampa Fire District; Rob Ryg, County Coroner; Garrett Wiggins, Ray Birch, and Kim Gittleson, Routt County Sheriff's Office; Joel Rae, Steamboat Springs Police; Tyler Whitmore, Yampa Valley Regional Airport, and Ron Lindroth, Steamboat Springs Fire, were present. Tom Sullivan, County Manager, joined the meeting after it had begun. 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

2011 COMMUNICATIONS ADVISORY BOARD REPRESENTATIVES AND ALTERNATES

Chuck announced that all of the Communications Advisory Board members and alternates for 2011 had been received except from Yampa Fire District.

2011 ELECTION OF COMMUNICATIONS ADVISORY BOARD OFFICERS

Chuck called for nominations for Chair of the Routt County Communications Advisory Board for 2011.

MOTION

Bob Reilley moved to re-elect Chuck Wisecup as the Chair of the Communications Advisory Board for 2011. Kristia seconded.

Chuck called for other nominations. None were forthcoming.

The motion carried unanimously.

Chuck called for nominations for Vice-Chair of the Communications Advisory Board for 2011.

MOTION

Bob Reilley moved to re-elect Bryan Rickman as the Vice-Chair of the Communications Advisory Board for 2011. Bob Struble seconded.

Chuck called for other nominations. None were forthcoming.

The motion carried unanimously.

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the October 28, 2010 quarterly meeting of the Communications Advisory Board (CAB) were reviewed. Kristia said that Mel Stewart was listed as representing Search and Rescue but should have been listed as a Steamboat Fire attendee.

MOTION

Bryan moved to approve as amended the minutes of the Communications Advisory Board of October 28, 2010. Ron seconded; the motion carried unanimously.

Chuck noted that the October minutes established the CAB meeting schedule for 2011, and the April meeting had been changed to March 24, 2011.

DESIGNATION OF POSING PLACES FOR COMMUNICATIONS ADVISORY BOARD MEETINGS

Chuck said that, per State statute, each year a resolution must be adopted that specifies the posting locations for notices of Communications Advisory Board meetings. He reviewed the locations described in the resolution.

MOTION

Bob Reilley moved to adopt and authorize the Chair to sign Resolution 2011-001, Resolution Designating Place for Posting of Notices of Meetings of the Routt County Communications Board in Accordance with C. R. S. §24-6-402. Ron seconded; the motion carried unanimously.

EN RE: PROJECTS AND ISSUES

ANNUAL CALLS FOR SERVICE REPORT

Tim reviewed the Routt County Communications Number of Calls Report by Complaint for the calendar year 2010.

Ron asked whether the report indicated all units called out or only the primary unit. Tim thought that the report contained all of the units called to an incident.

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MOBILE COMMUNICATIONS VEHICLE

Tim stated that the command vehicle was under the roof of a lean-to shed attached to a County Road and Bridge Shop. He reported that the telephone system in the vehicle was not compatible with Verizon's so a consultant needed to be hired to help finish the project.

FARWELL UPDATE

Tim said that the Farwell site was still problematic: The generator would not start on its own and would be serviced within two weeks. Fuel storage capacity needed to be increased; fuel oil as an alternative to propane was being investigated. In the spring, the addition of larger fuel oil tanks would be investigated.

OAK CREEK RADIO UPDATE

Tim reported that the engineering company hired to study the Oak Creek area and make recommendations as to ways in which to improve the 800MHz system radio communications in South Routt had completed its study. Recommendations were to use the existing Oak Creek site. If that did not correct the problem, the testing of other options would occur. He will meet with the consultant on January 31st to further evaluate the situation. An opportunity for a Fire Act grant but \$250,000 would still be needed to complete the project.

CAD/RMS UPDATE

Tim reported that the CAD/RMS system update project was moving forward. Demonstrations of systems had been provided and site visits were scheduled.

Ron said that the fire chiefs thought that the Department of Justice (DOJ) funds were primarily for the CAD/RMS program. Since the system would be used by both fire and law enforcement, the Department of Justice grant could provide funds to interface with the CAD system as well as the laptops for both fire and law enforcement. The fire chiefs had applied for AFG funds to pay for the fire aspect of the project. To cut costs, the fire chiefs were discussing where best to eliminate expenditures. The fire chiefs' priorities were to retain the ability to operate CAD; to maintain laptops' functionality as well as keep interoperability with the High Plains RMS system. He asked whether a performance bond could be required to ensure that the system was operational as designed. Tim will discuss the options with the Information Systems Department and GIS. He anticipated that by March 15th he would start picking a final vendor.

COMMUNICATIONS STAFFING

Tim reported that the Communications Department was down four dispatchers; two dispatchers were starting the following week; one was experienced. so there were two vacant positions. He said that at present there were two openings for lead dispatcher; four dispatchers were eligible.

DTR RADIO TEMPLATE/REPROGRAMMING

Tim said that Pearson Communications would be ready to begin reprogramming in February and would finish by late March.

Chuck noted that the re-programming would be a one-time freebie.

Tim noted that the new template programming was irrelevant to the hospital. The CAB members discussed connectivity to the Med-Evac helicopters. Chuck said that the Simplex channel could be used to communicate with helicopters.

MOTION

Kristia moved to use Simplex 4 (C14) for talking to Flight for Life helicopters. Joel seconded; the motion carried unanimously.

Tim said that Pat Arnone was attempting to obtain the programming data from the State. Bob Struble added that channels had not been decided as yet.

Bob Reilley asked whether radio programming would be necessary for the VHF radios. He asked whether the entire template would be updated to a new card. Bob Struble replied that it would probably be necessary to accommodate the updated changes in USFS frequencies.

EN RE: NEW BUSINESS

ROUTT COUNTY COMMUNICATIONS STRATEGIC PLAN

Tim stated that the draft of the Routt County Communications Strategic Plan before the Board was a preliminary draft that included the issues that he would most like to address, but he also wanted to include all participating agencies' input. He reviewed the draft. He commented that the development of the plan would probably take one year to complete. He asked that comments be sent to him as soon as possible so that the current draft could be updated and further discussed at a retreat specifically conducted to develop the plan within the next quarter.

Ron asked whether any national standards for communications centers by community size and credentials for dispatchers were available. Tim replied that a number of organizations had recommended standards; for example the NAENA, NFPA, APCO, and ISO. Ron suggested that those standards, if reasonable and applicable to Routt County, be incorporated in the County's strategic plan so that the Communications Center could move toward national standardization.

Tim said that the redundant paging system did not recognize text messaging paging from a private company, but it would recognize text messaging from a public dispatch entity.

Chuck suggested that the standards available be compiled and e-mailed to all CAB members for consideration and incorporation in the County's plan. He said that CAB could meet in April to further develop the strategic plan.

ANIMAL RESCUE INCIDENTS

Bryan stated that many times an animal rescue call became a human rescue incident and wondered whether such calls should be handled by the Dispatch Center. Tim said that generally animal rescue calls were referred to the Division of Wildlife or the Sheriff's Office, depending on the nature of the call. He was not aware of existing animal rescue protocol. Ron said that Steamboat Fire was glad to rescue animals from ice, for example, to prevent owners from injuring themselves when attempting to rescue their pet. Tim said that companion animals and livestock, but not wild animal rescue, calls could be processed through Dispatch.

EN RE: ADJOURNMENT

MOTION

At 4:00 p.m., Bryan moved to adjourn the Communications Advisory Board meeting. Rob Ryg 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