

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
October 25, 2012**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Tim McMenamin, Routt County Communications; Bob Struble and Cheryl Dalton, Emergency Management; Michael Arce and Mel Stewart, Steamboat Fire; Rob Ryg, Coroner; Emy Keeling, Routt County GIS; Ray Birch, Routt County Sheriff's Office; Kristia Check-Hill, Chad Bowdre and Glen Hammond, Routt County Search and Rescue; Tyler Whitmore, Yampa Valley Regional Airport; Tom Sullivan, Routt County Manager; Ed Corriveau, Oak Creek Police; Jarrod Poley, Hayden Police; Bob Reilley, North Routt Fire Protection District; and Ralph Bracegirdle, Yampa Fire Protection District, were present. Jessica Copeland recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

Chuck Wisecup established that a quorum was present this day.

EN RE: ADMINISTRATIVE

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the July 26, 2012 quarterly meeting of the Communications Advisory Board (CAB) were reviewed.

MOTION

Tyler Whitmore moved to approve as submitted the minutes of the Communications Advisory Board of July 26, 2012. Kristia Check-Hill seconded; the motion carried unanimously.

EN RE: PROJECTS AND ISSUES

OAK CREEK REPEATER UPDATE

Tim reported that the repeater from Motorola was installed and that the Communications department had signed off on it. He stated that there were still some areas with weak coverage and over the winter he would get with Emy so she could map those areas. He stated that the industry standard on coverage is 95%; via mobile radio not pack set. Emy inquired who needed to do the study on finding out what our coverage percentage was; GIS or a third party, and Tim stated that it was already done by a third party. Tim requested that Chuck and the deputies report any weak coverage they experience. Chuck thought that the Road & Bridge departments would have the most accurate knowledge of where the weak spots were occurring.

Ralph stated that the coverage was now significantly better. He said there were always dead spots between Phippsburg and Yampa, and now the coverage was great. The only issues are on County Road 7, North of Yampa, but there is nothing to be done about that. Chuck agreed and wanted to relay to the dispatchers that there was weak coverage out by Stagecoach from mile marker 1 through 5, so updates might not be received when they are in that area.

OAK CREEK GENERATOR UPDATE

Tim reported that the generator had been purchased and delivered but not yet hooked up. The County Maintenance department was waiting for electricians to do the final hook up. Tim stated that he was waiting on the rented propane tank to be delivered as well. He anticipated it would be up and running soon. The electrical is the next item, and Tim thought that should take approximately one day. Tim reported that the existing electrical service was only 60 amps, and that the service needed to be upgraded to 200 amps. Tim stated that all of the generators had been serviced for the year.

CAD/RMS UPDATE

A. PREMISE ALERTS – BOB STRUBLE

Bob Struble stated he had met with Marlana O’Leary who is the Viz-Abilities Representative for people in Routt and Moffat County that have visibility issues. Her department is concerned with how disabled people would be handled in an evacuation scenario. Bob Struble said that federal law requires emergency responders know how to help disabled people in evacuations, and one way to accomplish that is CAD/RMS. He noted there might be some resistance to this change but that a discussion is needed, and it would most likely fall under the evacuation plans for law enforcement.

Tim stated that alerts could be created in the premise alerts table in the new CAD system, such as “special needs” or “vicious dog,” and that they could be defined in house. He stated that he had already taken this to the Spillman Oversight Committee but that they voted no and instructed him not to use this method. They felt there was a liability issue with having that information in CAD.

Ray asked how the data would be collected. Tim stated they would need to be informed by someone, maybe a deputy who went to the house or an outreach program. Tim noted that the upkeep would be a challenge, but whether it presents a liability he is unsure. Ray stated he felt the information was valuable for law enforcement, and not having the information was even more of a liability.

Tom asked if the Spillman Oversight Committee thought that entering in “special needs” information was a liability. Tim said they never discussed entering special needs information but rather, their discussions were more about potentially dangerous situations. He said the Spillman Oversight Committee felt it would be a liability issue if this information could not be removed as soon as it was no longer relevant. Chuck noted that he sees how there could be information that would potentially create defamation or slander issues, and

Tom stated they would need to handle those carefully.

Ray said in regards to having the special needs information input into CAD, he felt it was a great idea. He also mentioned that maybe people could register their information online. Bob Struble commented that Marlana had a data base, and she could provide the information for them to input. Ray questioned if there would be HIPAA issues with having this information. Bob Struble noted that in an emergency, HIPAA rules don't really apply and at that point, the only people that need to worry about HIPAA rules were emergency transport agencies.

Mel said he strongly supported having all this information available and did not think there would be an issue. In fact he felt Fire and Rescue would directly benefit from having this information and that the Fire Department could be looking for the information. He noted that there would be a need for a log to track when information needed to be added and or deleted.

Emy stated that in a mass evacuation scenario, Spillman would not populate a report outlining where all of the special needs people live. Tim stated that a report could be pulled from Spillman with that information; it just wouldn't be tied to the specific incident.

Bob Struble noted that they would need to reach out to organizations that take care of special needs people to obtain this information. Chuck inquired whether or not CodeRed would be able to house this information, and Emy informed the group that CodeRed could not. Tim asked if the CAB would like him to take this back to the Spillman Oversight Committee and try again to get it approved.

Chad wondered if when the information was added or updated, would there be a date associated with the entry. Tim stated that every time something is entered into or changed in Spillman it is time stamped, whether people in the field could see that or not he was unsure.

Michael said he thought there was a lot of information that they do not currently have access to that would be incredibly helpful. He thought Tim should take this issue back to the Spillman Oversight Committee.

Tim informed the CAB members that his department was currently trying to enter business information into the premise table in CAD. He calculated that it would take approximately 500 hours to get all of the businesses in Routt County entered. Tim noted that the fire departments would then be able to enter their building inspection information into the same table. He will discuss this further with Mel. Tim stated that law enforcement agencies would also have access to this information. Tim said he would take this information and process to the Spillman Oversight Committee and discuss a reasonable policy for entering and removing all of the data. Tim stated that the Spillman Oversight Committee was comprised of himself, an IS Representative from the City and the County, the Sherriff and the Chief of Police. Tim said the Sheriff and the Chief had delegated their involvement to their administrative assistants, Kim Gittleson and Barb Simms.

B. DUEL RESPONSE ZONES FOR FIRE DISTRICTS – SOG #5.0

Tim stated that the automatic duel response zones had been desired by some of the fire districts for a year and a half and they are finally ready to go. They have been entered into Spillman; they have been tested; and he made sure they work. Tim informed the CAB that he would set the training for the dispatchers for November 3rd and November 8th, 2012 and go live sometime the morning of November 15th, 2012.

Michael inquired how many times in the past year would dual response have been required. Tim stated that was not something anyone had looked into. Tim then explained that duel response zones are the dispatching of two districts within one mile on either side of a fire boundary. The thought behind this was that, for multiple reasons, the second district might be able to get to the call faster than the first district. Chad asked if a map had been made showing the fire boundaries and duel zones, and Tim informed him that it had been mapped and Emy could provide copies. Chuck asked if there would be a longer delay on hip-link and Tim said that Verizon Wireless was the cause of the delay so, no, the delay would not be affected.

C. CROSS STREETS IN VOCALS

Tim stated that at the same time dispatch went live with duel response zones, they would also go live with the cross streets in vocals.

Michael said he would vote against vocalizing the cross street. He stated that the information that was being given for a page was getting longer and longer, and he said that 95% of the time everyone knows where they are going due to the new Spillman program. Chuck informed the CAB that Yampa does not have MDT's like the other departments do, so they cannot see the cross streets.

Ralph concurred with Michael's concern about the pages getting lengthy. Ralph stated that if someone needed a cross street, they would ask for it. Bob Reilley agreed that the cross streets should be left out and said that adding additional verbiage to the paging process would be more hindering than helpful.

Tim stated he would go with the censuses of the CAB and would not have dispatchers vocalize the cross streets.

COMMUNICATIONS STAFFING

Tim stated that presently the Communications center was stable and fully staffed. He informed the CAB that there were three trainees; one who is handling the radio and would test out in three weeks, one who would test out in mid December, and one who would test out at the beginning of January. He stated that things seem stable but he knows there are some long term employees that are tired of shift work, and that is something that the center cannot accommodate.

EN RE: OLD BUSINESS

VHF NARROWBANDING STATUS

Tim stated that YVRA and Road & Bridge were off of VHF and completely moved over to the DTR/800 system. He said that all of his repeaters had been narrow-banded too. Tim noted that the Sheriff's office had mobiles and packsets that could not be narrow-banded, but that he had radios from Road & Bridge and YVRA that would be reallocated to the Sheriff's office. He stated that the County would be 100% narrowbanded by mid December. He said that most of the cities and towns had made arrangements to complete their narrowbanding as well.

COUNTY RADIO TECH

Tim stated that Pat Arnone of Pearson Communications was going out of business as of December 31, 2012. The Communications center looked at multiple options, and they were discussed at the last CAB meeting. Wireless Advanced Communications would be over \$100,000 per year. The Motorola dealer in Vail, Mountain Communications, informed Tim that he would have to have a contract with Motorola directly, and then Motorola would subcontract to them. With neither of those options being a good fit, the BCC approved the hiring of a County radio tech within the Communications department. Communications reallocated their budget to cover all but \$11,000 to pay for the radio tech and associated costs. Tim informed the CAB that the Intergovernmental Agreement and cost spreadsheets were attached to the agenda.

As for recouping some of the cost, Tim said charging for call volume was discussed but not chosen because that information could be inaccurate, and there was the possibility of departments not entering information into CAD to keep their costs down. So they decided upon charging an annual fee for the number of radios each department wanted serviced. The fees would be \$15 per year per radio, \$5 per year per pager, and \$100 per year per repeater. Tim stated that the cost spread-sheet, that shows the radio count, was not 100% accurate at this time, but the BCC wanted the Intergovernmental Agreement in place before the first of the year. Tim stated that they are currently advertising for the radio tech position, and it closes November 9, 2012. Radio techs from Garfield and Eagle County will help with the interviewing process. Tim hopes to have the radio tech hired by the first week in January.

Ed asked if the fee would be for VHF and DTR, mobile and pack-set. Tim stated it would be, but it did not include the cost for parts. Tim also said that, unlike Pearson Communications, if you paid the annual fee, there would be no additional fee for reprogramming.

Chuck inquired if the fee would be based on how many radios each department was using or how many radios each department had. Tim said it was going to be based on how many radios each department wanted serviced. Once the tech was hired, the tech would meet with every department and inventory what items they want serviced.

Tim stated that he had already received firm commitments from West Routt Fire and the Town of Oak Creek's police department and their public works. He stated that in the next few weeks he needed other departments to commit too. Mel stated that Chief Ray was not ready to commit, and that was for the entire City of Steamboat.

Chuck inquired about where the radio shop would be, and Tim informed the CAB that it would be housed across the hall from dispatch in the Communications center.

Chuck asked about whether or not the radio tech would know if specific items were under warranty, and Tim stated that after the radio tech inventoried all assets, they would then get with Motorola to find out what was under warranty. Chad stated that in his department, all of their pagers were still under warranty, so he wanted to know what the fee would cover. Tim stated that the only thing the radio tech could do with a warranty product would be to program it. Chad asked if the agreement was an all or nothing type of agreement. Tim replied that each department could pick or choose what items they wanted included in the agreement.

MOBILE DATA COMPUTERS ON DTR SYSTEM UPDATE

Tim said that according to Motorola, data was possible on the existing DTR system for the MDT's. He stated that the State Patrol just moved off of this type of system, but that La Plata County was moving onto it. The cost associated with doing it through the current DTR was \$60,000 to get it up and running and then \$15,000 per year to Motorola for the system. Currently Routt County, the City of Steamboat, and the fire districts are all paying \$10,000 per year to Verizon. Tim also stated that it may be slower than what they are currently getting with the Verizon connection. He said the data part and dispatch screens would remain the same, but law enforcement pulling up booking photos would be slower. The County IS Director recommended a trial period. Tim said that Motorola agreed to install it on a couple of MDT's, so there would probably be a test in the spring of 2013. Tim noted that this is something that could be up and running by July, 2013.

Mel stated that a current grant for fire districts is paying for the current MDT's data plans with Verizon through 2012. Mel said that this is something that each department should budget for in 2013, and he recommended they budget for the full amount. Chuck asked if the department should budget for Verizon or Motorola. Bob Reilley stated that his department budgeted for Verizon and recommends everyone else does the same, because projects like this never seem to go smoothly. Mel stated that he believes the current contract with Verizon goes through May, 2013, and he would send an email out soon about the related cost.

Emy inquired about using AT&T for this service as they had just recently put up new towers. What would be the cost to buy air cards from them? Tom stated he was unsure if AT&T would offer that service and the last he heard, AT&T planned on leasing the towers to Verizon.

Chuck asked how the trial period would work. Who would decide what departments would participate? Tim stated that this was very important for law enforcement officers, so

they would most likely set up 2 in Sherriff's vehicles, 2 in Police vehicles and 2 in fire vehicles. Ray stated the Sheriff's office had no problem with doing a trial period.

Tim said the reason they were even looking at this possibility was the cost savings, which are quite substantial. Currently the cost is \$57,000 per year and through the current DTR, it would be an initial start up cost of \$60,000, but then it would only be \$15,000 per year. Tim reiterated that using the current DTR is something that La Plata County is currently doing, and Emy noted that they use Spillman too. Ray asked why State Patrol abandoned this method, and Tim said he would contact both State Patrol and La Plata County to inquire about their experiences.

EN RE: NEW BUSINESS

2013 PROJECTS

A. FARWELL FUEL TANK

Tim started with stating that this project was the main focus for him in 2013. Tim said that during winters when there was heavy snow fall, the repeater was down quite frequently. Tim stated that there are multiple options in reducing the down time, and the number one option is to replace the current 100 gallon fuel tank with a 200 gallon fuel tank.

B. FARWELL WIND TURBINE

Tim said that the site is totally solar and there are many days without any sunlight, and the snow just sits on the solar panels. Adding a small wind turbine will generate enough energy to keep the batteries charged and warm so they don't damage \$92,000 worth of batteries, which is what happened two winters ago. Tim is hopeful that the combination will decrease Farwell's down time. Tim had been told initially that wind turbines are only good below 11,000 feet, yet the company that did the solar panels on the Justice Center and Sherriff's Office said that with a new type of composite blade, they are able to be located at 12,000 feet.

C. DUEL FIRE RESPONSE

Chad asked why, if they have a known rescue, Fire is dispatched too. He wanted to know if this was because dispatch didn't know where the person was located or if it was a policy. Tim stated that the dispatchers do know the difference between a search and a rescue, but it is policy that Fire is dispatched for both. Chad stated that Search & Rescue could be out for hours, and having Fire there might be a liability because one, the ambulance crews could get injured or be out for extended periods of time in bad weather and two, he asked if is this really the best use of an ambulance.

Bob Struble mentioned that this topic had been brought up repeatedly and recommended that Chad meet with Chief Rickman in West Routt, and then they could continue this discussion at the next CAB meeting.

Chuck stated that there have been numerous times when Search & Rescue hadn't left their station yet, and Fire had already successfully treated the patient. Chuck also stated that the main reason for the dual paging was that a lot of the fire districts have the resources to medically treat the patient, so if they could get to them first, that was a win-win situation. He also mentioned that the policy was, it is up to the Fire Chief to decide whether or not Fire would respond and if they did respond, what type of equipment Fire would bring. Ray asked about Communications SOP on this and the possibility of running out of ambulances. Tim stated that Communications directive on this SOP is to dispatch Fire as well as Search & Rescue.

Bob Struble stated that Fire needs to know when Search & Rescue is dispatched, so then the Fire Chief could make the appropriate decision. Mel said that Search & Rescue used to be paged out, and Fire was unaware, but had they known, Fire might have been able to get to the patient much faster, so they implemented that both get paged out together. Mel stated that currently, the City of Steamboat was copying the page and having Search & Rescue advise Fire of when they wanted them to respond. Mel felt Fire needed to know this information because then it was in the back of everyone's mind and they could then be prepared when Search & Rescue finally told them to respond. Mel stated that they are not paged on searches, but they are aware of the page. The protocol for dual paging was District plus Search & Rescue; both get paged; and it seemed to be working well.

Chuck stated that if Fire was paged and could tell that the patient was in a bad spot, Fire would then call dispatch and inform them that Search & Rescue was needed for that call. Chad inquired whether it was the station and the entire crew that got the page, or if it was just the Chief who got paged. Tim informed him that the stations were receiving the pages. Ralph mentioned when Fire and Search & Rescue are dispatched for a call on Devil's Causeway, Yampa Fire is one hour ahead of Search & Rescue as far as response time, so Fire can be totally set up before Search & Rescue gets there. Chuck reiterated that there was no liability in dual dispatching.

EN RE: ADJOURNMENT

Kristia Check-Hill moved to adjourn the Communications Advisory Board meeting. Mel Stewart seconded; the motion carried unanimously.

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

Jessica Copeland

Chuck Wisecup, Chair

Date