

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
April 24, 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; Doug Brown, Lorie McCarty, Sharon Clever and Levi Pietrick, Routt County Communications; Doug Scherar, Routt County Sheriff's Office; Michael Arce, Steamboat Springs Fire; Bob Delvalle, Steamboat Springs Police; Dan Allen, Yampa Fire Protection District; Rob Ryg, County Coroner; Emy Keeling, Routt County GIS; Mike Swinsick, North Routt Fire; Greg Tuliszewski, Hayden Police; Kristia Check-Hill, Routt County Search and Rescue; Tyler Whitmore, Yampa Valley Regional Airport; Tom Sullivan, Routt County Manager; were present. Sue Heineman and Carrie Mansfield recorded the meeting, and Carrie 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

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the January 23, 2014 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 January 23, 2014 Communications Advisory Board minutes as submitted. The Motion was seconded. All approved.

EN RE: INTRODUCTIONS

Chuck asked everyone to introduce themselves and state their affiliations.

EN RE: PROJECTS AND ISSUES

FARWELL FUEL TANK

Doug said after going over all of the special conditions that were called for in the original drafting of the replacement of the tank for the Farwell tower sight, he and Levi concluded that some of the specifications in the original drafting were insufficient for what is needed to replace the 200 gallon tank, such as the weight of the tank versus the stability of the floor. Doug said he has tasked Levi to contact the manufacturer to obtain all of the weights and review all of the specifications. After that, they will resubmit for consideration. They will not be able to get up to Farwell until the snow clears.

DISPATCH CONSOLES

Doug stated there is a meeting tomorrow, April 25, 2014, with the project managers to bring everybody up to par. The meeting will include Doug, Levi, Building Maintenance, Information Systems, Motorola and the installers.

RADIO TECH REPORT

Levi said the State is done with their zone controller updates. They are still in the process of updating the sites and the dispatch centers. Hopefully, that will be completed by the end of July. He said there are some microwave issues to address with the Hayden T1 for the DTR site, and that research of a solution for the Oak Creek DTR coverage issues is still in progress.

Chuck Wisecup asked if non-County agencies can now order Motorola pagers, radios, etc. through Levi. Levi replied that he can order batteries and accessories, but everything else is considered to be under Motorola's government equipment contract and has to go through a shop. Our designated shop is Mountain Communications in Eagle, CO. Chuck asked if Levi could send out the contact information, and Levi replied yes he would. Greg Tuliszewski asked if it would be advantageous to try to change the structure to get better discounts. Levi responded that the government rates are the same no matter what shop we go through. Doug stated that Motorola has districts, and they prefer to have you order within your assigned district to avoid conflicts.

Doug said that he has heard there are issues at the airport with some of the ICOM radios. He has made contact with one of the ICOM vendors he worked with in Florida and sent them a copy of all the equipment we have to see what kind of support the company can provide.

Levi provided his email address and asked attendees to contact him with any questions.

DTR UPGRADES

Levi stated that the DTR upgrades should be completed by the end of July. Replacement of the consoles has not been scheduled yet but should be after tomorrow's meeting with the project manager.

COMMUNICATIONS STAFFING

Doug said he hired one new dispatcher, who is scheduled to start work on May 5th. He said one dispatcher is being promoted to a Communications Specialist III on May 1st and two dispatchers should be finished with training in about two months. That will bring staffing levels up to par.

SPILLMAN ALPHA PAGING AND CODE RED

Lorie said she needs an updated list from every agency of all contacts that should be listed in Spillman and CodeRED, with their phone numbers and cell phone providers. She said Spillman can only hold one phone number, but agencies can list an unlimited number of phone numbers in CodeRED. She asked agencies to indicate which contacts they want to list in Spillman and which ones they want to list in CodeRED. A discussion ensued regarding contact information.

A question was brought up about what has changed with CodeRED. Lorie said they updated everything about two weeks ago, and training is in progress for all of the dispatchers. Emy stated that she has not done a map update for CodeRED in about a year, so she will try to get that done prior to June 1st. Chuck asked if the links on the website are still good, and Lorie replied that they are not.

EN RE: OLD BUSINESS

COMMUNICATIONS ADVISORY BOARD REPRESENTATIVES

Chuck said that no Alternate Representatives have been named for Yampa, Hayden PD, North Routt, Oak Creek, Steamboat Fire and Rescue, Steamboat PD, and Yampa Fire and asked Sue for an update. Sue stated that every agency has at least one representative and that alternates are not required.

ENRE: NEW BUSINESS

NEW DIRECTOR

Doug addressed the Board with an introduction as the new 911 Director for Routt County.

MOBILE DATA TERMINALS

Chuck said one of the items Tim was working on was a means to get everyone off of Broadband for the MDT's. One possibility would be the Road and Bridge VHF channel. Chuck stated that everyone with an MDT is paying a high price for Broadband and a less expensive option is very desirable. One question is how rapidly law enforcement pictures will download. Doug responded that he used the same system in Florida for their new TV's and the download time was within seconds. Chuck said it would be good to get this figured out by October when everyone's budgets are due. Doug said he will do some research.

Greg Tuliszewski brought up the possibility of forming a group to look at mapping channels on a yearly basis. Levi agreed that yearly review of mapping is warranted. Levi said he would be happy to facilitate and head that project. Levi stated that there are channels and new resources that are available to us such as "Sites on Wheels" in the State of Colorado but in order for us to utilize them we will have to add programming to the radios.

MOTION

Doug said he would like to make a motion to form a Communications Channel Review Subcommittee. Mike Arce and Mike Swinsick volunteered. Chuck said he would be tentative. The motion was approved.

EN RE: ADJOURNMENT

At 3:20 p.m., Chuck moved to adjourn the Communications Advisory Board meeting. Mike Arce 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