

**STATE OF COLORADO
COUNTY OF ROUTT**

**ROUTT COUNTY COMMUNICATIONS ADVISORY BOARD
April 24, 2008**

Bob Struble, Steamboat Springs Fire and Rescue and Chair of the Communications Advisory Board, called the regular quarterly meeting of the Communications Advisory Board (CAB) to order. J. P. Harris, Routt County Communications; Chuck Wisecup, Oak Creek Fire Protection District; Chuck Vale and Cheryl Dalton, Emergency Management; Bob Reilley and Mike Zukerman, North Routt Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Ray Birch and Ed Corriveau, Hayden Police Department; Russell Canterinicchio, Oak Creek Police Department; Mitch Locke, Coroner's Office; Gary Wall and David Bustos, Sheriff's Office; J. D. Hays, Steamboat Springs Police Department; Dan Allen, Yampa Fire Protection District, and Tom Sullivan, County Manager, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: REVIEW OF MINUTES

MOTION

Mr. Wisecup moved to approve as submitted the minutes of the quarterly meeting of the Communications Advisory Board for January 24, 2008. Mr. Canterinicchio seconded; the motion carried unanimously.

EN RE: DIGITAL TRUNK LINE RADIO TEMPLATE

Mr. Harris reviewed the proposed template for digital trunk line radios and changes that had been made, based on suggestions from participating agencies' input. He noted that Search and Rescue was not switching to digital at this time; that Twentymile Coal, as a private industry, had to sign a participation agreement; that the surveillance channel would be scrambled and Channel 10 encrypted but TAC would not be, and that the Steamboat Springs School District had one talk group at present but that more could be added. He said that the school district could contact Communications on Routtmac, which would be monitored. He stated that the establishment of the Talk Groups was important so that that information could be provided to the State by the June 5, 2008 meeting, which meant that the downloading would begin in July.

Mr. Vale added that when radios were purchased, encryption software also had to be purchased.

MOTION

Mr. Reilly moved to include the North Routt Fire Protection's and the Search and Rescue channels and to approve as amended the Digital Trunk Line Radio Template and Talk Groups. Mr. Canterinicchio seconded; the motion carried unanimously.

Mr. Harris reviewed the Revised Channel Guide (Orange Cards).

MOTION

Mr. Wisecup moved to approve as presented the Revised Channel Guide. Mr. Canterinicchio seconded; the motion carried unanimously.

EN RE: ESTABLISHMENT OF A PUBLIC SAFETY COUNCIL

UPDATE

Mr. Wisecup reviewed the Draft By-Laws for the Routt County All Hazards Public Safety Council (RCPSC) and a model agenda format. He noted that Exhibit B, Emergency Support Functions Subcommittees, conformed to current guidelines. The Emergency Services Council and the Wildland MAC Advisory Group had approved the Draft. He said that the proposed agenda format would include an agenda slot for each category of organization, such as Fire, Law Enforcement, Communications, Local Government, or Road and Bridge, to allow the opportunity for update reports to be provided by those groups. However, if an organization had no topic to discuss, it would not have to attend that meeting. Also, special topics such as high water or a school situation could be placed on the agenda, and interested agencies could attend. The agenda format would be compiled as a joint effort and initially followed on a trial basis. Meetings would be bi-monthly on the fourth Thursday of alternating months. He believed that combining groups would greatly facilitate efficient decision-making and increase the likelihood of obtaining a quorum at each meeting. Individual groups could continue to hold meetings but would send representatives to the core PSC. Sarah Katherman would be the Minute Taker for the Public Safety Council.

MOTION

Mr. Wisecup moved to set future meetings of the Communications Advisory Board concurrently with the Wildland Fire, Routt County EMS Council, and the MAC groups, with the first meeting to be held on Thursday, June 26, 2008, at 1:30 p.m. Dan Allen seconded; the motion carried unanimously.

EN RE: COMMUNICATIONS REPORT

Mr. Harris reported that a quarterly and annual award program had been initiated for Dispatchers performing beyond typical requirements. Three dispatchers were currently in training; the Communications Center was fully staffed.

Other updates included that an order had been placed with Motorola for the Emerald Mountain repeaters; the portable and mobile radios for County users were being ordered, and the 800 MHz system was coming together.

EN RE: NEW BUSINESS

MOBILE RECEPTION

Mr. Wisecup asked whether the Dispatch Center reception had improved on the mobile units. Mr. Canterinicchio noted that due to the on/off switch's placement, some of the new mobile radios turned on inadvertently.

EN RE: NEXT MEETING

The next meeting of the Communications Advisory Board will be held on Thursday, June 26, 2008, from 1:30 to 5:00 p.m. in the Commissioners' Hearing Room. Agenda items should be submitted to Sue Heineman or Chuck Vale.

EN RE: ADJOURNMENT

MOTION

Mr. Wall moved to adjourn the Communications Advisory Board meeting. Mr. Reilley seconded; the motion carried unanimously.

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

Dee Bolton, Recorder

Bob Struble, Chairman