

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
March 15, 2018**

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; Cheryl Dalton, Emergency Management; Mike Swinsick, North Routt Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Steven Harbison, Oak Creek Police Department; Emy Keeling, Routt County GIS Dept. 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 not present this day.

EN RE: ADMINISTRATIVE

Approval of the Minutes- The meeting minutes of October 26, 2017 were not approved due to no quorum being present

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER MANAGER REPORT

Jason Nettles reported on the following:

Staffing- The Communications Center is fully staffed. There is one in training now, expecting to come out the first week in May.

Microwave System Change Out/Update- Routt County is moving forward on the required upgrade work at all the tower sites and additional grounding work at the Mt Werner site. The Microwave replacement and the tower/grounding work is scheduled to be completed by the end of summer 2018. If it is not, we will be looking at a 2019 completion date. The RFP's were sent out and bids are back and a vendor has been chosen.

Everbridge-IPAWS Update- We have received our security and system keys to access IPAWS which will allow us to disseminate message through WEA, EAS & NWEM, Our goal is to be able to alert those that are not registered through Everbridge on Routt County Alerts.

Jason also reminded the Board that Everbridge was available for the internal use of all the user agencies of the Communications Center. Once contact list are provided and groups are set up, we can provide online training information to Everbridge University, which is about 1-12 hours, and if needed, Jason will come to your agencies to provide hands-on training. RC S&R has already been trained. After that training is completed, authorized users would be able to send messages to their groups via a mobile app on their smart phones.

RADIO TECH REPORT

Chris Williams reported on the activity of:

Farwell Mtn.

Monitoring System—In late Feb, Chris began the process of installing the controller that will ultimately provide monitoring for the generator. Once this process is complete, Communications will be able to log in from anywhere and see the status of the generator, see alarms, reset the generator, water levels/pressure, etc.

Expansion fuel tank- Now that the winter is in full swing, the fuel exchange system can be tested and it is not working as planned. Chris and Jason have agreed to purchase an electric pump and hook it to the 12v system and let the pump work when the main tank is being depleted.

Wind Turbine- At this time we are working on the Scope of Work for the RFP's for this project. We are still on track for a 2018 summer completion.

King VHF Law- is disabled at this time due to interference. At this time, Chris is not able to pinpoint where it is coming from. All 800, VHF Fire and Paging are still operational

Chief Wisecup asked about a delay in the Page after receiving a Hiplink page. Jason explained the dispatcher may have been occupied with another emergency call or giving direction to another dispatcher after the card was dropped, before the page went out. The Chief said it was not a big deal, just wondered.

Test Pages- Discussion on test pages- Jason stated they were doing paging, but if it is busy in the center between 1900 and 2000, then the test pages may not go out that evening. Seemed the Chiefs understood.

EN RE: OLD BUSINESS

Emerald Mtn. Joint Venture- We are moving forward with the Communications Site Project. The City of Steamboat Springs will be handling the procurement of the project while Jason is the coordinator of the project. The project RFP will be advertised this Sunday, with bids due on April 17th. The goal is to have the new tower constructed by the end of summer of 2018. The State is prepared to place the new DTR equipment on the site this summer.

ENRE: NEW BUSINESS

VHF Radio Frequency Card (Orange Card)- The new template is ready after the meetings with the Fire Chiefs and Law. Jason has sent out an email asking for comments on the final version and received positive comments from 3 Law Depts. and 3 Fire Depts. and so with that and the positive response from the members that were present, Chief Wisecup gave the go ahead to proceed with implementation of this new template.

EN RE: OPEN DISCUSSION

It was announced the October 26th meeting is to be moved to November 1, 2018.

EN RE: ADJOURNMENT

At 3:25 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