

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
October 21, 2021**

Chief Tulszewski, Hayden Police Department, called the in person & Zoom meeting of the Routt County Communications Advisory Board (CAB) to order. Jim Cullen & Chris Williams, Routt County Communications; David “Mo” DeMorat & Cheryl Dalton, Emergency Management; Sheriff Garrett Wiggins, Routt County Sheriff’s Department; Interim Chief Stabile, Steamboat Springs Police Department; Captain Michael Arce, Steamboat Springs Fire Protection District; Chief Guire, West Routt Fire Protection District; Chief Swinsick, North Routt Fire Protection District; and Jason Blair, Routt County Search & Rescue were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

Chief Tulszewski called the meeting to order at 1510, established that a quorum **was** present this day.

EN RE: ADMINISTRATIVE

Approval of the Minutes- The meeting minutes of July 15, 2021 were moved, seconded and approved as written.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER MANAGER REPORT

Jim Cullen reported on the following:

A. Staffing

1. The center has 2 dispatchers in training; one trainee was not progressing and has left the center and the other one is expected to come out of training on Nov 1st. Another trainee was brought on board from Jackson County dispatch. There is one dispatcher on Military Deployment for 12 months. All dispatchers are doing well.

B. Updates-

1. Jim attended the State APCO/NENA conferences and made many good contacts. From our region and the State, as well as vendors such as Spillman & Motorola
2. Working with Grand County on establishing dispatch trainings in the region to streamline the training timeline.
3. 2022 Budget has been approved- Operations and Capital

RADIO TECH REPORT

- A. L3 Harris Project: Over the past year RCC has been working on lease agreements for L3 Harris to install WAM equipment on behalf of the FAA. WAM or Wide Area Multilateration is a secondary system to radar used for tracking aircraft in rough terrain areas. L3 Harris would like to install equipment at Emerald, Oak Creek and Farwell. Due to discrepancies in tower analysis studies conducted by T Squared on behalf of L# Harris, we have been unable to complete the lease agreement process. RCC has hired the tower engineering company Ridgeline to complete second set of tower analysis to settle any discrepancies. These studies will provide a percentage amount of existing load on the towers as well as an amount of increased load with the additional WAM equipment. If towers are deemed "overloaded" L3 Harris will need to make modifications to increase load capacity before we can move forward with lease agreements. Joel with Ridgeline will be on site the first week in November to complete these tower analysis.
- B. Oak Creek: Budget has been approved by the BCC to move forward with the replacement of the communications shelter at the Oak Creek Edna Mine site. We will begin the RFQ Process over next few months, and hope to replace the shelter late next summer.
- C. Farwell: Budget was also approved to replace the PV system at the Farwell tower sites. This replacement will include the entire PV array as well as the charge controllers and batteries if necessary. Remote monitoring equipment was installed in late September to conduct a study of power usage at the site. The results of this study will be combined with data gathered over the past 2 years of power produced by the PV system at the site. This data will be analyzed to determine the proper PV array size to be installed. The new array will be installed between July and October of 2022.
- D. Generators: We have 4 tower sites that have generators up for replacement next year. Farwell, Werner, King and Hayden will all be getting replacement generators in 2022.
- E. A complete replacement of the Routt County VHF System was scheduled for 2022. RCC has opted to push this project due to the amount of other projects scheduled in 2022. Instead, RCC will hire a contractor to complete an analysis of the existing system and make recommendations for replacement. These recommendations will help us establish a budget amount that can be requested as part of the 2023 budget.

EN RE: OLD BUSINESS

- A. Nature Codes- Fire-
 - 1. As a follow-up on the discussion at the last meeting, Ed Corriveau did send out the Nature Codes to the Chiefs to review and then it has fallen off the radar for everyone. It was determined at the last meeting that a committee to review would be setup to include the following personnel: Jim Cullen, Ed Corriveau, Julie McComas, Travis Wilkinson & Michael Arce. The Board will look for an update at the next meeting. Law policies were sent out previously but the exercise of review will wait until Fire is complete.
 - 2. Another facet of this discussion was brought up by Chief Guire regarding the information that is repeated back by the dispatchers. West Routt Fire has initiated a new policy to state to the

dispatchers “No Need to Repeat” and this has alleviated some of the excessive use of the radio and the dispatcher/first responder time. The required information to be repeated back is: Initial Response information, Size up, & Resource Requests. This will also be reviewed by the committee to establish a new policy for training in dispatch and the field.

- B. State DTR Survey- Chief Tuliszewski did complete the survey and sent it into the State and has heard nothing from them. It is unclear which department at the State will be dealing with the IT of the DTR system in the future.
- C. By-laws Review- The By-laws of the ComBoard were sent out for review and a few of the members have had the opportunity to read them. There was a short discussion and it was decided that this topic would be put on the agenda for the next meeting in Jan.
- D. Spillman contract Review- This contract was sent out for review and a few of the members had the opportunity to review all 278 pages of it. After a lengthy discussion it was determined that it was a decent system and that all CAD/RMS systems had issues, but they were minor compared to the painful process of changing CAD/RMS systems. Sheriff Wiggins did remind the board that Routt County has a consultant on contract that is a specialist in Spillman and recommended that anyone that has issues should contact Kim Gittleston, his Executive Assistant to coordinate contact with Tom Stoddard the contractor. Jim Cullen will also track issues & assist with his contact at Motorola/Spillman and coordinate with Tom. This will be reviewed again in 6 months. Some of the issues that were identified and would be addressed are:
 - 1. Pulling calls/ information from the system
 - 2. Importing information into the system such as floor plans, hazard material locations, etc.
 - 3. Connectivity with the system- WR & NR Fire- this may be a carrier issue

EN RE: NEW BUSINESS

- A. Chief Guire began a conversation regarding recent missed pages on the 800 system. Chief Swinsick stated he had some of the same issues and different possibilities were discussed and it was decided to track and this will be discussed at the next meeting to see if it still persist.

EN RE: OPEN DISCUSSION

EN RE: ADJOURNMENT

At 1558, The Communications Advisory Board meeting ended.

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

Karrie Littman, Administrative Specialist

Chief Tuliszewski, Chair

Date