

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
July 28, 2011**

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; Tim McMenamin, Routt County Communications; Bob Reilley, North Routt Fire Protection District; Kristia Check-Hill and Glen Hammond, Routt County Search and Rescue, Emy Keeling, Routt County GIS; Bryan Rickman, West Routt Fire Protection District; Rob Ryg, County Coroner; Ray Birch, Routt County Sheriff's Office; Joel Rae, Steamboat Springs Police; Tyler Whitmore, Yampa Valley Regional Airport; Ron Lindroth, Steamboat Springs Fire, and Tom Sullivan, County Manager, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

Chuck established that a quorum was present this day.

EN RE: ADMINISTRATIVE

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the March 24, 2011 quarterly meeting of the Communications Advisory Board (CAB) were reviewed. No changes were offered.

MOTION

Bryan moved to approve as submitted the minutes of the Communications Advisory Board of March 24, 2011. Rob seconded; the motion carried unanimously.

EN RE: PROJECTS AND ISSUES

MOBILE COMMUNICATIONS VEHICLE PHONES

Tim said that the engineering firm contracted the unit running would arrive the following Friday. He hoped that within the next three weeks, the six-port station, five-line phone would be working in either hardwire or wireless.

OAK CREEK RADIO UPDATE

Chuck reported that Pat Arnone had had put up a portable repeater, and testing had begun. The full scope of the system's capacity: 1) a low-line repeater; 2) a --- to test different areas. On County Roads 14 and 16, he could hear Pat but Pat could not hear him

on his mobile unit because it was not tied into the --- system. Once a repeater went out, it would be tied in, and --- . More testing would occur in other South Routt areas and after it had been connected to Dispatch, it should work well.

Ron asked whether any discussion regarding --- had occurred. Chuck said that the computer --- had the ability to patch to Dispatch at present, but feedback was occurring so one of the units had to be turned down. --- the way it could be programmed. Bob Struble stated that the programming had been received and all six units were waiting to be programmed. Tim will check on the status. Chuck was concerned that if a wildland fire occurred and departments from outside came to assist that were not carrying VHF and 800 was not working, --- might be ---.

Tim said that in regard to the Oak Creek project and the County's 2012 budget the issue had been discussed earlier this day with the Executive Management Team. At this time, grant funds to help pay for the project were still being sought. He anticipated that the project would seek funding through the EMS grant project ---. Discussion about the Town of Oak Creek's annual barbeque --- for seed money for a grant. Ron said that most agencies were currently undergoing the budget process so if Tim had any idea when he was looking for contributions --- . Tim replied that since it was Oak Creek, he was looking at it because the City of Steamboat Springs and Hayden --- for the system. He would check the template.

CAD/RMS UPDATE

Tim reported that the CAD/RMS project was still moving forward. The contract for the work had been signed by Spillman. The tentative cut-over date was the end of April. Dispatchers were currently being trained; fire chiefs had asked to attend at least one training meeting. Ron added that he and Tim had been meeting with fire districts to get --- worked out. This day he had signed the Spillman contract as the representative of the fire districts so that would get fire into a training matrix.

Chuck asked about the Dispatch reports for High Plains. Ron responded that a problem existed at present with the --- port in regard to attaching it to Microsoft 7; High Plains did not open that up. --- to upgrade High Plains to be compatible with Windows 7. Chuck said that he had --- reports on his laptop ---. He had started entering his dispatch reports from January 1, 2011, and ---. He had not yet done an incident report --- Steamboat Dispatch. He would see what was in High Plains. Tim said that Search and Rescue had requested --- CAD system... Ron said that one --- T had been requested. He had purchased --- discovered that Steamboat Springs --- but he had not had an opportunity to --- Tim said that they were ---.

DTR MOBILE REPEATER RADIO TEMPLATE/REPROGRAMMING

Joel said that the issue was one of creating a Craig and Moffat County ---. They operated on Moffat County and, in regard to T-one, -- was programmed --- SRT1 Servers 1, 2, and 3. Also, Road and Bridge was an encrypted channel. The capability for Steamboat

law to talk to Road and Bridge did not exist with the current radio system. He asked whether a radio channel could be established for the Sheriff and the Chief in Craig, who were authorizing Sheriff's deputies and the Police Department to program their radios to allow communications with them. The question was which channel was the most appropriate to allow that to be in that ---. On the surveillance channel, --- would be useful rather than simply having another law enforcement channel. Tim stated that for surveillance an encrypted channel could be used now --- but not here. In answer to a question, Bryan said that Craig used Communications Channel 3, which was CSP3; CRCC5 was Craig fire. CRCC was Craig regional dispatch, which had numerous channels. Tim said --- surveillance Zone A 11.

Ray thought that Channel 11 would be a good channel to use for the Multi--- Task Force for the region as well as the County. He asked --- for dialing in --- Craig channel. Joel said that they would have to be reprogrammed anyway. He said that they had delayed repairing ---. Glen asked what the status of Road and Bridge was in the winter --- do the template now and do another new template for --- so those channels would be available as well. Tim said that it had not been done yet. Joel --- MAC 17. Bryan said that any of the MAC channels could be used, but they were not coded. Bob Struble noted that if MAC 17 were used, Road and Bridge would hear the transmission. Glen said that --- future combobox -- - statewide areas on the --- channel and put Routt County's on the same channel. Bob Reilley explained that that did not need to be done: It was in the --- box. In regard to Zone A law, Ray asked whether the Communications Advisory Board had to approve use of that channel. Time said that technically it did. The easy solution was to leave it in the way it had been written, and take the radio to Pearson's to add the surveillance; the template did not need to be changed. Joel added that the Sheriff's own encrypted channel could be used but would require --- . Ray commented that that approach would not get Moffat County law. Tim said to substitute the local surveillance with the Moffat channel. --- said reading ---. Bob Struble said that that would work. Tim noted that Steamboat had not completed its reprogramming, which should not cost anything; others would have to pay between \$20-to-30 per radio.

MOTION

Joel moved to replace the surveillance channel with the Police Department/Sheriff's Office --- Moffat County server --- surveillance. Ray seconded; the motion carried unanimously.

FARWELL REPEATER

Tim said that the Farwell repeater had had technical problems all winter. Pearson had identified one problem, and parts had been ordered and should be delivered soon. Tim said that he was still researching the options for increasing fuel capacity. He thought that 55-gallon drums hooked together would probably not work very well. Another suggestion was to stack some --- and plug them into the generator. Another more expensive option was to replace the generator with a propane generator, which would be less likely to --- , which was important since that generator was depended upon for almost daily use in winter. The only

other option was --- , but that was an --- analysis ---. Increasing fuel capacity was a high priority at the Farwell site. He said that a problem had arisen recently with the microwave system, the cause of which had been identified earlier this day. The --- system worked --- in the opposite direction. Bob Reilley said that since the dispatching system --- on the back-up -- , North Routt was noticing better ---.

EN RE: NEW BUSINESS

UPCOMING BIKE RACE

Bob Struble said that several meetings had been held regarding the upcoming bike race. He assumed that everyone had their plans in place but he would like to hold a meeting as soon as possible at which all of the plans would be incorporated into an incident action plan, particularly for Friday, the biggest day of the race. Another plan would be coordinated for Saturday, then another for transitioning ---. He would e-mail all agencies to arrange that meeting. In regard to training, a Communications man would be available on-scene. All of that information would be provided to agencies. If something came up, either Oak Creek or Steamboat should be called. The event downtown was from Third Street to Eleventh Street on Yampa Street and --- . All of those calls would be on a separate channel from the information span to the Communications Center ---- rest of the activity. E-mail him for help devising a plan.

Chuck said that everyone should have received an e-mail from Mel Stewart that was sent last Friday --- may come to fruition.

Bob Struble stated that the race event provided a good opportunity for agencies to assemble a coordinated action plan for a non-stressful situation. Also, all planning section chiefs were welcome to participate in the training meetings at which an IC (Inside Commander) would be discussed.

Ron said that within Steamboat, either he or Joel would be the contact, but it was necessary to be coordinated with the surrounding mutual aid agencies as well. He felt that a unified command approach was the best strategy. Joel suggested that a person be selected for the IC. Bob Struble said that whoever was chosen would have to have a set of objectives, --- operations, --- to make it work.

PROTOCOL FOR A DEATH-ON-SCENE

Rob said that sometimes confusion in Dispatch had arisen as to when to call the Coroner when a death was evident at a scene. He felt that police, fire, Sheriff, and Communications should address the issue. He stated that when someone was identified as being dead, the Coroner should be called. Recently Bryan had called him from a scene to advise him of a death. Notification from Dispatch had been delayed in that incident, but at other times, Dispatch had called him to advise him not to go to a scene as yet. Rob wished to clarify the protocol. He should be called when there was a death, then the Sheriff, police,

and would work together at the scene to conduct a scene assessment investigation. Tim said that the existing protocol was that if there were no question, such as a decapitation or decomposition, Dispatch would contact EMS and --- . If the incident involved an unattended death, EMS and law were dispatched, and the Coroner was notified. Rob said that at least the Coroner needed to be called, but it would be better to get together and get organized without having the first responder to wait an hour or more for the Coroner to arrive because he had not yet been informed. Death --- very bad. Bryan agreed that the Coroner should be called to the scene sooner rather than later because crews waiting to extricate a body were tied up until the arrival of the Coroner. He wanted someone with the proper authority to authorize removal of the body. He noted that the question had caused some issues with State Patrol in the past. Chuck said that responders should not make an assessment; that was the Coroner's responsibility. Ray supported the Coroner being called --- preservation of the scene. Currently the understanding was --- the integrity of the scene and keeping it intact was critical to the investigative work within the crime scene. Whether Communications, ---, or the on-scene deputy called ---. He said that removal of a body was a problem for investigators trying to reconstruct a scene. To maintain that integrity, no one should touch anything until law enforcement investigators arrived on the scene. Rob's concern was legitimate, but other factors had to be considered as well. A Level 4 reconstruction team typically covered several counties. The closest was in Grand Junction so the scene had to be preserved until that team's arrival. Rob asked whether photographs could be taken so that the body could be moved. Ray said that preservation of the scene was paramount, regardless of the duration of the wait-time. Even if a body or vehicles were blocking a road, everything had to be kept intact. Rob said that he had a good working relationship with fire and law, so that was not the issue. He simply wanted to be notified when a death happened so that he could be present on the scene. Chuck said that if a death were obvious, only a minimum of local responders were allowed on the scene.

Rob asked where a body should be taken. Ron said that in a recent cold-water incident, the body was taken to the Emergency Room because it was categorized as a medical --- hour to resuscitate; another situation was completely rescue mode.

HELICOPTER RESOURCES

Ron said that after the river incident, he wondered whether helicopter resources had been further discussed. Tim said not as yet.

EN RE: ADJOURNMENT

MOTION

Bryan moved to adjourn the Communications Advisory Board meeting. Bob Reilley seconded; the motion carried unanimously.

No further business coming before the Communications Advisory Board, same

adjourned sine die.

Dee Bolton, Deputy Clerk and Recorder

Chuck Wisecup, Chair

Date