

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 22, 2015**

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 and Lorie McCarty, Routt County Communications; Garrett Wiggins, Routt County Sheriff's Office; John Halligan, Oak Creek Fire District, Michael Arce, Steamboat Springs Fire; Dal Leck, West Routt Fire Protection District; Stephen Harbison, Oak Creek Police; Jerry Stabile, Steamboat Springs Police; Dan Allen, Yampa Fire Protection District; Greg Tuliszewski, Hayden Police Department; Rob Ryg, County Coroner; Tyler Whitmore, Yampa Valley Regional Airport; Dan Harris, Classic Air Medical; Chad Bowdre, Routt County Search and Rescue; Tom Sullivan, Routt County Manager; were present. Carrie Mansfield recorded the meeting and 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

2015 COMMUNICATIONS BOARD REPRESENTATIVES AND ALTERNATES

Chuck stated that no representative or alternate has been named for Yampa Fire Protection District. All other Representatives have been designated. Chuck said the designation needs to be made soon.

ELECTION OF OFFICERS FOR 2015

Chuck called for nomination of officers for the Communications Advisory Board for 2015 and opened nominations for Chair.

MOTION

Garrett nominated Chuck Wisecup. The motion was seconded. Chuck asked for additional nominations. None were proffered. Chuck was re-elected by acclamation.

Chuck opened nominations for Vice Chair.

MOTION

Garrett nominated Jerry Stabile. The motion was seconded. The motion carried unanimously.

PROPOSED CHANGE TO 2015 MEETING SCHEDULE

Chuck presented two date changes to the regular 2015 schedule of January 22, April 23, July 23, and October 22. The first proposed change was April 2 to March 5 to match the Wildland MAC Advisory Group. The next proposed change was October 22 to October 29 due to the State Fire Chiefs Leadership Challenge Conference being held the week of October 22nd.

MOTION

Greg moved to approve the changes. A member of the Board seconded. The motion carried unanimously.

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the November 6, 2014 quarterly meeting of the Communications Advisory Board (CAB) were reviewed. No changes to the minutes were proposed.

MOTION

Garrett moved to approve the November 6, 2014 Communications Advisory Board minutes as submitted. A Board member seconded. The motion carried unanimously.

SUNSHINE LAW RESOLUTION

Chuck read the resolution before the Board that stated the places for the posting of notices for the Communications Advisory Board meetings for 2015.

MOTION

A Board member moved to adopt the Communications Advisory Board Resolution, A Resolution Designating Place for Posting of Notices of Meetings of the Routt County Communications Advisory Board in Accordance with C.R.S. §24-6-402. The motion was seconded. The motion carried unanimously.

EN RE: 2015 CBI COMPUTER OVERSIGHT BOARD / E-911 AUTHORITY SUBCOMMITTEE ADMINISTRATION

ELECTION OF OFFICERS FOR 2015

Chuck called for nomination of officers for the CBI Computer Oversight Board / 911

Authority Subcommittee for 2015 and opened nominations for Chair.

MOTION

It was moved that the officers remain the same as the previous year, Sheriff Wiggins as Chair and Joel Rae, Steamboat Springs Police Chief as Vice Chair. The motion was seconded. The motion carried.

SUNSHINE LAW RESOLUTION

Chuck read the resolution before the Board that stated the places for the posting of notices for the CBI – Computer Oversight Board meetings for 2015.

MOTION

A Board member moved to adopt the Sunshine Resolution, A Resolution Designating Place for Posting of Notices of Meetings of the CBI, Computer Oversight Board, in Accordance with C.R.S. §24-6-402. The motion was seconded. The motion carried unanimously.

EN RE: PROJECTS AND ISSUES

OAK CREEK SITE – LIGHTNING STRIKE REPAIRS

Doug said the department has been inundated recently with Communications problems at the radio sites and explained that Levi was up on Mt. Werner with one of the members of the Communications staff working on the microwave system. He said we are doing all we can to get it fixed, and said he would address any questions from Board members the best he could. He went on to say that the repairs resulting from the Oak Creek site lightning strike are very close to being completed, and the insurance claims are being submitted.

FARWELL RADIO SITE – TROUBLE ISSUES

Doug said Levi was on Farwell Mountain at the end of last week. He made some modifications to the hose going from the tank to the generator that was leaking, and the site is back up and operational.

WERNER RADIO SITE – TROUBLE ISSUES

Doug said the Mt. Werner radio site has had a lot of paging problems recently. He said today is the sixth or seventh time Levi has been up there in the past week. The signal coming from the dispatch center going to the Werner Site is not being converted to VHF. We're not sure if it's the 800 going to Werner or the VHF coming back to Steamboat Springs. He said that's what Levi is trying to determine now.

COMMUNICATIONS CENTER STAFFING

Doug said the center lost its Communications Specialist I trainee this month and said the request for a replacement will be published shortly.

COMMUNICATION VAN UPDATE

Doug said he and Levi are working together on a system diagram of the equipment that is necessary to make the van fully operational.

RADIO TECH REPORT

In Levi's absence, Doug offered to answer questions. Chuck said I know Levi has been in the process of programming all of the radios. He said, most of ours are done, but there are a couple of issues that still need to be addressed. Doug replied that the paging issue and problems on Farwell and Mt. Werner have delayed both the programming and the physical inventory. He said we are working as fast as we can to get everything caught up, but said he could not provide a time frame as it's dependent on the nature of the problem. Chuck asked if there was any progress on the site trunking issue. Doug replied that it seems to be a ghost issue that comes and goes. He said so far they have not been able to determine the source of the problem.

EN RE: OLD BUSINESS

Future Plans - Routt County Communications Equipment Needs

Jerry said his biggest concern is what is going to happen with Emerald Mountain, and will the city be responsible for the site in the future. The DTR equipment needs to be upgraded and it will have to come out of the City's budget since the State did not take over the DTR equipment there. Doug replied that when he determined that Emerald Mountain was not a necessary radio site, he submitted a proposal to the Colorado Director of State Technologies. He said the Director agreed to do a site survey on Emerald to see if it can be removed from our microwave network. Doug said, if it is feasible, we will move the equipment at that site to Mount Werner. He went on to say that the move should result in a tremendous savings to the County and the City. He said he will let everyone know as soon as he receives a reply.

Tom said there is also the problem of replacing the current equipment because even if we move it to Mount Werner, the equipment still needs to be replaced. He said he's been told the issue in coverage is right at the base of Mount Werner. Doug and I and the Commissioners have been discussing how we can work with the city to replace the old equipment. We believe there is a good chance the State will take it over if we update the equipment. There is also a possibility that we could get a grant through the Department of Local Affairs Energy Impact Grant that would cover up to 50% of the cost. He said if the State won't take it over, the City and County should discuss the possibility of turning over all of the equipment to the County so that it would be responsible for the entire system. Tom offered to meet with Joel, Deb, and Jerry to discuss future plans. Tom asked Doug how

much money he thought it would cost to update the site. Doug replied that it could cost as much as \$500,000, but it's hard to be certain since there are so many unknowns at this point.

Garrett asked if there has been any determination of which handheld radio we will be going to in the future. Doug replied that Levi has been working on that project and added that Levi emailed the States' approved list to everyone for their review.

Garrett said Lieutenant Sherar asked if a better emergency notification system is available than CodeRED. The last time a notice was sent out, Lt. Scherar said that after he left home, he didn't receive the notification until he had almost reached town. Doug replied that he is considering other options, including Everbridge. Greg said when he was in Douglas County, both the County and Parker, Colorado experienced so many issues with Everbridge that they changed to CodeRED. He suggested checking with them, so we don't migrate from one system with issues to another system with issues.

Greg asked about progress on radio programming. Doug replied that programming and inventory are occurring simultaneously as quickly as possible, but they have been interrupted recently by radio system issues. As soon as the radio issues have been resolved, programming and inventory will continue.

ENRE: NEW BUSINESS

PRESENTATION BY CAPTAIN HALLIGAN ON OAK CREEK FIRE RESCUE "PAR" PERSONAL ACCOUNTABILITY REPORTING

Captain Halligan, with Oak Creek Fire said there seems to be an issue with some people understanding the term PAR, which he has been using when en route to an incident. He explained that PAR, or Personal Accountability Reporting, is a term that is primarily used by fire departments to describe how many fire fighters are responding to an incident or to give an inventory of personnel to the Incident Commander when requested. This is a term that he used when working on the front range instead of the term "crew". In the Routt County Communications Standard Operating guidelines, in section 5.03 for a MAYDAY call, PAR is described as an inventory of all personnel on the fire ground conducted to ensure personnel safety. Lorie explained that she had not previously heard the term used while en route as Captain Halligan uses it.

After some discussion, it was decided that for the sake of standardization, PAR would be adopted by everyone beginning March 1st to allow time for training. There was also some discussion of the Blue Card Command Certification Program for fire agencies (where PAR originated), which is a state-of-the-art training and certification program that teaches Company and Command Officers how to standardize local incident operations across their organization. Chuck said they are currently doing a modified Blue Card system in Oak Creek. It was agreed that it is not necessary for everyone to have the Blue Card training in order to use the terminology. The Board agreed to notify dispatch prior to using any new terminology so that they are all on the same page.

EN RE: ADJOURNMENT

At 3:55 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.

Carrie Mansfield, Administrative Assistant

Chuck Wisecup, Chair

Date