

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
April 22, 2010**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Cheryl Dalton, Emergency Management; Tim McMenamain, Routt County Communications; Nancy Stahoviak, County Commissioner; Bob Reilley, North Routt Fire Protection District; Bob Armstrong, Yampa Valley Electric Association; Glen Hammond, Kristia Check-Hill, Russ Sanford, and Tim O'Brien, Routt County Search and Rescue, Emy Parmley, Routt County GIS; Lance Dunaway, Oak Creek Police; Joel Rae, Steamboat Springs Police; Rob Ryg, County Coroner; Jeff Buffetti, Oak Creek Fire District, and Tom Sullivan, County Manager, were present. Dave Bustos, County Undersheriff, joined the meeting after it had begun. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

Chuck stated that no quorum was present this day.

EN RE: ADMINISTRATIVE

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the January 28, 2010, the last quarterly meeting of the Communications Advisory Board (CAB), could not be reviewed this day due to the lack of a quorum.

MOBILE COMMUNICATIONS UNIT POLICY

Chuck announced that the Command Vehicle Policy could not be recommended to the Board of County Commissioners by a formal motion this day due to the lack of a quorum.

EN RE: PROJECTS AND ISSUES

MOBILE COMMUNICATIONS COMMAND VEHICLE

Tim announced that the mobile command vehicle would be in the Courthouse parking lot after this day's meeting. Inspection of the vehicle to determine whether it conformed to specifications would occur after this meeting. He said that the policy as to how the vehicle would be used would be reviewed and recommended to the Board of County Commissioners for approval at the June CAB meeting, and the vehicle should be equipped and in service within the next few weeks.

Chuck opened the floor for discussion of the policy.

Commissioner Stahoviak said that since the vehicle would be part of the County's Motor Pool, she had provided this day a copy of the Routt County Motor Pool Policy for comparison with the draft of the Command Vehicle Policy (CVP). Tim stated that comments regarding the draft of the CVP had been received from the County Commissioners, the County Manager, the Sheriff's Office, and the Emergency Manager. Suggested changes had been incorporated in the draft CVP before the CAB representatives this day. Commissioner Stahoviak said that Policy Number 6, Deployment, Page 2, stated that agencies shall pay the cost of drivers' salaries when the vehicle was deployed. At the Wildland Fire meeting, clarification one that item had been sought in regard to the mutual aid agreements that the fire districts and law enforcement agencies had with public agencies. Tim stated that in the case of a wildland fire, all costs would be covered and #6 would not be applicable. The Emergency Manager also that that it did not apply between fire districts in wildland fires. Tim had not reviewed the mutual aid agreements and was uncertain whether Routt County Communications was a party to those agreements. Commissioner Stahoviak thought that the intent of the section was to establish who would pay the overtime salary of County employees such as a dispatcher or a member of the County's Information Systems Department, should one or both be needed on an incident, since such County departments' staff were not covered under mutual aid agreements. Tim thought that the item referred specifically to Communications staff.

Chuck asked about the section in the policy regarding driver qualification that said that drivers had to be either County employees or volunteers. Tim replied that that item meant specifically Search and Rescue volunteers. Chuck thought that the item as well as who would pay the cost of such drivers should be clarified. Tom noted that the Motor Pool Policy stipulated that only County employees or volunteer agencies' drivers such as Search and Rescue were permitted to drive County vehicles. Commissioner Stahoviak noted that the Motor Pool Policy had a clause that allowed an exception to that rule. Chuck asked whether County-approved drivers would remain with the vehicle or simply deliver it. Tom said that that was a detail that would have to be determined in conjunction with the mutual aid agreements. He said that administration of the command vehicle's use would have to be discussed in the interim period prior to adoption of the CVP by the County Commissioners. Tim suggested that an agreement be approved for one year then reviewed as to its effectiveness and details since use of the new vehicle had as yet no history of use.

Rob suggested that an on-call list of drivers be established. Tom responded that such on-call drivers would have to be paid for being on call. Tim O'Brien said that at present three or four Search and Rescue personnel were qualified to drive the command vehicle. He asked the way that funds would be appropriated and whether agencies such as the State would be charged after an incident. He thought that such funds should go to Communications or Search and Rescue. Chuck said that that would only pertain to an EFF or multi-jurisdictional fire in which the County asked for federal reimbursement. Tim O'Brien thought that the agency that would receive such federal distributions should be specified in the CVP. Tom said that the funds would go to the agency or department in which the cost

was incurred so costs for use of the command vehicle during a federally-reimbursed fire would go to Routt County's Road and Bridge Department, whereas personnel costs related to the driving of the vehicle, might, for example, go to Search and Rescue. Commissioner Stahoviak stated that the original purpose of the command vehicle was to be primarily for Search and Rescue, which meant that all other agencies should seriously consider any request to use the command vehicle due to the cost associated with its operation. Bob O'Reilley noted that during events such as the Rainbow gathering, a command vehicle would have been a better venue than the North Routt Fire Station. Chuck thought that the vehicle was to be a Routt County vehicle. He asked whether the main entities that would use the vehicle were the Sheriff's Office, police, and Search and Rescue. Commissioner Stahoviak replied that the primary user would be Search and Rescue. Russ explained that since the current Search and Rescue bus was in such poor condition and so difficult to operate, it was typically not used at the onset of an incident but rather put into service on the second day of an incident. That practice would change with the new vehicle, which was easier to drive and to use. The intent would be to have the command vehicle on-site within the first hour of an incident.

Russ questioned the stipulation in the draft CVP that a driver had to have three years of emergency experience in order to qualify as a driver. He said that whether the purpose was to get the vehicle on-site or whether the driver was also to help with an incident should be determined. He had hoped that no CDL requirement would be stipulated and the command vehicle would be operated in the same way that fire equipment was. Chuck agreed and suggested that a discussion among the main users would be beneficial prior to the adoption of the CVP. Tim McMEnamin was amenable to Russ's and Chuck's suggestions.

Rob asked about deployment requirements. Commissioner Stahoviak stated that as a matter of policy, the Communications Department would determine when the vehicle was to be deployed. Rob thought that the people on-scene would make that determination. Tom said that those on-scene would have to justify the need for the vehicle to the Communications Director, who was authorized to deploy the vehicle. The criteria for deployment would have to be determined at a later time, but he stated that the only time the vehicle would be needed was when a dispatcher was needed on-scene. Other possible times were during a major event or one that involved multiple agencies or during a training seminar. Dave noted that he could not recall an incident within the last three years that the Sheriff's Office could have deployed a command vehicle, but, he asked, who would prevail if the Sheriff's Office deemed the vehicle necessary but the Communications Director did not. Tim replied that his philosophy was that police and fire chiefs as well as incident commanders were in a position of authority for a reason so he would most likely defer to their judgment. Commissioner Stahoviak said that the County Commissioners should be informed if an instance of requested use were questioned. Tom added that scenarios in which the vehicle's use would be appropriate would be discussed further, but not all of the answers could be decided this day, which was the reason for the present discussion: everyone was learning.

Tim O'Brien stated that the specified height of the command vehicle was greater than

had been originally requested so the vehicle would not fit into the Search and Rescue barn, which was a concern because the antennae and other roof-top equipment should be protected. Tim McMenamain noted that currently the vehicle was stored outside behind the Sheriff's Office. Bob Reilley commented that the vehicle would primarily be used in the summer. He offered a bay in the North Routt Fire Station for winter storage protection. Russ said that the goal was to have the vehicle under cover but to be available for quick deployment at the beginning of an incident.

Commissioner Stahoviak asked whether the policy should include the opportunity for other agencies such as the fire districts to drive the vehicle or whether a minimal list of qualified drivers should be used until the actual users were determined. She proposed that the policy could state that qualified drivers of other agencies not employed by Routt County or certain volunteers, a list of which could be provided and approved by the County Commissioners on an annual basis, could be stipulated as authorized to drive the vehicle. Tim McMenamain said that he anticipated that four Search and Rescue personnel, four Communications Department staff, and two drivers in the Sheriff's Office would be available to drive the command vehicle. He thought that a minimum of twelve drivers, including Road and Bridge staff, should be authorized to drive the vehicle since a call for the vehicle could happen any time. He stated that a CDL was required since the vehicle was more than 25,000 pounds. Glen added that Road and Bridge personnel were CDL-certified. Bob Reilley noted that firefighters were only exempt when going to a fire.

Krista asked whether non-responder agency drivers to an incident would remain on-scene to drive the vehicle back. Tom Sullivan said that such drivers would be driven home and other arrangements would be made for returning the vehicle to its storage location. Krista noted that Search and Rescue drivers were volunteers but if a Search and Rescue certified driver were asked to drive the vehicle for another entity, should Search and Rescue be reimbursed. Tim McMenamain said that the assumption was that the agency requesting the vehicle would be first in line for providing the driver.

Commissioner Stahoviak stated that the CVP should specify the individual positions within the Communications Department that would be qualified to approve requests for use of the command vehicle. Tim McMenamain said that the Dispatch Supervisor would determine a request if he were unavailable. He reiterated that requesters would not ask for the vehicle unnecessarily. Tim O'Brien suggested that a log for the vehicle's use should remain in the vehicle and completed by every driver.

Emy asked about equipment and maps. Tim McMenamain said that multiple sources, including GIS and Search and Rescue, would provide maps. Some were available already that were in quads. He would assemble a list of paper maps that would be needed.

Chuck and Dave suggested that use of the vehicle outside Routt County should be stipulated in the policy. Tim said that the Commissioners had stated that outside Routt County use would have to be approved by the County Commissioners on a case-by-case basis. Tom said that places adjacent to Routt County, such as Rabbit Ears Pass, might be

included, but taking the vehicle to Craig, for example, would require approval. Tim said that if a call, such as to Kremmling were requested, he would call the County Manager for authorization. Commissioner Stahoviak noted places in the draft CVP that would reflect that authorization stipulation. She also agreed that places adjacent to Routt County should be automatically approved for the vehicle's use. Tim O'Brien said that the vehicle would be a great tool and would be used wisely. Tim McMenamain said that the former Communications Director should be credited with initiating the purchase and specifications of the vehicle and the follow-through to its delivery.

OAK CREEK SITE UPDATE

Tim McMenamain reported that he had been informed by Pearson Communications and Motorola that repairs had been completed. Reports indicate that coverage had improved. Glen asked whether Yampa and Stagecoach would be covered. Tom discussed the agreement that the County had with the FAA. Glen said that better coverage was needed in Oak Creek. He said that more concrete numbers were needed as to coverage prior to attempting to rectify the situation. Chuck said that the issue needed to be resolved; Oak Creek was ready to stop using the 800 MHz system. He thought that a task force should be formed and grant funds should be solicited to keep the project moving forward. His understanding was that one issue was that the antenna was wrong. Tim McMenamain said that the project was estimated to cost one million dollars. He thought that Yampa Valley Electric (YVEA) planned to discuss alternatives and a financial contribution. Bob Armstrong said that at a recent meeting, it was determined that more concrete numbers, assembled by all users, were needed, then a contract that included funding responsibilities would follow. One alternative was that YVEA fulfilled its obligation by an up-front contribution only. However, nothing could be decided without more data. He asked whether moving the King Mountain site were possible. Chuck thought that power was already on-site; Bob Armstrong concurred. Chuck said that the King Mountain tower was on BLM land and would probably not be moved. Tim McMenamain will coordinate a meeting.

Bob Armstrong and Commissioner Stahoviak exited the meeting at this time.

FARWELL UPDATE

Tim McMenamain said that over the winter the generator had run out of fuel. He thought that increasing fuel capacity would alleviate the problem. Bob Reilley said that getting fuel to the site via snow-cat was not a problem. The issue was that the generator had been operating non-stop. Whether the County or the State had to resolve the glitches was a concern, but the problems were being addressed. He noted that batteries from the old site had been delivered but needed to be connected. Tim McMenamain said that he had been told that the State had finished the installation project that would monitor when the generator was in use.

EMERALD MOUNTAIN

Tim McMenamin said that power was lost the previous week. The site has no back-up power source. He thought that the repeater on-site was owned by the City of Steamboat Springs. Tom said that the Emerald Mountain repeater was owned by the County. --- would be an option. Glen said that --- Buffalo Pass ---.

MOUNT WERNER GENERATOR

Tim said that the generator had been installed. Inspection by the FAA had to occur before fueling could take place, which should be this spring or summer. Tom thought that the FAA had already inspected the installation. Tim said that the FAA had to witness the start-up. Glen said that he had met with an FAA representative. If fuel were on-site, the FAA could witness the start-up on May 13, 2010.

KING MOUNTAIN

Tim reported that this winter the State notified Communications that the King Mountain generator was not running due. The problem was discovered to be that the radiant cooler sensor was plastic and had broken. Repairs had been made but the sensor had to be replaced with one of a more durable material.

Tim O'Brien and Russ Sanford exited the meeting at this time.

GENERATOR MAINTENANCE

Tim said that maintenance on the generators was completed in 2009. A generator maintenance contract would be developed within the next month and presented to the County Commissioners for consideration and approval.

CAD UPDATE

Tim reported that a consultant had been hired. Requests for Proposals for the project would be released by the end of June, and the new system should be completed by April, 2011. He should be advised immediately of any changes to the system desired.

COMMUNICATIONS STAFFING

A resignation from a dispatcher had been received this week. Two trainees were completing training but would not be released to work until May. Every shift at present was short-staffed.

Tim said that a fire communications class would be held for dispatchers on April 28th. The morning session would involve classroom information; the afternoon would be a field trip to visit as many fire stations as possible. He was revising the entire dispatch training program to include radios and mock scenarios, which would be announced to all agencies prior to those training exercises occurring. Jeff offered that dispatchers needed to

understand the terminology as well as the information that police needed when a vehicle was stopped. Tim agreed.

EN RE: NEW BUSINESS

MOBILE DATA TERMINALS

Glen asked about mobile data terminals, how they would be accessed, --- law enforcement --- and whether the wireless system or VHF would be relied on. Tim thought that wireless would be used; it was his understanding that the radio system would not support Broadband data transmissions. Glen said that sometimes wireless was not available on-scene. Chuck said that built-in broadband cost approximately \$60 per month. Emy said that Deltaworks had identified that as an issue, and the CAD/RMS Committee was aware of the issue of whether to go wireless or use the radio system. Resolving the question would be part of Deltaworks' task but would also be dependent on the vendors selected.

MOBILE REPEATER

Chuck asked for an update on the mobile repeater. Tim thought that it was in the shop, waiting for an answer from the State as to the frequency to use. Glen said that the new template was under review. The problem was that the State governs the repeaters along with the region and RETAC. He thought that the mobile repeaters would not be done for a year and the State would not license ---.

CHANGING A SIMPLEX CHANNEL

Bob Reilley asked the status of the simplex channel at Yampa Valley Regional Airport. Glen thought that the simplex channel had been changed.

EN RE: ADJOURNMENT

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

Dee Bolton, Deputy Clerk and Recorder

Chuck Wisecup, Chair

Date