

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
July 23, 2009**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order and established that a quorum was present. Cheryl Dalton, Emergency Management; J. P. Harris, Sharon Clever, and Erika Rick, Routt County Communications; Bryan Rickman, West Routt Fire District; Kathleen Fischer, Colorado State Parks; Doug Monger, County Commissioner; Bob Reilley, North Routt Fire Protection District; Mel Stewart, Steamboat Fire; Joel Rae, Steamboat Police; Rob Ryg, County Coroner; Tyler Whitmore, Yampa Valley Regional Airport, and Bob Struble, Emergency Manager, were present. Dee Bolton recorded the meeting and prepared the minutes.

**EN RE: ADMINISTRATIVE**

**REVIEW AND APPROVAL OF MINUTES**

The draft minutes of the last quarterly meeting of the Communications Advisory Board (CAB) were reviewed. No changes were made to the draft minutes.

**MOTION**

Mr. Rickman moved to approve, as submitted, the minutes of the quarterly meeting of the Routt County Communications Advisory Board for April 23, 2009. Mr. Allen seconded; the motion carried unanimously.

**EN RE: PROJECTS AND ISSUES**

**GENERATOR MAINTENANCE**

Mr. Harris reported that the Hayden and King Mountain generators had been maintained the previous week. The Farwell generator needed a part that had been ordered and would be installed within two weeks. He said that an issue had been that the battery on the automatic switch died so it was re-wired to prevent the battery from draining too fast.

**COMMAND VEHICLE UPDATE**

Mr. Harris said that the specifications for the command vehicle had been completed. The waiver of the formal bid process and the purchase order would be presented to the County Commissioners the following week for consideration and approval. The vendor selected was LDV. The vehicle was a 34-foot-long 4 x 4 with the command center in the back and communications in the front. If approved by the Board, the order would be

submitted within two weeks. The time to build the vehicle was between four to six months. The cost was \$350,000, some of which would be covered by an Energy and Mineral Impact Assistance Program grant. The vehicle would be housed at the Routt County Road and Bridge Shop and would be available for all responder agency use, but an IGA would have to be developed among agencies to authorize the terms of use and certify drivers. Commissioner Monger explained that the purchase was not a sole source. Rather, it was through GSA Purchasing, which was a federal bid process that selected vendors from whom states and counties could purchase items bid in the GSA contract. Mr. Harris noted that purchasing through GSA was a 7% savings so the cost would be \$100 under budget.

#### **MT. WERNER GENERATOR**

Mr. Struble said that a propane generator that had already been purchased would be installed by September 1<sup>st</sup>.

#### **REVERSE NOTIFICATION SYSTEM**

Mr. Harris said that the purchase of a new web-based reverse notification system from CodeRED had been approved by the County Commissioners and should be operable in August. The system allowed agencies to notify other agencies of training and make other types of announcements as well as page. The purchase was grant-funded.

#### **800 MHZ SYSTEM**

Mr. Harris said that the portable repeater frequencies had been sent to the State for approval. After approval, the 800 template would have to be updated. All agencies would be notified when the frequencies had been approved so that reprogramming could be coordinated. Agencies would have to pay for their own reprogramming unless everything could be completed at once.

Mr. Harris said that antenna cables had been ordered for Oak Creek. Once installed atop an Oak Creek water tower, the Town of Oak Creek and perhaps within a two-mile radius should have improved coverage.

#### **WEST ROUTT EQUIPMENT MOVE**

Mr. Harris said that an RFP would be sent to solicit bids for moving the equipment to the new 800 building in Hayden. The cost to move the equipment was included in the 800 grant. The move should be completed by the end of summer.

#### **RECORDING SYSTEM**

Mr. Harris reported that the recording system for the 800 talk groups had been installed the previous week. Some IP address recognition issues were occurring. Mr. Harris was working with the vendor to rectify the problems, after which he anticipated that better recordings of Law 1 and 2, Fire 1 and 2, Routt Mac, Routt Travel, and all Mac channels,

would be made.

Mr. Stewart said that the recording for the hospital had yet to be installed but should occur soon because the vendor had the equipment in hand. He noted that remote microphones for fire agencies had been approved for purchase.

## **EN RE: NEW BUSINESS**

### **PAGING PROTOCOL**

Mr. Rickman said that at the most recent EMS Council meeting, the way in which fire districts and Search and Rescue calls were paged was discussed and a meeting was proposed. Agencies represented at this day's CAB meeting should also attend. Two recent situations involved fire personnel, not necessarily in their own district but within their response areas, being able to get to an incident before Search and Rescue could, yet they were not being paged on the initial call. Mr. Wisecup said that that issue was resolved years ago, and call guides as to the protocol had been developed. He said that the involved district as well as Search and Rescue were supposed to be called. Ms. Rick said that while the call was going to Search and Rescue, someone from Yampa called to ask about the call and confirm availability. Ms. Rick thought that lack of knowledge about the situation caused confusion. The recommendation was that the patient, injured on a steep trail, not be moved, but lay people had moved the patient to the trailhead without informing Dispatch. She stated that no delay in advising command staff had occurred. She said that Search and Rescue was called when a patient was inaccessible by ambulance; EMS was contacted when a patient was accessible. EMS was also advised when Search and Rescue had been called and EMS could use their own discretion to determine whether to respond and administer medical care, but protocol was that Search and Rescue was contacted first to extract a patient from the field, after which EMS could be available for transport.

Mr. Rickman said that the Incident Command System (ICS) dictated that ICS should be notified of a medical call and should be the agency to order resources. Ms. Rick thought that Search and Rescue assigned command on the rescue portion of an incident. Mr. Harris said that all agencies, particularly Search and Rescue, should be involved in the discussion of this topic. He noted that the Call Guide had been changed in 2007. Mr. Stewart said that a meeting had been tentatively scheduled for the week of August 17<sup>th</sup>, at 3:00 p.m. Mr. Wisecup said that the goal was to start treatment as quickly as possible so if Incident Command had equipment to access a person, it should proceed to do so; transport could be arranged afterward.

### **TERMINOLOGY**

Mr. Reilley asked about the terminology involving a death and whether to page an ambulance when death was evident. He asked whether 'Man down' were still the correct phrase to use. Ms. Clever said that that term was no longer used. Ms. Rick said that 'Man down' was not banned, but people were asked not to declare someone dead. The protocol

was to simply provide information, particularly when any possibility of doubt existed. No medical judgment should be made since erring on the side of caution was preferred.

**REPROGRAMMING**

Mr. Wisecup asked whether everyone had been informed as to 800 volumes and scan channels. Mr. Harris said that he had sent information to everyone. He did not know which agencies had performed the reprogram.

**SHERIFF'S OFFICE HAND-HELDS**

Mr. Wisecup asked about the Sheriff's Office hand-helds. Mr. Bustos said that four had been borrowed from Oak Creek Fire so the Sheriff's Office had enough pack-sets to get by. The top priority for 2010 would be to purchase 16 pack-sets and five mobile units.

**EN RE: ADJOURNMENT**

No further business coming before the Communications Advisory Board, same adjourned sine die at approximately 3:30 p.m.

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Dee Bolton, Deputy Clerk and Recorder

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Chuck Wisecup, Chair

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Date