

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 22, 2009**

Chair Bob Struble, Steamboat Springs Fire and Rescue, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Chuck Wisecup and Tony Morgan, Oak Creek Fire District; Cheryl Dalton, Emergency Management; J. P. Harris and Erik Foster, Routt County Communications; Bryan Rickman, West Routt Fire District; Kathleen Fischer and Julie Arington, Colorado State Parks; Tom Sullivan, County Manager; Tim O'Brien and Scott Havener, Search and Rescue; Bob Reilley, North Routt Fire Protection District; Ed Corriveau, Hayden Police; Dave Bustos, Undersheriff; Rob Ryg, Coroner, and County Manager Tom Sullivan were present. Tyler Whitmore, Yampa Valley Regional Airport; joined the day's proceedings after they had begun. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ADMINISTRATIVE ITEMS

REVIEW AND APPROVAL OF MINUTES

In the last paragraph of Page 3, the word 'hospital' was changed to 'Airport'. No other changes were made to the draft minutes.

MOTION

Mr. Rickman moved to approve the minutes of the Routt County Communications Advisory Board for October 30, 2008, as amended. Mr. Wisecup seconded; the motion carried unanimously.

2009 CAB MEETING SCHEDULE

Mr. Struble stated that the 2009 meetings of the Communications Advisory Board would be held in the Commissioners' Hearing Room of the Historic Courthouse, on Thursday, January 22, 2009; April 23, 2009; July 23, 2009, and October 22, 2009, and begin at 3:00 p.m.

POSTING OF MEETING NOTICES

Mr. Struble reviewed a resolution that would designate the posting places for Communications Advisory Board meetings. He noted that the posting places were as follows:

1. The bulletin board outside the Clerk and Recorder's Office of the Routt County Courthouse, and

2. The bulletin board outside the County Commissioners' Office in the Historic Courthouse.

MOTION

Mr. Wisecup moved to adopt and authorize the Chair to sign Resolution 2009-001, 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. Mr. Reilley seconded; the motion carried unanimously.

EN RE: PROJECTS AND ISSUES

DTR UPDATE

Mr. Harris said that Emerald Mountain was working exceptionally well. He reported that the console upgrade would occur within 30-to-60 days after the equipment had been upgraded by the State at sites outside Routt County. The project was the State's #1 priority.

VHF SYSTEM

Mr. Harris said that the Farwell generator was wired and working automatically. Testing would be on-going for a while, and the amount of diesel fuel needed would be monitored. The frequency with which the generator was being used would be reported to the Communications Center via the State after the alarm system had been wired.

WIDEBAND VERSUS NARROWBAND

Mr. Harris said that the FCC required that narrowband be in use by the end of 2012. The County's radios were inventoried and the change to narrowband had begun when it was learned that radio coverage was being lost in the Steamboat Springs Police Department and the County Sheriff's Office. He researched the issue and discovered that as much as 15% of radio coverage could be lost in a switch to narrowband. Consequently, the Sheriff's Office and the Police Department's pack-sets were switched back to wideband, and coverage had been regained. Repeaters would remain narrowband.

2009 PROJECTS

Mr. Harris reported that the Mount Werner platform had been constructed and wired; the generator had been received and would be installed in the summer, when access was easier. The Oak Creek generator would also be installed in the summer of 2009, after which all County sites would have generators, except Emerald Mountain, which was not owned by the County. All site contracts had been signed and returned.

Mr. Harris said that the requirements for the command/communications vehicle were still being developed and researched. A grant for the purchase of the vehicle had to be

exercised by August, 2009. Mr. O'Brien anticipated that the specifications for the vehicle would be determined within three months, after discussing various agencies' needs and touring other counties' vehicles; the back-log time was between three to six months, and the build time was six to nine months. If the purchasing process had begun by August, the Energy and Mineral Impact grant award would not be affected. He said that the vehicle would be a four-wheel drive, single cab vehicle with a 32-34-foot box, which would have a command center on one end, a communications center on the other, and a restroom in the center. The vehicle will be able to be driven by those without a Commercial Driver's License.

Mr. Harris said that the move from the current West Routt building to the new one was in progress but would take time to complete due to the need to replace or extend the microwave's cables and antennae. Mr. Harris hoped that the move would be completed in 2009, but an RFP for the move might be necessary. The new building had security features that would be monitored by the State. He explained that prior to entering the King Mountain, Farwell, or Hayden building, a call would have to be made to the State so that the alarm system could be turned off.

Mr. Harris said that a new recorder system for the Dispatch Center was being researched and would be in place by Fall, 2009.

Mr. Harris reported that the Requests for Proposals for the purchase of a reverse notification system were being evaluated in preparation for an upgrade so as to include cell phones, PDAs, e-mails, and visitors' equipment since the current system only hit land lines. The goal was to purchase a reverse notification system that included a digital paging source as well.

EN RE: NEW BUSINESS

COMMUNICATIONS ADVISORY BOARD REPRESENTATIVES

Mr. Wisecup suggested that for simplicity's sake, the representatives on the Communications Advisory Board stay the same until a change was needed for an agency's representative or was requested by the County Commissioners rather than continue with the submission of annual appointment letters. He added that if that procedure were adopted, the by-laws might need to be changed. His proposal would be an agenda item for the April CAB meeting.

AIRPLANE CRASH

Mr. Rickman reported that he was on the scene when the airplane crash occurred at the Yampa Valley Regional Airport the previous Sunday. After he had assessed the scene, he called to order resources. During that same time frame, the Sheriff's Office called to order Search and Rescue to the scene. Mr. Rickman asked who should order resources and to whom was Dispatch responsible when responding to such orders. He felt that the call for Search and Rescue, ordered by someone other than the Incident Commander, was a misuse

of resources. Mr. O'Brien said that Mr. Rickman was the Incident Commander and should remain so until relieved. Mr. Bustos agreed. He stated that Search and Rescue was ordered by a Sheriff's Office Investigator en route to the scene. Had the officer waited until he had arrived on the scene, he probably would not have ordered additional resources. Also, the officer did not have a radio in his vehicle so did not know that Mr. Rickman was in radio contact. Mr. Bustos said that the order for resources was premature, and the situation was an example of lack of communication. Mr. Havener added that having resources available that could then stand down was better than having inadequate resources. Mr. Struble said that he heard the conversations. He suggested that Dispatch might have advised the Sheriff's officer when ordering Search and Rescue that Chief Rickman was the Incident Commander.

OAK CREEK FIRE CHANGES

Mr. Wisecup announced that Oak Creek was in the process of changing its District's dynamics. A weekly schedule with contact numbers and names would be sent to Dispatch. Mr. Foster said that dispatchers would be alerted about using the schedule.

NIGHTLY TEST PAGES

Mr. Harris said that in 2007, requests had been made to stop nightly test pages. Steamboat Fire was again making that request. Mr. Struble explained that the request was being made due to the high volume of calls that Steamboat Fire received and the amount of time taken by the test page. He said that many pagers were turned down or off, which also caused problems. Mr. Wisecup was in favor of keeping the page because it was an indication that the system was working. He suggested that pages occur every Monday evening. Mr. Reilley said that in the interim between proposed weekly tests, if the system were down, no one would know, so the purpose of the test page was diminished. Mr. Rickman said that he would discuss the issue with his crew before changing the practice in place. He concurred that the test demonstrated that the system was working correctly. Mr. Harris will remove Steamboat Fire from the nightly test page. If other agencies wished to be removed, they should contact Mr. Harris. He said that he hoped that when the 800 system was completely operational, normal fire calls would be on the pagers and could be acknowledged on the 800 system. Mr. Foster said that it would be easier for Dispatch to combine as many test page calls as possible. He explained that if Dispatch had to wait for each response before running another test, the process would take much longer.

EN RE: ADJOURNMENT

MOTION

At 3:12 p.m., Mr. Rickman moved to adjourn the Routt County Communications Advisory Board meeting. Mr. Wisecup seconded; the motion carried unanimously.

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

Dee Bolton, Deputy Clerk and Recorder

Bob Struble, Chair

Date