

**STATE OF COLORADO  
COUNTY OF ROUTT**

**ROUTT COUNTY COMMUNICATIONS ADVISORY BOARD  
May 12, 2004**

Chairman Bob Struble, Steamboat Springs Fire and Rescue, called the meeting to order. Chuck Wisecup, Oak Creek Fire Chief; Cheryl Dalton, Routt County Emergency Management; Dan Allen, Yampa Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Bryan Rickman and Dustin Williams, West Routt Fire Protection District; Ed Corriveau, Hayden Police; Faith Mendoza, Routt County Communications Director; and Kristia Check-Hill and Tim O'Brien, Routt County Search and Rescue, were present. Dee Bolton recorded the meeting and prepared the minutes.

**EN RE: REVIEW OF MINUTES**

No minutes could be approved since no quorum was present.

**EN RE: MEETING SCHEDULE / FAITH MENDOZA**

Ms. Mendoza asked the Board whether members wanted to continue holding monthly meetings or whether to consider other options.

Mr. Wisecup noted that the last time the topic had been raised, it was agreed that since the Communications Department was undergoing several upgrades, the monthly schedule should be maintained. Ms. Mendoza added that getting her acquainted with users and their issues had been another reason to maintain the monthly schedule. She stated that some users' perspective was that the Communications Board was 'her' board, while she viewed the Communications Advisory Board (CAB) to be the users' opportunity to keep communication between users open.

Suggested options to the monthly meeting schedule included:

- » Combining the Communications Advisory Board, the Emergency Medical Services, the Public Safety Committee, and the Wildland Fire Council into one monthly meeting at which participants could attend pertinent segments or the entire meeting.
- » Change the Communications Advisory Board meeting schedule to bi-monthly in alternating months from EMS meetings.
- » Change the CAB meeting time. It was noted that the CAB meetings were changed to the middle of the day to enable law enforcement to attend, but that time was difficult for North Routt and Yampa EMS personnel to attend and law enforcement agencies rarely attended.
- » Keep EMS meetings separate and combine the other groups.
- » Keep CAB separate and meet from 3-5 p.m., bi-monthly.

This issue will be put to a vote at the next meeting at which a quorum was present.

#### **EN RE: COMMUNICATIONS REPORT / RADIO SYSTEM UPDATE**

Ms. Mendoza reported that the system was stable but needed some adjustments at King Mountain and Farwell Mountain. Those minor alterations would be made when the sites could be accessed. BLM channels and their use in the field were in the process of being changed by the BLM. She added that the Coroner's pagers were inoperable at present.

Ms. Mendoza reviewed a handout that listed the CAD entries made by dispatchers during 2000, 2001, and 2002. She said that the statistics indicated either that the use of the CAD system had increased, that entries had dramatically increased, or both, and noted that the 13,951 CAD entries made thus far in 2004 demonstrated that the entry numbers were similar to last year's. She said that the entry data would be provided on a regular basis henceforth.

#### **EN RE: RFP/EQUIPMENT UPDATE**

Ms. Mendoza said that Century/Tel had been awarded the bid for a computerized telephone system, a master clock, and a recording system. The tentative installation date for the telephone system and the clock was the third week in June, but difficulties with the contract and the time required to order the equipment meant that the anticipated installation date would not occur. Another vendor might be sought.

Other items of note included the existing Dictaphone system was still functioning; Farwell's solar equipment needed to be fixed; a new paging system for the County is being researched and would be budgeted for 2005. Digital paging was a possibility. She mentioned the paging system replacement at this time since agencies other than the County might be considering the purchase of new paging equipment, and if pagers were ordered in great quantity, a better price would most likely be obtained. If the current radio-paging system were continued, the pac-sets would still be usable to monitor the paging, but a different system would not be compatible with the pac-sets. Her research should be completed within the next two or three months. She asked that all agencies advise her of the total number of pagers each agency would order. Mr. Allen suggested that grants for the purchase of pagers for all of the County's agencies also be researched.

#### **EN RE: SEARCH AND RESCUE FREQUENCY ADDITION**

Mr. O'Brien said that Search and Rescue would like to erect a repeater with its own frequency on Mt. Werner and would pay for the purchase and installation. He requested that the frequency of the emergency channel be used as a separate, dedicated channel. A tone could be on the channel so that others could use it. Ms.

Mendoza said that information and purchasing and processing were handled through the County, and other than Hayden's radio system, Routt County's system was the only one in the County. Mr. Struble pointed out that the request was not for a separate system, simply for a dedicated channel. Mr. O'Brien said that when Search and Rescue was in the field, communications were poor, tied up the existing frequencies, and created extra traffic to the Communications Center. Ms. Mendoza will work with Search and Rescue to investigate whether a channel could be made available.

#### **EN RE: TO APPOINT AN ADDITIONAL MEMBER TO THE COMMUNICATIONS ADVISORY BOARD**

Ms. Mendoza presented a draft of a letter to Communications Advisory Board member agencies recommending that Yampa Valley Regional Airport be approved as an additional voting member of the Communications Advisory Board. No changes to the letter were recommended by those present. Since a vote at a previous meeting had unanimously carried to recommend that the Yampa Valley Regional Airport be accepted as an additional member, the Board directed Ms. Mendoza to send the letter to all participating agencies.

#### **EN RE: INCIDENT NUMBERS**

Ms. Mendoza said that Chuck Wisecup had noted that incident numbers had been entered into the CAD system and assigned unnecessarily or mistakenly and asked that they be removed from the system. She said that removal was possible but difficult. An alternative solution for more accurate documentation was to note on the incident that it had been cancelled prior to paging. Also, a new practice instituted at the Communications Center was to train dispatchers to ask questions to confirm information, which would reduce the number of mis-entries. Mr. Struble said that the weekly summaries were matched and cross-checked with Steamboat Fire records. It was decided that the weekly fire summaries would be e-mailed rather than faxed on a trial basis and used permanently if the method were deemed acceptable to all agencies.

#### **EN RE: EAGLE COUNTY DISPATCHING UNITS FOR ROUTT COUNTY**

Ms. Mendoza said that she had met with Eagle County Dispatch and discussed several issues, one of which was that Eagle County would contact Routt County when units entered Routt County. Routt Dispatch would then notify Yampa.

#### **EN RE: APPARATUS CALL-SIGN NUMBERS**

Ms. Mendoza asked several attending agencies how to contact individuals within some of the agencies. She said that she had contacted Los Angeles and St. Louis to learn their apparatus call-sign numbering systems and had discovered that neither had a matrix. She was unable to determine any large entity's system but would continue to research the issue. Mr. Struble said that the fire districts would be discussing a uniform

numbering system in relation to wildland fires at an up-coming meeting, but a system would not be forthcoming this year.

**EN RE: NEW BUSINESS**

Mr. Rickman was concerned about receiving red-flag warning pages in the middle of the night. He said that the pages were informational and should be received between 8:00 a.m. and 10:00 p.m. Mr. Wisecup agreed except for wildland fire calls. Ms. Mendoza was concerned about holding information at the Dispatch Center or withholding information that might be needed. The consensus was that the red-flag warnings were informational. Mr. Struble asked why mass casualty pages were still being sent. Ms. Mendoza said that all of the SOPs were being revamped. She reviewed the agencies that were to be contacted regarding red-flag warnings but could not locate the mass casualty information. She would present that at the next meeting in relation to the Emergency Fire Annual Operating Plan.

Mr. O'Brien reported that Search and Rescue was compiling a County-wide and multi-county resource list of equipment, personnel, and call lists for all agencies. The information gathered would be helpful during incidents and also serve as a reference if an agency were considering the purchase of particular equipment. He asked that all agencies send that information to Search and Rescue. He was advised to contact Chuck Vale, who had already compiled such a list for the County.

Mr. Wisecup said that Oak Creek might be changing its fire district's name. Mr. Struble noted that the current fire district map had some errors and that some of the boundaries might be changing within the near future. Mr. Wisecup stated that the County Road map of the fire district boundaries was correct. Ms. Mendoza announced that the Dispatch Center used the County Fire District map as its reference.

**EN RE: NEXT MEETING**

The next meeting of the Communications Advisory Board will be held on June 9, 2004, at 3:00 p.m., in the Commissioners' Hearing Room. Agenda items should be submitted to Sue Heineman.

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

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Dee Bolton, Recorder

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Bob Struble, Chairman