

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 18, 2018**

Chief Wisecup called the meeting of the Routt County Communications Advisory Board (CAB) to order. Jason Nettles, Karrie Littman and Chris Williams, Routt County Communications; David DeMorat and Cheryl Dalton, Emergency Management; Garrett Wiggins, Routt County Sheriff's Office; Michael Arce, Steamboat Springs Fire Protection District; Dal Leck, West Routt Fire Protection District,; Mike Swinsick, North Routt Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Steven Harbison, Oak Creek Police Department; Daryl Levingston, Routt County Search and Rescue Rob Ryg, Routt County Coroner; Tim Corrigan, Commissioners were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

Chief Wisecup called the meeting to order, conducted roll call and established that a quorum was present this day.

EN RE: ADMINISTRATIVE

Introduction of Representatives- Chief Wisecup reviewed the list of representatives and indicated the Steamboat Fire Protection District and RC Search and Rescue had not named theirs yet. Ms. Littman gave confirmation of this.

Election of Officers- Motions were made and votes were cast for Chief Wisecup and Jerry Stabile to retain the office of Chair and Vice Chair respectively.

Meeting Schedule- The 2018 meeting schedule was presented and no objections were heard.

Approval of the Minutes- The meeting minutes of October 26, 2017 were reviewed Motion was made, second was voiced and the minutes were approved.

Sunshine Law Resolution- The Resolution designating the place for posting notices of upcoming meetings was adopted.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER MANAGER REPORT

Jason Nettles reported on the following:

Staffing- The Communications Center is fully staffed. There are two in training now, with one coming out first part of February and the other is expected to come out in April. The Center has implemented a 40 hour work week for the dispatchers which has no built in comp time. This is the 3rd month of this schedule and it is going well.

Microwave System Change Out/Update- Routt County signed a MOU with the State of Colorado to replace the existing Microwave System in Routt County. This MOU did require upgrade work at all the tower sites and additional grounding work at the Mt Werner site. The Microwave replacement and the tower/grounding work is scheduled to be completed by the end of 2018. If it is not, we will be looking at a 2019 completion date.

IPAWS Update- FEMA and the State of Colorado have approved Routt County to implement the IPAWS notification system. We are currently waiting on FEMA to provide us with a system key to go live. In addition to those citizens that have signed up for Everbridge, visitors who have not will also be able to receive notifications.

Jason also reminded the Board that Everbridge was available for the internal use of all the user agencies of the Communications Center. Once contact list are provided and groups are set up, we can train the agencies at the center or Jason will come to your agencies. The EOC group is set up and was tested during the drills last summer.

Sheriff Wiggins asked about replacement of Hiplink with Everbridge, specifically for school notifications. Jason responded that Communications would set up the initial contact list and each agency would be responsible to maintain their own groups database going forward.

RADIO TECH REPORT

Chris Williams reported on the activity of:

Microwave System- QDS has restored the radio network ring and established redundancy for Routt County for the first time since the move off of Emerald Mtn in 2016. The VHF at the King Mtn site is still not complete at this time. We believe the stability of the microwave system wide has been achieved.

Farwell Mtn. -Chris has not had the opportunity to go to this tower site to do a visual exam of the fuel tank to see if the fuel exchange system is working yet. With the lack of snow, he does not believe there have been too many situations that the generator would be exercised so the demand of the fuel should not have been enough to see the fuel in the second tank move to the primary tank. Chris does believe it works, just cannot confirm at this time.

Side by Side UTV –Chris would like to thank the BCC for the approval to purchase a UTV to be used to access the tower sites during the winter and the shoulder seasons. This will be especially helpful in bringing fuel to the Farwell tower site during the winter months.

Training- In December, Chris attending training in North Carolina at the JPS Corporation site on the ACU1000 interoperability device in the Communications Van. This training has given Chris the skills to patch the BLM VHF into the Routt County's 800 radio system, for example. The ACU1000 has been collecting dust for 5 years and can now be utilized. The Communications Van will in essence be a cross-band repeater. Line of sight will still need to be maintained.

VHF Radio Frequency Card (Orange Card)- Chris asked for the fire chiefs to review and recommend changes to the card with the hopes of updating and eliminating channels or zones that are not used and eliminate the need for cloning when assisting the BLM or Forest Service on Wildland Fires in the future. A meeting was set for February 14th 2018 to discuss these changes.

EN RE: OLD BUSINESS

Radios-The Harris radios were demoed by the North Routt, West Routt, Oak Creek and Yampa Fire Districts and Police in Hayden and Oak Creek. The negative comments that were received were regarding the service by Harris. Prices turned out to not be a significant savings to the departments. Jason recommended continuing with Motorola radios. The Board agreed.

Grants- The paperwork for the radio/equipment is due in February. It was believed that Deputy Chief Cerasoli of Steamboat Springs Fire is leading the work on those grants. Chief Wisecup will get with Chief Cerasoli to confirm.

Emerald Mtn. Joint Venture- Jason informed the Board that Communications will be appearing in front of the Planning Commission on February 15th at 6:00 pm to attain the necessary approvals to move forward with the construction of the new tower site on Emerald Mtn. He encouraged all to come and show support for this important project. The City of Steamboat Springs will be handling the procurement of the project while Jason is the coordinator of the project. He expects the project to be completed by December 2018.

ENRE: NEW BUSINESS

Combined Law Enforcement Facility (CLEF) - Commissioner Corrigan announced that the CLEF is at the pricing and design stage of the project. Also the build out of the Communications Center portion of the building will occur at the same time as the rest of the building. It is expected that the Sheriff and the Police Depts. will be moving in June/July of 2019 and the Communications Center will follow approximately two weeks later.

Web EOC- Communications Van- Chief Wisecup said that Ms. Littman has inquired about the

process to add the Comm Van to the ROSS system as an asset of the County for potential deployment and use in other areas. He said that the CRRF Form was the first in the process and that the WebEOC would follow. Director DeMorat said that he and Cheryl were working on it.

EN RE: OPEN DISCUSSION

None

EN RE: ADJOURNMENT

At 3:45 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.

Karrie Littman, Administrative Specialist

Chief Wisecup, Chair

Date