

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
Oct 17, 2019**

Chief Wisecup, Oak Creek Fire Protection District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Tammy Shupp & Karrie Littman, Routt County Communications; David “Mo” DeMorat & Cheryl Dalton, Emergency Management; Ralph Maher, Oak Creek Police Department; Annette Dopplick, Steamboat Springs Police Department; Greg Tuliszewski, Hayden Police Department; Dal Leck, West Routt Fire Protection District; Dustin Williams, Yampa Valley Regional Airport; Andy Wiener, Routt County Search & Rescue 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

Approval of the Minutes- The meeting minutes of April 18, 2019 & July 18, 2019 were approved.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER MANAGER REPORT

Mo DeMorat (in the absence of Jason Nettles) reported on the following:

A. Staffing

1. The employee that was on extended Military Leave returned to work in August and is settling back in.
2. We are fully staffed. We have one Communications Specialist in training, progressing well – she is 3 months into her training.

B. CLEF

1. The move to the CLEF went well in July. All systems including CAD, radio, and telephone are functioning. There are a few minor outstanding items that are being worked on primarily related to interfaces. For example, transfers to the City VOIP phone system from the new Callworks telephone system are not working without dispatcher intervention. Callers will not notice this issue.
2. We are currently working with the CallWorks team and InDigital to implement integrated Text to 911 capability within our CallWorks telephone system. We don't have an exact timeline established, but this should be implemented before the end of the year. We already have Text to 911 capability, but this integration will make it much easier for the dispatchers to manage those calls.

C. lamResponding Implementation Update

1. The project implementation has been delayed due to interface issues with Spillman CAD. The background work that allows the automated transfer of messages from Spillman CAD to the lamResponding system is the issue.. The lamResponding team has been very responsive and good to work with so far. This is a multi-step process. There are multiple ways the information can get transferred from CAD over to the lamResponding system to make the notifications. The Spillman interface process that the team selected is called "Rip-N-Run". When we began working with Spillman to configure it, we were told that was a service that we'd have to pay for. After investigation and communication with our customer service manager, this is a service that we already pay for. We are now in the queue for Spillman support to work on configuration. We can't move forward until each organization is configured to transmit the messages properly. We do not have a timeline available, but we are communicating regularly to get implemented. This is high on our priority list. HipLink is still in place and working. Jason will send out a notification to all primary contacts as updates become available.

D. 7/15/19 Telephone Network Outage AAR Summary

1. 2 documents were disseminated to the ComBoard email list: a 3 page after-action report, and a summary of all Telephone network interruptions since January, 2017.

E. New radio system patch capability with SSRC (Steamboat Springs Resort Corp.).

1. The intent of this capability and procedure is to enable interoperability and communication between SSRC and responders when needed, without the use of the personnel in the field needing to carry 2 separate radios.
2. Dispatch now has the ability to provide a single patch between any channel in the Routt County radio system (800 or VHF) and the new SSRC radio system (which is a UHF MotoTrbo system).
 - i. Initial considerations are that First Responder Stakeholders would be on a single pre-determined tactical channel on the 800 Radio system (Steamboat Fire Tac for example), and the personnel with SSRC would be on a pre-determined channel on their new system, based on event type (medical or security/law enforcement). Since dispatch has the ability to select the channel, they would do so based on the event type.
 - ii. For medical emergencies, dispatch would automatically set up the patch (for every medical call). Recommendation for these incidents is to use Steamboat FD Tac channel. What happens if SSFR has multiple calls and needs a TAC channel – use RC MAC? Need input from SSFR. The policy / procedure needs to be clearly understood by all stakeholders.
 - iii. For Security or Law Enforcement incidents, SSPD Tac or RCSO Tac should be used (on the 800 DTR system).

3. A follow-up Policy and Procedure meeting with stakeholders is scheduled for Thursday, November 7th at 10:30am at the BCC Hearing Room. Any stakeholder organizations that this new capability may have an impact on are invited.
 - i. The initial Group determined to move forward with this project in a phased approach. Fire/EMS need to be first, since the overwhelming majority of incidents are medical related. The goal is to have everything in place for opening ski-season weekend. The next step will be Law Enforcement, with the goal of having them ready for testing by January 1, 2020.
 - ii. SSRC will provide a short list of channels on their system to be utilized for this purpose, to be programmed in the new radio at dispatch, and to be included in the policies and procedures.
 - iii. SSRC will begin training their staff with new procedures the weekend of 11/15.
 - iv. SSRC open for ski season on 11/23.
 - v. Once draft policies and procedures are written and radio programmed, need to perform some basic testing where dispatch can set up the patches, responders understand how the system works and what to expect.

RADIO TECH REPORT

Karrie Littman (in the absence of Chris Williams) reported on the activity of:

- A. The Microwave Upgrade project went well. The old Routt County Harris Constellation microwave equipment has been removed from all sites and replaced with the new State of Colorado Aviat system. Connectivity has been made between the new Routt County Microwave links from the CLEF to the new Emerald Site and from the CLEF to Mt. Werner. All cross connects from the microwave to the VHF equipment, using the Harris Intraplex devices, at each site have been installed and are working properly.
- B. Preventive maintenance and load bank testing has been completed on generators at each site over the last 6 weeks.
- C. Farwell – In addition to the generator remote monitoring capability, this summer we added the ability to remotely monitor the battery bank voltages as well as the wind turbine speed and charging. This will allow us to determine how well the solar system and wind turbine are charging and make better decisions about site visits during severe winter conditions. We also changed out a leaky water pump on the generator.
- D. Emerald – with the new site, we have the ability to remotely monitor the generator, receive alarms when there's a power failure and the generator starts and stops, and we can remotely start and stop the generator if needed.

EN RE: OLD BUSINESS

- A. Emerald Mtn Tower Site Update
 - 1. A final site inspection was conducted with RCC staff, the General Contractor, and City of Steamboat Springs staff on September 25th. The construction project is now complete and Blackmer Drive access road repairs have been made. Final Invoice has been received and is being processed. Once the City completes the project close-out, official ownership of the facilities will be transferred to the county.
- B. Discussion about Communication Outages Notifications
 - 1. The latest message sent related to this group created in RC Internal Alerts was for a telephone outage on August 8th. We have received no negative feedback regarding the last few messages sent about either telephone issues or Radio system interruptions. It appears that this method of notifications is working well.

ENRE: NEW BUSINESS

- A. Hayden School District- Greg Tuliszewski reported that the Hayden has 12 new radios and a repeater. They will contact Communications for assistance with programming. Currently they only have a few in their use.
- B. Salamander Training- Cheryl Dalton reported that Salamander will be used in all trainings and meetings and that all equipment needs to be in the Routt County Battle Books. Brooke Northrup & Kim Gittleson is taking care of Steamboat Springs Police Dept. and Routt County Sheriff's Dept. respectively. New Salamander cards will be issued by the end of the year.
- C. ICS Trainings-
 - 1. ICS-200- December
 - 2. ICS-300- January or February
- D. IMT Training/Exercise- Chief Wisecup reported that the exercise went well, one of the best he has participated in. Director DeMorat is still looking for additional members for the IMT Type 4 Team is it has a bit of depth in the various positions.
- E. Chuck Vale is retiring and a retirement party is scheduled for November 11th 2019.

EN RE: OPEN DISCUSSION

EN RE: ADJOURNMENT

At 3:40 P.M., The Communications Advisory Board meeting ended.

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

Karrie Littman, Administrative Specialist

Chief Wisecup, Chair

Date