

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
February 6, 2020**

Chief Wisecup, Oak Creek Fire Protection District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Jason Nettles, Chris Williams & Karrie Littman, Routt County Communications; David "Mo" DeMorat & Cheryl Dalton, Emergency Management; Drew Peterson, CO Office of Emergency Management; Dustin Williams, Yampa Valley Regional Airport; Jason Blair, Routt County Search & Rescue; Rob Ryg, Routt County Coroner and Glen Hammond, Classic Air Medical 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 not** present this day.

EN RE: ADMINISTRATIVE

Approval of the Minutes- The meeting minutes of Oct 17 2019 were not approved due to lack of a quorum.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER MANAGER REPORT

Jason Nettles reported on the following:

A. Staffing

1. One CS is on military duty and will return next week.
2. The most recent Communications Specialist hired was released from the training program, as she was not sufficiently progressing.
3. Advertising for the open position closed Monday. We're processing applications now and will begin testing next week. Goal is to hire and begin training within 45 days.
4. We have processed a personnel requisition for the budgeted and funded temporary FTE for the supervisor position (replacement for retiring supervisor McCarty). HR will be advertising internally, with applications due on February 10th. Our process will involve a written assessment and an oral review board with representatives from Communications, EM, Fire and Law Enforcement. We anticipate the individual will begin work in the position on March 16th. Once selection has occurred, we will immediately begin the process for replacing the "promoted" staff member's position. Commissioner Monger inquired that this would leave the Center short one and Jason explained that we are hoping to be hiring 2 positions from this application pool to cover both open positions.

B. Anticipated future staffing needs:

1. Call statistics indicate a steady increase in calls for service over 5 years of about 8.29% annually, with 41.47% more calls for service in 2019 from 2015. RCC staffing has remained at the same level for at least 10 years, with no dispatch staff FTE's added. With this information in mind, utilizing call staffing industry standard staffing models from both APCO and NENA, we anticipate requesting 3 additional FTE's for Communications Specialists for FY 2021.

C. Satellite Upgrade/Replacement for Mobile Communications Vehicle

1. \$42,000 Budgeted for FY2019. We pushed the project back since other capital projects had been identified as higher priority in 2019. We are currently working on a scope of work with the goal of putting out an RFP within roughly 45 days. A related goal is to have the equipment installed and operational by summer 2020. This equipment replaces the old, inefficient equipment on the vehicle. With COOP (Continuity of Operations Plans) currently in progress, this equipment is a key component that support the RCC and Emergency Operations COOP, as well as the local Incident Management Team. The equipment and service will provide data / network access for CAD and other systems, as well as some VOIP telephone capability in the event the county VOIP system fails.

RADIO TECH REPORT

Chris Williams reported on the activity of:

- A. Farwell – Chris was happy to report that there was no outages so far this season and the site has consumed approximately half the diesel fuel that is normal for this site. The site has become more self-sufficient with the monitoring and the generator starting and stopping as it is programmed. Chris and Jason are both very happy with this site developments.
- B. Emerald – The project is complete and there is an aerial video posted on the Facebook pages of Routt County Communications and the City of Steamboat. Chris recommends everyone take a look.
- C. Chris has not been to the other sites this winter season but does anticipate checking in on them before the spring shoulder season. There are no issues at this time to report at any of them.

EN RE: OLD BUSINESS

A. CAD event notification project (IamResponding)

1. We are considerably behind our original initial implementation schedule. After roughly 60 days of coordination with Spillman (CAD vendor) regarding the configuration in order for the CAD system to communicate with the new IamResponding system, it was determined that the background method selected would not meet the requirements of the project or

the selection committee. This discovery required a regrouping of staff to review alternate potential “connectivity” methods.

2. The vendor and Routt County IT staff have prepared a “virtual server” with the software running. They are currently doing some testing with the connection. There are some additional steps required to complete implementation. The old HipLink system is still in place until implementation of lamResponding.
3. Hopefully, we can provide an update to all the project contacts about further testing within the next few weeks
4. Chief Wisecup inquired regarding the testing the system once it is operational and Jason explained that the testing would be done with an agency that incurs multiple calls for service in a day. Then if all goes well it would be rolled out to all agencies.

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

1. We provided a briefing at the last ComBoard meeting.
2. The technical components are all in place and tested.
 - i. Waiting on the mountain personnel to confirm channel use and begin using the patch capability. We are prepared to implement within a week, as soon as they are ready.

ENRE: NEW BUSINESS

EN RE: OPEN DISCUSSION

EN RE: ADJOURNMENT

At 3:25 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