

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 24, 2013**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Bob Struble and Cheryl Dalton, Emergency Management; Tim McMenamin, Levi Pietrick, and Lorie McCarty, Routt County Communications; Bob Reilley, North Routt Fire Protection District; Glen Hammond and Kristia Check-Hill, Routt County Search and Rescue, Bryan Rickman, West Routt Fire Protection District; Garrett Wiggins, Routt County Sheriff; Ed Corriveau, Oak Creek Police; Jerry Stabile, Steamboat Springs Police; Tyler Whitmore, Yampa Valley Regional Airport; Dan Allen and Machia Cox, Yampa Fire Protection District; Rob Ryg, County Coroner; Emy Keeling, Routt County GIS' Mark Hall, First Responder Communications; Clayton Crist and Marty Martinez, Pearson/CNC Tech Services, and Tom Sullivan, County Manager, were present. Tim Corrigan, County Commissioner, joined the meeting after it had begun. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

Chuck established that a quorum was present this day.

EN RE: ADMINISTRATIVE

2013 COMMUNICATIONS ADVISORY BOARD REPRESENTATIVES AND ALTERNATES

Tim stated that all participating agencies except the Yampa Fire Protection District had submitted a letter that provided the names of their 2013 respective representatives and alternates on the Communications Advisory Board. Dan replied that that letter would be sent soon.

ELECTION OF OFFICERS

Chuck stated that the 2012 officers were Chuck Wisecup, Chair, and Bryan Rickman, Vice-Chair.

MOTION

Bob Reilley moved to reappoint Chuck Wisecup as the Chair of the Communications Advisory Board for 2013.

Rob seconded.

Chuck called for further nominations. None were forthcoming.

The motion carried unanimously.

MOTION

Bob Reilley moved to reappoint Bryan Rickman as Vice-Chair of the Communications Advisory Board for 2013.

Kristia seconded.

Chuck called for further nominations. None were forthcoming.

The motion carried unanimously.

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the October 25, 2012 quarterly meeting of the Communications Advisory Board were reviewed. No changes to the minutes were proposed.

MOTION

Bryan moved to approve and authorize the Chair to sign the October 25, 2012 Communications Advisory Board minutes as submitted. Bob Reilley seconded; the motion carried unanimously.

SUNSHINE RESOLUTION

Chuck stated that every year, the Communications Advisory Board had to adopt a resolution that listed the places for the posting of notices for the meetings of the Communications Advisory Board. He noted that those places were the bulletin board located outside the Clerk and Recorder's Office in the Historic Courthouse and the bulletin board outside the Commissioners' Office in the Historic Courthouse.

MOTION

Garrett moved to adopt and authorize the Chair to sign Resolution 2013-001, Resolution Designating Place for Posting of Notices of Meetings of the Routt County Board of County Commissioners in Accordance with C. R. S. §24-6-402. Bryan seconded; the motion carried 3-0.

EN RE: PROJECTS AND ISSUES

OAK CREEK REPEATER UPDATE

Tim reported that the Oak Creek repeater generator project had been completed in November, 2012. He noted that the system self-tested every Tuesday for thirty minutes,

Page 2013-2

January 24, 2013

Routt County Communications Advisory Board Minutes

under-loaded. He said that Oak Creek was the last site to install a repeater; the only site that had no repeater was Emerald Mountain, which was the City of Steamboat Springs' repeater site.

FARWELL FUEL TANK

Tim stated that the fuel tank project was moving forward. No Request for Proposal process would be conducted; the purchase would be sole-sourced since it was manufacturer-specific to the generator. The County's motorpool would complete the project between June and August, 2013. One issue was discovered when the existing generator was removed: The roof was too low and a hole had to be cut in it. He was unsure whether the roof could be made detachable to avoid the problem in the future. Bob Reilley commented that ---.

FARWELL WIND TURBINE

Tim stated that the Requests for Proposals were nearly complete; he anticipated that they would be sent in February, the contract awarded by the end of March, and the project started soon thereafter.

MICROWAVE STUDY

Tim said that the Requests for Proposals for an engineering firm to study the County's microwave system and provide advice as to how to make the system last as long as it was expected to had been completed and would be sent the following week. The existing microwave system was built by Harris in 2002 with a 20-year life expectancy. Harris had sold its microwave division to Aviat, which had advised the County that it would only support the system for as long as parts were available. This year, the County had purchased Aviat's last two available spare 6-gigahertz transmitters. The County at present had three spare transmitters, but no more were available. The availability of other parts was unknown. The firm hired to conduct the study would also fine-tune the system, do preventative maintenance on it, and develop a proposal for replacement of the system, which included DTR, 800, and VHF. The State did not maintain the microwave system.

Bryan said that he had received several letters from the railroad that discussed possible conflicts with the railroad's microwave system. Tim said that those letters were coordination notifications that another microwave system was to be installed in the area. He said that the Communications Center received several similar letters per week.

RADIO SHOP

Tim introduced Levi Pietrick, the Communications Department's new Radio Technician. Tim said that the eight user agencies of the radio shop would communicate directly with Levi. He noted that Levi had become quite familiar with the microwave system as he worked through the recent preparation of the Requests for Proposals.

EN RE: CAD/RMS UPDATE

VERBALIZING EN ROUTE VS MDC ONLY

Tim said that Dispatchers had requested that first responders using an MDC while en route as a courtesy vocalize that they were en route to alert other responders. This request had been discussed at the last Communications Board meeting, at which Steamboat Fire had requested that vocalization not be required because it was redundant and a radio time issue, but the Communications Center was requesting that responders do verbalize. Chuck thought that vocalization could create problems with the recordation of the exact tracking of response time.

Lorie said that the request was only that everyone say, 'We are en route MDC.' She explained that the statement was important for Dispatchers since they were not constantly monitoring a particular call, nor were they always at their console. The request was a courtesy so Dispatchers and all who heard the transmission knew who was en route, and the statement needed to be consistent. She stated that Steamboat Fire had refused to comply with the request.

Jerry said that, although he did not hear every dispatch, he heard the majority of them, and he thought that vocalizing was important for back-up units and all who were covering a situation.

Garrett said that the request was a work in progress.

Chuck thought that connectivity was a critical aspect: Often he was en route before he had connectivity. He asked for a vote of consensus that everyone comply with the request.

--- wanted data to confirm the necessity of the request. Lorie said that everyone had to comply to track the data. Jerry said that to establish valid response time was a good reason to comply with the request.

Chuck stated that the status quo would be maintained for the present, and the issue would be discussed further at the April Communications Board meeting.

DUAL RESPONSE ZONES FOR FIRE DISTRICTS

Tim announced that dual response went live in November, 2012. Two incidents had occurred since then. He asked whether users were satisfied with its functionality.

Bryan stated that --- thought that dual response should not be used for alarms. Bob Struble noted that it would affect the ISO ratings.

EN RE: CONSOLIDATED COMMUNICATIONS NETWORK COLORADO FUNDING AND MAINTENANCE

Tim said that CCNC, owned and maintained by the State, had recently submitted a \$40 million budget to update and maintain the system that the County was currently using.

Mark stated that the budget was \$13.9 million, which would be paid to Motorola to upgrade the network in phases; first, for the 64,000 subscribers that were supposed to have it, when currently there were 128,000 IDs in the network; and second, to upgrade the consoles in the system. If the State paid for all of the systems to be upgraded, the question was who would own the equipment. The Attorney General was issuing an opinion on that because many counties and agencies wanted to opt out so as to retain ownership of their own equipment. The problem was that everyone's system had to be upgraded; otherwise, systems would not be able to communicate with each other. The project's intent was to address software upgrades since the PC systems that operated the CAD system —, and Windows FT would go away after the second generation—and who would pay for that. The upgrade would be a Motorola PC rather than a CAD system. Routt County would only be concerned about radio consoles. The network-wide issue would be sustainability.

Marty introduced himself, Mark, and Clay and explained that they were taking over Pearson Communications.

EN RE: COMMUNICATIONS STAFFING

Tim stated that a Dispatcher trainee had quit without notice so the Communications Center had one vacancy; all other staff had been trained at least to the Dispatcher II level. He and the supervisors would review previously received applications to possibly fill the vacancy.

EN RE: OLD BUSINESS

VHF NARROWBANDING STATUS

Chuck asked about --- processing ---. Tim replied that that would be discussed at the meeting the following day.

Lorie asked whether West Routt was having problems with VHF pagers. Bryan said that they were. Chuck said that Oak Creek had had no problems. Bob Reilley said that North Routt was having problems because the – was on the other side of the mountain.

Tim reported that all of the County's requirements had been completed in November; documents had been submitted to the FCC, and licenses for all County-owned frequencies had been received. The Motorola project for narrowbanding to remove Road and Bridge from the DPR had been done and was functioning; three mobile radios still had to be reprogrammed. Bryan said that he was still waiting for one license that had been submitted and was purportedly under review.

COUNTY RADIO TECH INTERGOVERNMENTAL AGREEMENT FOR RADIO MAINTENANCE

Tim stated that eight agencies had signed the Intergovernmental Agreement to receive radio services; he was still waiting for Yampa Fire's and Search and Rescue's signatures.

Tim said that Levi still had some training and testing to complete so it would be approximately two months before Levi could be authorized by CCNC to reprogram radios.

Chuck said that the topic of radio purchasing had been discussed in the past. He thought that the County had adopted standards, and he had recommended that districts select the same types and brands of radios. He asked whether uniformity had been initiated County-wide. Bryan thought that the County had adopted standards, but adoption of those standards had not become a policy for other agencies. Bob Struble said that Steamboat Fire ---. Tim added that agencies had agreed to program their radios using the same template as the County's.

MOBILE DATA COMPUTERS ON DTR SYSTEM UPDATE

Tim announced that Motorola had offered to allow the County to test some units for free this spring. He proposed that two Steamboat Police and two Sheriff's Office units be used to conduct the DTR system tests. The system would replace air cards. The MDC might be slower so the question was whether speed was important.

Chuck asked whether administrative rights could be set up for GPS use. Bob Reilley and Bryan reported that they had not had that issue arise.

EN RE: NEW BUSINESS

REMINDER

Lorie reminded all radio users that radios were not to be used for ---.

COMMUNICATIONS ADVISORY BOARD 2013 MEETING SCHEDULE

Chuck stated that the Communications Advisory Board quarterly meetings for 2013 would be January 24th, April 25th, July 25th, and October 24th, all of which would begin at 3:00 p.m. in the Commissioners' Hearing Room of the Historic Courthouse.

PAGERS

Rob requested that pager messages be sent before text messages. He stated that he preferred voice messages. Tim explained that a text message was sent before a voice message, but due to Verizon, the text was not received first. He asserted that voice/VHF-paging messages would never be eliminated. He said that text messages were an enhancement since some people sometimes did not receive voice messages.

Chuck asked about eliminating the vehicle pages for Mental Health and other agencies. Tim said that he was working on that.

Bob Reilley noted that between 20 and 40 characters were useless. He asked whether they could be eliminated. He added that sometimes not all of a message was received. Tim said that no reformatting was allowed by Spillman, but he could inform Spillman that users might want to eliminate some of the characters. He said that what could be changed was whether a message was the complete message or a truncated version. Bob Struble commented that he would rather receive the entire message. The majority of those present agreed. Bob Reilley added that he would rather receive the second message, which had more information.

FARWELL MOUNTAIN

Bob Reilley asked about --- on Farwell Mountain. Tim replied that Levi and Pat Arnone had attempted to go there but due to conflicting schedules and the inability to use the Sheriff's Office snowmobiles, their efforts had been thwarted. They would try again soon.

Jerry reported that a few days ago he began having problems with his DTR. Bob Reilley stated that the Fire District had had few issues in regard to DTR; North Routt was gravitating away from VHF. He thought that Jerry's problem might stem from his being located in the shadow of the mountain. Chuck reported that lately Oak Creek had had similar issues.

Tim said that some connectivity issues had occurred recently in the T1 lines between Craig and Grand Junction, but those problems had only affected Mt. Werner. He asked that any problems be reported to the Communications Center.

EN RE: ADJOURNMENT

Garrett moved to adjourn the Communications Advisory Board meeting. Rob seconded; the motion carried unanimously.

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

Dee Bolton, Deputy Clerk and Recorder

Chuck Wisecup, Chair

Date