

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
July 25, 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 McMenamain and Levi Pietrick, Routt County Communications; Krista Check-Hill and Glen Hammond, Routt County Search and Rescue; Michael Arce, Steamboat Springs Fire; Bryan Rickman, West Routt Fire Protection District; Ed Corriveau, Oak Creek Police; Jerry Stabile, Steamboat Springs Police; Machia Cox, Yampa Fire Protection District; Rob Ryg, County Coroner; Emy Keeling, Routt County GIS; Tyler Whitmore, Yampa Valley Regional Airport; Jarrod Poley, Hayden Police; Bob Reilley, North Routt Fire; and Tom Sullivan, County Manager, were present. Jessica Copeland 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

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the April 25, 2013 quarterly meeting of the Communications Advisory Board (CAB) were reviewed.

MOTION

Ed Corriveau moved to approve, as submitted, the minutes of the Communications Advisory Board of April 25, 2013. Jarrod seconded; the motion carried unanimously.

EN RE: PROJECTS AND ISSUES

FARWELL FUEL TANK

Tim stated that Levi went to order the fuel tank a few weeks ago from the reseller, and he was informed that Kohler no longer makes the fuel tank they are looking for. Tim stated that on Monday, 08/05/13, Levi will be going to Farwell with a few guys from Motorpool and Albert Winograsky to take measurements to see what, if anything, can be manufactured. The current one is a 97-gallon tank, and they are looking to get as close to a 200 gallon tank as possible. Chuck inquired whether the tank was metal or concrete. Tim stated the tank needs to be metal because the generator will sit on top of it. Tim said he is hoping to get something manufactured. They looked into the tanks that go in pickup trucks, but Maintenance is

concerned that those will leak. Chuck noted that the Forest Service will also have concerns with leaks. Tim thinks the tank will have to be manufactured to meet their specific measurements. Chuck suggested that Convault might be able to manufacture the tank. Bryan informed the members that Convault does make 125 and 200 gallon tanks, but the 125 gallon tank weighs 6,000 lbs. because it is concrete incased steel, and it is 4'x4'x3'. Levi informed the committee that the tank needs to be able to fit through a 3 foot door, or the roof will have to be cut off the building. Chuck said the tanks from Convault are pretty much an outside installation, and Tim stated that at this point an outside installation is not possible. Bob Reilly stated Farwell can get through another winter as long as they can get the systems to talk, so they will know when the generator is out of fuel. Bob Reilley recommended not doing anything crazy with the fuel tank. If some ridiculous rout needs to be taken, then it probably is not worth it. Tim agreed.

MICROWAVE STUDY

Tim stated that Televate has the microwave study contract. Rick Burke from Televate will be here the week of August 6th to go to the sites with Levi and physically see and touch all of the microwave equipment. By the time Televate leaves, Tim hopes to have a draft of their recommendations. Tim stated that he sent a meeting request out to the Fire Chiefs and Police Chiefs because Rick would like to see what they want and expect from the microwave system. Chuck stated he will have to know some of the capabilities of the system before he will know what to expect from it. Tim informed the committee that the County IS department would like to have access to the microwave system too.

CAD / RMS UPDATE

Tim stated that Terry Barber from IS was able to get another extension on the grant until, he believes, September 2013. He said that Communications is ready to sign off on the acceptance. He stated that Communications is not excited about it, but that the system does what it said it would do. Tim said he understands that law enforcement is still experiencing some performance issues. Chuck inquired about the server issues and whether or not they had been corrected. Emy informed the committee that the server issues were due to lightening striking the hardware.

CCNC FUNDING AND MAINTENANCE

Tim stated that the State has approved a 14 million dollar DTR system upgrade. This is statewide and was effective 7/1/13. He said the State is actively working on the system and he thinks it should be complete by April 2014. Tim stated that most of the project will be background enhancements and people will not be able to "see" a difference. He stated that the capacity of the zone controls and software and hardware updates will be increasing. Tim stated at some point the State will be in Routt County updating all of our sites, including Oak Creek. He stated that the Communications Center will be replacing their radio consoles right after the first of the year before the State finishes their upgrades, or else the County will be responsible for paying for a few months of the upgrade. Tim stated that the entire system will

cost over 100 million dollars, and the State paired it down to the 14 million dollar figure.

RADIO TECH REPORT

Levi informed the committee that two of the microwave links had recently failed; Farwell and King. It was the primary channel, which required him to replace the transmitter power. Both are fully operational now. Levi stated there are currently open tickets from the Sheriff's Office and Road and Bridge. Both departments are experiencing phantom issues. Ed stated that Oak Creek is experiencing issues with decreased coverage. Areas that have always had service now no longer do. Levi stated that he received a similar report from Chief Wisecup, so Levi went to the site, but everything seemed to be transmitting correctly. He hasn't had time to get a full spectrum analysis to see if there are interfering signals, but he has that scheduled for 8/6/13. Levi said that the Nextel push-to-talk is on the same frequency band. He has an email into them to see if they have any new information. Chuck said he has seen a man-lift working on the tower but is unsure if that is part of the problem. Chuck also stated that he has noticed either no signal or a very digital one at his office. Ed stated he has experienced the same type of issue at the Oak Creek Town Hall. Jarrod stated that Hayden was experiencing issues, digital or unable to receive, at MM107 on HWY 40 where they put in the new AT&T tower.

COMMUNICATIONS STAFFING

Tim said that the Communications Department is currently one dispatcher short. He stated that an employment ad was placed. There were 18 applications; 12 of those applicants were tested; and 2 passed and will be interviewed on 8/1/13. He is hoping to have someone start 8/16/13. Tim informed the committee that currently there is one trainee and one CSIII vacancy. No one applied for the CSIII position.

EN RE: OLD BUSINESS

FIRE: MAYDAY SOG 5.03

Tim stated the SOG was presented at the April 2013 meeting. Michael stated that the Fire Department does want revisions to the SOG, and he should have those in order by the October 2013 CAB meeting. Michael was pretty sure it would be a total revision of the SOG.

LAW: OFFICER DOWN SOG 4.35

Tim stated the SOG was presented at the April 2013 meeting and that he has not received any real comment from the Police Departments. Tim stated that when the SOGs are implemented, they both need to go at the same time. They go hand in hand. Jerry informed the committee that he was not briefed by Deputy Chief Delvalle on the SOG but stated he would get with him and get it squared away. Chuck and Jerry thought it would be beneficial to see both SOGs together; they will get together and swap.

RECORDING TAC CHANNELS

Levi stated that the recorder is configured, and the hardware is in place. He informed the committee that the State Zone Controller has already done some programming but that more programming is needed to be done at dispatch by Motorola. Motorola is currently busy doing audits around the State, and Levi is trying to see if they can program dispatch when they are in town for the audit. Levi said there is no schedule for when the audit will be done. Tim informed everyone that the audit is part of the DTR upgrade by the State. Chuck stated that it is becoming more and more critical to get the TAC channels recorded as more people move to the TAC channels.

EN RE: NEW BUSINESS

Levi stated he is working with Sue Heineman to determine what VHF radios are sellable and which ones are disposable. Bryan inquired whether they are mobile or handheld VHF radios, and Levi stated that they were all of the radios that were replaced, with the exception of keeping a few as spares. Levi said there really is no market for these old radios. Bryan agreed that keeping several for spares would be a good idea.

Chuck inquired whether Mel Stewart will be attending this CAB meeting. Chuck stated there is an issue with different department / different needs for reports etc. and that it had already been brought up at the EMS council, and they were told that it should go to the CAB. Bob Struble stated it should first go to the Chiefs meeting, and Michael concurred. Tim stated that it would be an easy fix.

EN RE: ADJOURNMENT

At 3:47 p.m., Chuck moved to adjourn the Communications Advisory Board meeting. Ed seconded; the motion carried unanimously.

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

Jessica Copeland, Administrative Assistant

Chuck Wisecup, Chair

Date