

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
October 28, 2010**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Bob Struble, Emergency Management; Tim McMenamin, Routt County Communications; Doug Monger, County Commissioner; Bob Reilley, North Routt Fire Protection District; Kristia Check-Hill, Routt County Search and Rescue, Emy Keeling, Routt County GIS; Bryan Rickman and Dal Leck, West Routt Fire Protection District; Lance Dunaway, Oak Creek Police; Rob Ryg, County Coroner; Mel Stewart, Steamboat Fire Department, and John Fleeker, Colorado West Rocky Mountain Mental Health Center, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

Chuck stated that a quorum was present this day.

EN RE: ADMINISTRATIVE

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the July 22, 2010 quarterly meeting of the Communications Advisory Board (CAB) were reviewed.

MOTION

Mel moved to approve as submitted the minutes of the Communications Advisory Board of July 22, 2010. Rob seconded; the motion carried unanimously.

2011 COMMUNICATIONS ADVISORY BOARD MEETING SCHEDULE

Chuck stated that the 2011 CAB meeting schedule would be January 27th, April 28th, July 28th, and October 27th. He said that, if the CAB approved the change, the April meeting would be held on March 24, 2011.

MOTION

Bryan moved to approve the Communications Advisory Board 2011 meeting schedule as follows: January 27th, March 24th, July 28th, and October 27th. Bob Reilley seconded; the motion carried unanimously.

CAB AGENCY REPRESENTATIVES

Chuck stated that CAB had discussed whether representatives from CAB member agencies could remain the same and agencies could submit names of representatives only when the representatives changed rather than asking every CAB member agency to submit an annual list of representatives and alternate members. The County Attorney was asked to determine whether that arrangement could be put into effect. Chuck will check the County Attorney's determination. At present, only Steamboat Fire and Steamboat Police had submitted their 2010 CAB appointments, and the Oak Creek Police had submitted the name of only one representative.

EN RE: PROJECTS AND ISSUES

MOBILE COMMUNICATIONS VEHICLE

Tim stated that the command vehicle still needed a place to be housed. Search and Rescue was going to consider housing the vehicle on its premises. Kristia reported that an engineer had visited the site and determined that the vehicle could not be housed in the existing building but suggested that a building be constructed behind the existing building. Such a building would cost \$30,000, which Search and Rescue did not have.

Tim said that currently, the command vehicle was parked at the Sheriff's Office. The vehicle needed to be under cover and, unless the site was heated, have access to electrical outlets, preferably of 220 volts to keep the box heated so that the printers and the water tanks would not freeze. He had tried to find a location in a County building, but no sites were available. He was researching the possibility of parking the vehicle at the Steamboat Transit barn. The vehicle required a minimum height of 12' 10". Bob Reilley said that the North Routt Fire Protection building could house the command vehicle if the County Road and Bridge Department agreed. Tim questioned whether that location would provide easy access to the vehicle. Bryan noted that often the vehicle would be used in North Routt; Kristia added that North Routt might be the only option. Commissioner Monger stated that the County had no funds with which to construct a building for the vehicle so accommodation would have to be made that might not be optimal. Chuck offered that the vehicle might be housed at the Stagecoach Fire District Building. Bob Reilley suggested that the printer's ink cartridges be removed to prevent freezing.

Tim will work with the Steamboat Springs Transit Office. If that location were not feasible, then North Routt or Oak Creek would be considered. He would like the vehicle stored within the next two weeks.

FARWELL UPDATE

Tim said that one of the solar panels had been vandalized this summer, but it had been replaced. Fencing the area was not an option, but posting the area as a County 911 communications site might deter further damage. Fake cameras could also be installed. Otherwise, the site was operating; the generators had been serviced, and three 55-gallon

drums of diesel fuel had been delivered, which should last the winter. Monitoring would not begin until the spring of 2011.

EMERALD MOUNTAIN

A site visit had been conducted and the system was functioning satisfactorily. An agreement had been reached with the landowner to clear brush from the site.

MOUNT WERNER

Tim said that the installation of the generator had been completed and the generator was completely operational. He had been notified by the State that the system was in an alarm status; a technician would check the system the following day. Removal of trees from around the building needed to be discussed with the Forest Service.

KING MOUNTAIN

Tim stated that trees next to the building was an issue at this site as well.

OAK CREEK RADIO UPDATE

Tim reported that the County had awarded an engineering company the bid to study the Oak Creek area and make recommendations as to ways in which to improve the 800MHz system radio communications in South Routt. Weather permitting, the study would be completed by the end of January, 2011. The transfer to narrowband would be studied in 2011; work would occur in 2012, and the project had to be completed by 2013.

Chuck noted that communicating with the Communications Center had been a problem of late. Tim said that work was being done on the heating system at the Detention Center, and the system's roof panels were adjacent to the communication antennas, which might be causing interference.

GENERATOR MAINTENANCE

Tim reported that annual maintenance had been completed on all of the sites' generators. He noted that the propane generators should be good for between 700 and 750 hours; the diesel generator on Farwell had yet to be monitored but would be refilled when 60% full. Bryan noted that 1,000-gallon propane tanks were usually only filled to 800 gallons.

CAD/RMS UPDATE

Tim reported that the five responses for Requests for Proposals for the CAD/RMS system update project had been reviewed; three vendors had been selected and would offer two-day demonstrations beginning in November to which all CAB members were invited. Tim would notify interested CAB member agencies of the times of these demonstrations after which site visits to users of the three systems would occur. He speculated that the bid would

be awarded and a contract in place by the end of January, 2011. The project would take nine months to complete and be fully operational; each prospective vendor had a different timeline. Two systems were compatible with High Plains; the third vendor said that it had no interface with High Plains, but High Plains had an interface with it, so all three finalist vendors' systems would work with High Plains. The Selection Committee for the choice of vendor was divided into three groups: Erica and Sharon would evaluate the CAD system; the RMS evaluation had twelve members, including representatives from the Sheriff's Office and Steamboat Police, and the Detention system group had two or three Corrections Officers on it. Chuck explained that High Plains would be the new EMS and Fire reporting system. In regard to the timeframe, Emy added that the original federal grant deadline was September, 2011, but an extension had been applied for to ensure that the process was not rushed.

COMMUNICATIONS STAFFING

Tim said that the Communications Center was fully staffed. The two dispatchers in training should be tested-out by mid-December. One Dispatcher was leaving in November; another would leave and relocate as soon as another job had been secured, and a third would probably leave by the end of December. This year, four staff members had attended the FEMA academy; four others would be sent in 2011.

Tim announced that the schedule would change permanently to four teams on twelve-hour shifts beginning Monday, November 1, 2010. The majority of dispatchers were positive about the change; a few were skeptical. The groupings of a lead dispatcher and two others who would be the same every shift would hopefully enhance a teamwork approach and help staff understand one another's thoughts and actions, which would improve on-the-job performance. The quality control survey results included helpful comments, but the number of responses was low: five from fire; 19 from law, and three from Search and Rescue. The suggestions for improvements would be addressed. He would encourage more participation not only from chiefs but from the rank-and-file as well. He asked that everyone who used a radio respond to the survey, which would be re-sent in six months. He noted that one of his personal goals was to show improvement on the customer satisfaction survey.

EN RE: NEW BUSINESS

STANDARD OPERATING GUIDELINES

Chuck said that CAB members had received drafts of the Fire Dispatch, Law Enforcement Tones, Law Enforcement Emergency Alert Activation, and Search and Rescue Dispatch Standard Operating Guidelines (SOGs). Those documents were before the CAB this day for approval and would become effective November 1, 2010. Tim stated that he had been working with fire chiefs on the fire dispatch protocols for the past six months; Chief Birch had made extensive changes to the law enforcement sections that had been reviewed and approved by the County Undersheriff and Chief Rae; Tim and Kristia had collaborated on the Search and Rescue section. No changes to the pagers and repeaters protocols were made. The basic changes were to add the pre-alert tones and inscription of what would be

repeated twice, with the first and last statements being the location. It would also clear Fire Channel 1 by putting every call on Channel 2. Initial dispatches would also specify the channel to go to; in typical incidents, Fire Channel 2 would be the channel used. Mel suggested that the pre-alert tone be used during the day to call for command staff; at night, or from 7:00 p.m. to 7:00 a.m., pagers should be used. Tim will make that change to the SOG.

MOTION

Bob Reilley moved to approve, as amended this day, the Fire Dispatch SOG, #6.03; the, Law Enforcement Pre-alert Tones, SOG #5.05; the Law Enforcement Emergency Alert Activation SOG, #5.05, and the Search and Rescue Dispatch SOG #7.01. Kristia seconded; the motion carried unanimously.

FIRE HYDRANTS

Tim announced that all fire departments except Yampa had submitted their district's fire hydrant GIS coordinates to Emy. Chuck said that he had a few more to do. He recommended that Emy contact Eric Barry, who was a member of the Yampa Fire District as well as responsible for water in the Town of Yampa. Emy asked that fire departments contact their water districts to obtain water main sizes and GIS coordinates as well. She noted that the information would be provided to fire chiefs more readily than to her so she would appreciate their assistance. She preferred that the information be submitted in CAD, but she could digitize the information submitted on paper maps.

WILDLAND FIRE WRAP-UP

Chuck said that earlier this day the 2010 wildland fire season was reviewed. It was noted that Oak Creek had never been notified of two red-flag warnings. Tim replied that the SOPs were being completely rewritten, in part because they had been revised so often over the years that everyone's SOP hard copy was different. When the SOPs had been rewritten, a process that would take six months, every CAB member would receive a paper copy. Thereafter, whenever any changes were made, every agency would receive a paper copy of that change.

PAC-SET NUMBERS

Bryan said that he annually renumbered his crew as members' status changed or people left. All of the pac-sets, which were issued to one person, then had to be renumbered. He asked whether pac-set numbers had to correspond to member numbers. Tim said that the only time that numerical correspondence was critical would be when a staff member was calling a May-Day and using one number while the console showed another, which was confusing to Dispatch. Chuck said that he had only two designated radios; all others were taken when a fireman came on duty. Tim noted that law enforcement officers reported their radio numbers on a daily basis and updated vehicle numbers annually.

FIRE AND AMBULANCE ALERTS

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Bryan said that fire and ambulance had always been alerted whenever a motor vehicle accident was called in, and that was not happening consistently. Tim said that that was a paging issue. He would follow up on this.

PAGING OVER CELL PHONES

Kristia asked about being paged over a cell phone. Tim said that two of the three potential CAD/RMS vendors provided that service and could send to pagers as well, so the cell phone paging option would depend on the CAD vendor selected; one vendor could only send to alpha-numeric pagers and not to cell phones. He thought that Smart phones would get the best reception in North Routt. He said that VHF paging would be retained as the primary Search and Rescue dispatching system for the foreseeable future; cell phones would remain a secondary method.

Bryan asked why simul-casting when paging on the 800 system was so intermittent. Tim said that the system was set up so that Dispatch had to choose the VHF repeater to be used when paging, which made simul-casting more difficult. Bob Reilley noted that six different systems were in use within the County, which increased the possibility of mistakes or missed pagings. Tim explained that voice pagers could not be used on the 800 system because it was a computerized radio. The County had 16 frequencies assigned to its system. When someone hit the Push-to-Talk button, the computer selected which frequency to use; a pager did not have the capability to do that.

PORTABLE REPEATERS

Chuck asked about portable repeaters. Tim said that the State estimated that portable repeaters were another year out. CAB members discussed their concern with this projected timeframe. Bob Reilley suggested that the County move forward with the conversion; change the template, and pay for the change. Bob Struble thought that before the former Communications Director left, a template had been approved. Bryan stated that the repeater channels were the only hold-up. Bob Reilley said that the system should be changed to the approved template sooner rather than later, because the change would have to be done eventually.

MOTION

Bob Reilley moved to direct the Communications Director to work with Pat Arnone to develop a schedule by which the changeover to the approved template would be completed by the March 24, 2011 CAB meeting. Bryan seconded; the motion carried unanimously.

Tim will e-mail the approved template to CAB members for review.

COLORADO WEST MENTAL HEALTH CENTER REQUEST

John Fleeker, Program Director, asked that when an incident suggested a possible suicide, the Colorado West Mental Health Center be notified. He explained that notification would allow mental health personnel to work with friends, roommates, and families as well as property owners who might need clean-up assistance, for example during the recent Oak Creek incident. He said that prompt mental health personnel involvement could also avert other potential victims. Rob stated that, in regard to the referenced incident, he had heard a call being made to Mental Health. Mr. Fleeker said that neither of his two on-call social workers had reported being called. Mel asked whether that call should be made by Dispatch. Bob Struble said that such a call was a law enforcement issue. Chuck explained that the Coroner was the only person notified. Rob said that in the recent incident, counseling had been offered to friends and family. Mr. Fleeker said that he had been invited to speak at this meeting so he was present to advise agencies of the positive assistance that Mental Health could provide. Also, he noted that Mental Health had funds available for clean-up, which was a difficult aspect of a suicide that was not always considered immediately. Tim asked whether Mr. Fleeker had a brochure that could be given to friends and family of victims. Mr. Fleeker said that his office had information as to things to look for. He said that Mental Health program representatives were especially helpful for survivors, for incidents when no family was available, or for coordinating transport of victims to other states. He offered to provide training sessions for responder agencies and passed out his card with his contact information. Mel said that the Coroner was called whenever there was a death, for example in a car accident. He asked whether it would be appropriate to ask Dispatch to contact Mental Health. Rob thought that that would be appropriate. He noted that no one in Routt County was certified to conduct clean-up. Mr. Fleeker said that he would provide the names of certified clean-up to Mr. Ryg.

EN RE: ADJOURNMENT

MOTION

Bob Reilley moved to adjourn the Communications Advisory Board meeting. Bryan 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