

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
July 22, 2010**

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, Routt County Communications; Nancy Stahoviak, County Commissioner; Bob Reilley, North Routt Fire Protection District; Kristia Check-Hill and Ron Lindroth, Routt County Search and Rescue, Emy Keeling, Routt County GIS; Bryan Rickman, West Routt Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Dan Allen, Yampa Fire Protection District; David Bustos, Undersheriff, and Tom Sullivan, County Manager, 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 January 28, 2010 quarterly meeting of the Communications Advisory Board (CAB) were reviewed.

MOTION

Bob Reilley moved to approve as submitted the minutes of the Communications Advisory Board of January 28, 2010. Kristia seconded; the motion carried unanimously.

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

MOTION

Ron moved to approve as submitted the minutes of the Communications Advisory Board of April 22, 2010. Bryan seconded; the motion carried unanimously.

EN RE: PROJECTS AND ISSUES

MOBILE COMMUNICATIONS VEHICLE

Tim stated that the use policy for the command vehicle was still being finalized but should be completed within the next two weeks. Reimbursement language pertaining to

wildland fires was being reviewed by the County Attorney and Accounting. The vehicle was available for all agencies' use but had not been called into service as yet. In regard to housing the vehicle, it was currently located in the secured area behind the Sheriff's Office. Commissioner Stahoviak said that Tim O'Brien had suggested that the Search and Rescue barn door be changed so that the vehicle could fit. Kristia said that that was not an option. Tim said that bids to build another bay were being solicited. If a bay were not constructed by winter, the vehicle could be housed at the City Transit Center.

Tim said that currently, three drivers for the vehicle had been confirmed. Three Search and Rescue drivers were also certified, and one had volunteered to drive the vehicle for other agencies' calls.

Bryan said that two West Routt firemen were also employed by the County and had CDLs. He asked whether they were automatically authorized to drive the command vehicle. Tim said that they could drive if their supervisor released them from their regular tasks. In regard to the Fair Labor Standards Act, if the County employee were doing similar work and were activated to drive the vehicle, the employee would have to be released from his job and might have to be paid by the department for which he worked. Tom added that it might become an overtime issue. He said that if a County employee were driving the vehicle for the County, that employee was working for the County. He said that any certified driver who was a County employee would have to volunteer to be a command vehicle driver.

FARWELL UPDATE

Tim said that the fuel tanks would be filled within the next sixty days. The system was working and was sending signals to the State. There was a question whether there were enough access points, but that issue had been resolved. Bob Reilley said that no switch issues had arisen recently.

EMERALD MOUNTAIN

Tim announced that a new two-year lease had recently been approved and signed. He had made a visit to the site and had no concerns to report.

KING MOUNTAIN

Tim stated that he had nothing to report regarding this site.

MOUNT WERNER GENERATOR

Tim said that Delbert from Search and Rescue, who was a certified technician, would perform maintenance on the generators. Next year Requests for Proposals for a maintenance contract would be sent. Bob Struble said that propane had been delivered to the Mount Werner site; all of the piping had been installed, and the final FFA inspection and testing would be completed on August 31, 2010.

CAD UPDATE

Tim reported that Requests for Proposals for the system update project would be released within the next two weeks. He said that he would like to meet monthly with all fire chiefs to discuss any changes to be made to the new system.

Ron said that a federal grant for funding of approximately \$150,000 to cover fire, EMS, and law enforcement had been applied for. Included in the funding request were software, hardware, and some training in laptop use and records management. Bob Struble noted that the total grant award was approximately \$600,000.

Chuck announced that Oak Creek Fire was awarded a High Plains grant.

COMMUNICATIONS STAFFING

Tim said that the Communications Center was fully staffed. Two dispatchers were in training and were progressing well.

EN RE: NEW BUSINESS

MEETING TIMES

Chuck said that the CAB meetings were getting shorter, and the wait time between Wildland Fire (1:00-3:00) and CAB (3:00-5:00) meetings was increasing. He asked whether the meeting times should be changed. Commissioner Stahoviak said that the CAB meeting time could be set based on each of the meeting's agenda time requirements. Notice of the meeting time for the two meetings would accompany the posting of each meeting. Another option would be to schedule each of the meetings for one hour and change the CAB meeting when appropriate to allow additional time for the Wildland meeting. The consensus of the CAB was to base the remainder of the 2010 CAB meeting times on the two meetings' agendas.

NATIONAL NIGHT OUT

Tim said that he had learned earlier this day that in the past, the Communications Center had coordinated the National Night Out. The event usually included fire, law enforcement, and EMS agencies. Nationwide, the event was scheduled for Tuesday, August 3rd, from 5:30 p.m. to 8:30 p.m., which was not enough time to secure permits to hold the event on Sixth Street, the location of the event in 2009. He said that this year the event could be held at the Yampa Fire Station. Last year, the Communications Center had rented a snow-cone machine, which could be rented again this year. Public education brochures could be handed out. Search and Rescue and West Routt Fire representatives said that their agencies would be conducting training sessions and would be unable to participate on August 3rd.

David proposed that the event be held in the Sheriff's Office parking lot, but added that

the year the event was held at the hospital, no pedestrians attended. When it was on Sixth Street, many people, particularly tourists, participated.

Commissioner Stahoviak said that agencies' vehicles could be parked in the Historic Courthouse lot, and activities could be held on the lawn. Helena Silva in the Commissioners' Office or the County Building and Plant Department should be contacted to schedule use of the Courthouse lawn.

Bob Struble asked whether the night could be changed to a Friday to involve more people. David asked whether the event could occur later in August to allow more preparation time and agency participation. For example, in the past, the Division of Wildlife and the Colorado State Patrol had participated. He noted that public awareness was the focus of the event. Tim thought that delaying the event was possible.

Ron explained that the purpose of the event was to get neighborhoods together. He said that in Fort Collins, the first year the event was held, neighborhoods had had a barbeque. In subsequent years, pot luck dinners were held, and eventually a band was hired to play. Sometimes a fire truck or a Sheriff's vehicle was on site, but the goal was to have neighbors meet neighbors rather than to educate the public about the emergency services available.

800 MHZ

Chuck said that his crews were working with VHF and taking the 800 MHz on calls. If the 800 system were usable, it would be used; if not, the simplex channels allowed communications. He thought that even with the 800 feeder, weak areas, for example around Stagecoach, would still exist.

Tim said that an RFP was being developed to hire a communications company to address the coverage issue. He asked that agencies provide him with maps that indicated the areas that were not covered by the 800 MHz system. Dan commented that some days reception was better than others.

Ron stated that the CAD system assumed that the 800 MHz system worked. Communications from the Dispatch Center were thwarted if the 800 system was not working.

Bryan noted that the State Patrol's goal was to have 95% coverage on Colorado highways, and since that was close to being accomplished, probably no additional funding for the 800 system would be forthcoming.

Bob Reilley said that the State standard for hand-held radios ---

Dan asked whether paging was still on VHF. Tim confirmed that it was and added that VHF paging, at present, was the only option, but could be accomplished via cell phone as well. With the CAD upgrade, pagers would remain the same and used for transmitting.

EN RE: ADJOURNMENT

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

Dee Bolton, Deputy Clerk and Recorder

Chuck Wisecup, Chair

Date