

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
October 30, 2008**

Chair Bob Struble, Steamboat Springs Fire and Rescue, called the meeting of the Routt County Communications Advisory Board order. Chuck Wisecup, Oak Creek Fire District; Cheryl Dalton and Chuck Vale, Emergency Management; Joel Rae, Steamboat Springs Police; Dustin Williams, Yampa Valley Regional Airport; J. P. Harris and Dave Hill, Routt County Communications; Bryan Rickman, West Routt Fire District; Dan Allen, Yampa Fire District; Craig Preston and Julie Arington, Colorado State Parks; Robert Felinczak, Routt County Information Systems; Tim O'Brien, Search and Rescue; Commissioner Douglas B. Monger; Bob Reilley, North Routt Fire Protection District; Ed Corriveau, Hayden Police, and County Manager Tom Sullivan were present. Commissioner Nancy J. Stahoviak joined the day's proceedings after they had begun. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ADMINISTRATIVE ITEMS

REVIEW AND APPROVAL OF MINUTES

Those present discussed whether the Communications Advisory Board (CAB) could approve the CAB portion of the Routt County All-Hazards Public Safety Coordinating Council of July 24, 2008. Mr. Vale said that that group would not meet again in the foreseeable future, and CAB members could not approve the minutes. He stated that the draft minutes contained errors. Mr. Sullivan and Commissioner Monger stated that the CAB portion of the minutes could be approved and finalized, and corrections could be made where appropriate. Mr. Vale disagreed. The CAB did not vote to approve the draft minutes of the CAB portion of the Routt County All-Hazards Public Safety Coordinating Council draft minutes.

2009 CAB MEETING SCHEDULE

By consensus, the CAB agreed that the 2009 meetings of the Communications Advisory Board would be held in the Commissioners' Hearing Room of the Historic Courthouse, on the fourth Thursday of January, April, July, and October, and begin at 3:00 p.m.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER STAFFING

Mr. Hill announced that he was resigning as Director of the Communications Department as of November 21, 2008. He and the County Commissioners would discuss the hiring of a new director. He said that at present the Communications Center had three

trainees who had partially completed their training, and a temporary employee to substitute while the trainees completed their training.

Commissioner Stahoviak stated that the Board of County Commissioners appreciated all that Mr. Hill had accomplished in the Communications Department during his tenure as Director.

BUDGET AND FUNCTIONS OF THE COMMUNICATIONS DEPARTMENT

Mr. Hill said that all County departments were seeking ways in which to reduce expenses. He and the Commissioners had discussed the Communications Center's essential services and the potential for limiting other services. He noted that a copy of the Intergovernmental Agreement regarding the Communications Department and the Communications Center had been included in this day's agenda packet. He stated that this day he was initiating a discussion to consider current functions, possible future functions, and achieving all agencies' desired services without eliminating important ones. He said that the four essential responsibilities of the Communications Center were to 'receive and dispatch emergency calls from all emergency response agencies in Routt County; receive all fire and emergency alarms and dispatch appropriate agencies in response thereto by means of pagers, radios, sirens or other appropriate means; receive after-hours calls for government officers, public works and utilities operations of the signatory parties and other emergency response agencies, and to maintain appropriate logs and records' (Page 6, 6.b.). He stated that other functions performed included taking controlled burn reports; rebroadcasting all road closures; paging the Visiting Nurse Association and the mental health center; dispatching for the Colorado Division of Wildlife, State Parks, and occasionally the Forest Service; monitoring Road and Bridge, Steamboat Springs Transit buses, and school district buses; paging Advocates; developing CCIC entries for some law enforcement agencies; accessing CCIC and NCIC for the Detention Center, and storing and producing records for the District Attorney's Office and other agencies that required recordings or communications records. He asked those present to consider which functions were critical and which services could be reduced so that the workload, costs, and staff would not have to be increased and critical functions could be the focus of the Dispatch Center.

Mr. Hill suggested that some of the services that might be eliminated included answering administrative calls, except after hours; paging agencies not directly related to emergency response, unless that page were requested by an emergency response agency; monitoring Road and Bridge, Steamboat Springs Transit buses, and school district buses, but still maintaining an available frequency, and eliminating CCIC and NCIC research. He stated that Hayden, Steamboat Springs, and Oak Creek Police had direct access to CCIC and NCIC. Mr. Rae noted that the majority of the criminal history information was needed at the time an arrest was being booked. He explained that no CCIC operators were available after hours, but requests could be eliminated during working hours. He stated that the telephone number listed for the Steamboat Springs Police Department connected directly to Dispatch 24-hours a day. If the listing were changed to provide an administrative number to the police department during business hours, many calls to Dispatch could be eliminated. Two listings

could distinguish between reporting a crime and administrative calls. Mr. Rickman noted that the ISO website should be checked since it contained a required way in which telephone numbers should be listed and by whom such calls should be answered. Mr. Hill will write a proposal as to the services that might be eliminated without interfering with public safety functions performed in the Dispatch Center.

Mr. Hill said that in-vehicle computers and map availability were two future services that had been discussed in the past. He said that the role that the Communications Center should pursue in the provision of such services and the way that role fit with the Communications budget and the IGA should be addressed. He explained that updating the CAD system was being discussed, but the responsibility for monitoring and updating the database was still being debated. Mr. Sullivan added that if an agency requested a new function that benefited an agency specifically, it would have to pay for the service as well as future upgrades. One consideration of the maintenance of mapping services was the impact on the Communications Center as well as the Information Department/GIS and the need for a manager capable of updating the database.

2008 PROJECTS

Mr. Harris reported that in regard to the DTR upgrade, Emerald Mountain would be installed in a week; tower work was complete and repeaters were installed; links were being tested. In regard to the Dispatch console, the equipment had been received and Dispatch was waiting for the contractor to complete the installation. Almost all radios had been installed; packsets had been received but we are waiting to complete programming until the region determines the status of the DTR portable repeater. The packsets were being held until the frequency issue was solved rather than programming them and then having to reprogram with new portable repeater frequencies. The agency that would be the lead programmer was still being debated.

Mr. Harris said that a Train the Trainer course regarding 800 talk groups and the functionality of Routt County's system could be provided in three courses that could be taught in various locations in one day and an evening or two days. Ten agencies would participate. By consensus, the CAB members agreed that each agency involved would pay \$150 for the training; locations and the agenda configuration could be determined at a later date.

Mr. Harris said that the Oak Creek DTR coverage was being tested. The absence of DTR radios at the Oak Creek Communications site results in less coverage for the area. A temporary fix would cost \$30,000. Mr. Vale added that the Emerald Mountain DTR equipment should alleviate some problems.

Mr. Hill asked whether the system had any known gaps. Mr. Rickman reported that it was working in the First Aid Room of the Airport; Mr. Corriveau said that it was working well, even on the Cog; Mr. Rae said that school district had no talk group listed. Mr. Vale said that someone should advise the school system about what was needed. Mr. Rickman noted that new buildings in Hayden would have to install amplifiers if the system did not work in a

particular building. He was concerned that the hospital did not want to pass drug orders over the 800 system, and such orders should be allowed.

In regard to generators, Mr. Hill said that if all went well, the Mt. Werner generator would be installed this fall, and Oak Creek's would be installed next year, after which all sites would be backed up by generators. Mr. Vale added that Farwell should be transferred within two weeks, and King Mt. was completed and operating.

Mr. Hill noted that when a homeowner was notified of a change of address, emergency agencies were also notified. He asked that agencies follow up on address changes to ensure that they were being accomplished. He stated that the County should be informed if an address had not been changed or was wrong. He said that no mechanism was in place to ensure that homeowners updated their addresses. Mr. Felinczak stated that the County was in the process of replacing the GIS mapping position.

Mr. Hill stated that a grant for \$10,000 had been awarded to upgrade the public notification paging system's capabilities. Intrado was the County's current notification provider. RFP bids for a new notification system were due the following day. Installation might include a digital paging system.

Mr. Hill announced that all of the Communication Site contracts had been updated and signed and were in order. The BLM contract for King Canyon was in effect for the next ten years.

Mr. Hill stated that the microwave system was running better every week: issues were addressed when they arose.

Mr. Hill said that a VHF portable repeater, a radio bridge, and a cache of radios were available to all agencies whenever needed. Call the Communications Center to reserve the use of any of that equipment.

Mr. Hill announced that Routt County and the State of Colorado had a new asset: Mr. Harris was among the first in Colorado to earn his Communications Leader Certification, a certification that fit with the ICS system.

Mr. Harris said that VHF radios were being switched to narrow band VHF, and all repeaters would also be switched within the next week. Call the Communications Center with any problems.

2009 PROJECTS

Mr. Hill said that the Oak Creek generator would be purchased and installed next summer.

Mr. Hill said that a DOLA grant to purchase a mobile communications and command

vehicle had been awarded. The four-wheel-drive vehicle would have Communications Center evacuation potential. Although Search and Rescue would probably use the vehicle the most and had contributed \$50,000 as part of the grant's required matching funds, it would be available to other agencies for incident dispatch. The vehicle would have space for mission planning in the back. Contact the Communications Center to schedule use of the vehicle. He added that the grant required that the project be completed by August 2009; RFPs were currently being developed. Mr. O'Brien added that the vehicle was so user-friendly it could be operated by any lay person.

Regarding the Farwell Mountain site, next summer the old solar panels would be removed and the Forest Service radios would be connected to the new panels.

The Hayden microwave system and the County's radios had to be moved from the old West Routt Fire District building to the new one.

The DTR system equipment was to be assigned to the State so the State would be responsible for its maintenance and replacement due to the skills and qualifications necessary to maintain the system. That transfer was an option available to the County when the system was purchased. Mr. Vale added that the County had to own the system until the five-year warranty period ended. He noted that if the County retained maintenance of the sites, the buildings, and the generators, the County still had control of the equipment. He asserted that the State's DTR system was being monitored Statewide.

In regard to the recorder system, Mr. Hill said that it would be replaced in 2009. He stated that no maintenance agreement would be purchased because it was more cost-effective to replace the system than purchase a maintenance agreement. The replacement had been budgeted by the County. Mr. Vale asked whether the DTR system was recording the Yampa Valley Medical Center talk group. Mr. Struble said that currently it was not; however, it was his understanding that the hospital would purchase a recording system.

Mr. Hill added the site alarm monitoring to the 2009 list of projects to complete and noted that the CAD/RMS system would be budgeted for replacement in 2010.

HIPPA AND MEDIA RELEASE

Mr. Hill said that all County ambulance agencies had received a letter from the federal Health and Human Services Department that had sent a letter to the Communications Center that personal information was reported to the media in violation of HIPPA. He stated that all situations involving juveniles, domestic violence, sexual assault, or ambulance calls were not made public by Communications. No one in the County had actually violated the privacy act, but if the press should ask for specific information regarding a CAD number, it should not be provided. Mr. Rae said that the Steamboat Police had provided the press information from which the party involved could be deduced; he asserted that the notification had not come from any ambulance or HIPPA entity.

EN RE: NEW BUSINESS

YAMPA VALLEY REGIONAL AIRPORT EXERCISE COMMUNICATION WITH THE HOSPITALS

Mr. Rickman reported that the communications with the Steamboat and Craig hospitals during the recent training exercise at the Airport was the best communications that he had experienced in his 35-year tenure.

EN RE: ADJOURNMENT

The Routt County Communications Advisory Board meeting adjourned at 3:30 p.m.

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

Kay Weinland, Clerk and Recorder

Bob Struble, Chair

Date