

**STATE OF COLORADO
COUNTY OF ROUTT**

**ROUTT COUNTY COMMUNICATIONS ADVISORY BOARD
July 26, 2007**

Bob Struble, Steamboat Springs Fire and Rescue, called the regular quarterly meeting of the Communications Advisory Board to order. Dave Hill, Routt County Communications; Chuck Wisecup, Oak Creek Fire Protection District; Chuck Vale, Emergency Management; Bob Reilley, North Routt Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport, and Joel Rae, Steamboat Springs Police Department, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: REVIEW OF MINUTES

No minutes were reviewed due to a lack of a quorum.

EN RE: COMBINING ADVISORY GROUPS

Mr. Wisecup presented a draft of Bylaws for the Routt County Multi-Agency Coordination Advisory Group that would combine the Wildland Fire Advisory Group, the Communications Advisory Board (CAB), and the Emergency Medical Services Council (EMS). The by-laws would create a group that would be more efficient in terms of resolving issues and would require fewer meetings of participating agencies. The draft was modeled on Pitkin County's by-laws but also included items from the CAB Intergovernmental Agreement. Items to determine included who would be responsible for meeting agendas, meeting dates, and minutes. Each of the sixteen agencies would still appoint its own representatives and alternatives. An item of note was that if an agency missed three consecutive meetings, it was no longer considered an active voting member until three consecutive meetings were attended. Subcommittees would be formed to address particular EMS-related or Wildland-related issues that would then be presented to the core group. Representatives other than those appointed for the core group could serve on those subcommittees. The MAC Policy Group should also be included as an agency. Budget considerations were yet to be resolved. Mr. Wisecup will present the draft document to the other two groups at their next meetings, return comments to CAB in October, then submit the revised document to the County Attorney for review. If the concept were accepted, the new group would be established at the beginning of 2008.

Mr. Vale said that the Local Emergency Planning Commission should also be named as a participating agency. Two groups should be formed: one that was advisory on all emergency issues and the other a policy group that would convene during an event.

Mr. Struble suggested that reports on issues should be sent to member agencies prior to an upcoming meeting to facilitate and shorten discussion time then voted on at the next meeting after a minimum of discussion. He asked that all agencies review the draft bylaws and submit comments to Mr. Vale.

EN RE: COMMUNICATIONS REPORT

Mr. Hill reported that Harris Communications has been working on upgrades to the microwave system for the past two weeks. The bandwidth necessary for the 800MHz system to function has been installed; funding to connect that to the Communications Center will be budgeted for 2008.

An outage of unknown origin occurred at the Oak Creek site but the system came back on its own. All sites were functioning properly at present.

The Public Safety Page was being sent and included a list of those to notify whenever any event occurred.

Mr. Struble asked whether Mental Health could be on cell phones rather than on the pager system. Mr. Hill said that that related to the independent paging frequency. He would research the possibility as well as better ways to use all frequencies. Who to page at what point in an incident was discussed. Mr. Vale said that agencies needed to be paged and talking directly so that Dispatch was not involved in all of the conversations.

Mr. Hill reported that the Communications Center was fully staffed but would not be completely trained until November.

EN RE: USER PRIORITIES

Mr. Hill said that priorities were to complete the templating by the first of September, to get digital paging in the County, and to replace VHF hand-held radios. Input would be requested via e-mail. Mr. Struble asked whether the County would initiate a lease program. Mr. Hill was uncertain whether that was the County's direction at this time. Mr. Rae suggested that, since agencies had grant funds available, agencies could purchase radios and stockpile them at the Communications Center. When one radio broke, it could be replaced or another loaned until repairs had been made. He stated that consistency should be a goal.

Mr. Vale noted that the Homeland Security grants should be out of committee by October. Awards would be announced in early 2008.

EN RE: NEW BUSINESS

Mr. Hill reported that that software requested by Dr. Cionni would allow the stratification of patients by dispatchers, but a new CAD system needed to be installed

before the software could be implemented. That replacement was scheduled for 2009. When budgeting the software, tiered response would be an included feature. Agencies would be asked for feedback on the software options. On-going software training by the software vendors would be a continual expense and might require a full-time in-house trainer.

Mr. Struble asked about airing street closures. Mr. Hill said that dispatchers should be airing street closures. Mr. Struble said that he had heard no such announcements. Mr. Rae said that contractors wishing to close a street had to notify the City's Planning Department and Public Works to receive authorization to close a street. Mr. Rae will check with those City departments.

Mr. Vale announced that Transportation Security Administration would conduct a law-enforcement sensitive and first responders' security briefing on August 27, 2007, at 3:00 p.m., at Yampa Valley Regional Airport.

EN RE: NEXT MEETING

The next meeting of the Communications Advisory Board will be held on October 25, 2007, from 3:30 to 5:00 p.m. in the Commissioners' Hearing Room. Agenda items should be submitted to Sue Heineman.

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

Dee Bolton, Recorder

Bob Struble, Chairman