

**STATE OF COLORADO
COUNTY OF ROUTT**

**ROUTT COUNTY COMMUNICATIONS ADVISORY BOARD
July 14, 2004**

Chairman Bob Struble, Steamboat Springs Fire and Rescue, called the meeting to order. Chuck Wisecup, Oak Creek Fire Chief; Chuck Vale and Cheryl Dalton, Routt County Emergency Management; Dan Allen, Yampa Fire Protection District; Bryan Rickman, West Routt Fire Protection District; Cyril J. Lenahan, III, Hayden Police; Faith Mendoza, Routt County Communications Director; Bob Reilley, North Routt Fire Protection District; Dan Taylor, Routt County Sheriff's Office; and Kristia Check-Hill, Routt County Search and Rescue, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: REVIEW OF MINUTES

Mr. Allen asked that 'South Routt Fire Protection District' be changed to 'Yampa Fire Protection District' in the April 14, 2004 and the May 12, 2004 minutes.

MOTION—APPROVAL OF MINUTES

Mr. Wisecup moved to approve as amended the minutes for the regular meetings of the Communications Advisory Board for April 14, 2004 and May 12, 2004. Mr. Taylor seconded; the motion carried unanimously.

EN RE: COMMUNICATIONS REPORT/RADIO SYSTEM UPDATE

Ms. Mendoza reported that the system was running well; the minor problems reported at the last meeting have been resolved. Mr. Wisecup said that the Oak Creek Fire channel was squelching occasionally for short time periods. Ms. Mendoza asked that when users or communities were making repairs or doing something that might affect a particular radio channel or system, that the Communication Center be notified.

EN RE: COMMUNICATIONS CENTER STATISTICS

Ms. Mendoza reviewed handouts on the number of calls by department and by complaint for the months of May and June, 2004. She noted that the totals might not reflect the number of tasks due to the way in which the CAD system tabulates tasks. She said that all of the topics had a CAD number. The call number was the same as the CAD number and/or the event number.

Mr. Wisecup noted that incident numbers were being assigned for telephone messages, which could be tallied under 'Other'.

EN RE: RFP/EQUIPMENT UPDATE

Ms. Mendoza said that the contract with Century/Tel for the purchase of a computerized telephone system, a master clock, and a recording system had not yet been signed but it was being reviewed by the vendor's and the County's attorneys. The tentative installation date for the telephone system and the clock was late August or early September. She noted that the mapping system relied on the telephone system being installed.

EN RE: MEETING SCHEDULE

Ms. Mendoza said that at the May CAB meeting, a discussion regarding changing the times of CAB meetings to alternating months from the EMS meetings had occurred. No change could be instituted since no quorum was present. She reviewed the options proposed at that meeting.

MOTION—TO CHANGE THE COMMUNICATIONS ADVISORY BOARD MEETINGS TO BI-MONTHLY

Mr. Rickman moved to change the Communications Advisory Board (CAB) meetings to bi-monthly on the months alternating with the EMS Council meetings. Mr. Taylor seconded.

Under discussion, Mr. Vale said that a daytime meeting time had been chosen to accommodate paid employees, and an evening meeting time would not do that. Mr. Rickman agreed that the CAB meeting should be at 3:00 p.m. His intent was to eliminate a monthly meeting schedule. Mr. Vale's concerns were getting all of the right people together at one meeting to make good decisions as well as keeping the number of meetings to a manageable number. Ms. Mendoza said that one meeting could be held on a particular day with individual meetings held at different times. Mr. Vale said that at a minimum, the EMS, the Wildfire Council, the CAB, and LAPC should be in attendance at the same meeting. Mr. Rickman said that volunteers needed to have evening meetings; Mr. Vale disagreed. He advocated developing a Public Safety Council with committees at various levels and holding quarterly meetings. Ms. Mendoza said that the CAB was scheduled to meet monthly so that would have to be changed. Mr. Struble said that this topic would be discussed at the EMS meeting the following evening, and it might be wise to wait until after that meeting before making any changes to the CAB meeting schedule.

Mr. Rickman withdrew his motion to change the CAB meetings to bi-monthly. This topic will be an agenda item for the August CAB meeting.

EN RE: CAD REPORTING SYSTEM

Ms. Mendoza said that at the May meeting, she had presented a list of the reports that can be made from the CAD system. She said that narratives could be added to any of the reports. The formatting has some problems to be resolved before

she e-mailed examples of the reports that could be generated. She said that if a report topic were changed, such as a traffic stop to a DUI, only one topic might be listed. She was working on correcting the formatting.

EN RE: APPARATUS/CALL SIGN NUMBERING

Ms. Mendoza said that a meeting had been held recently to discuss this issue. Mr. Vale said that at the meeting the history of call sign numbering and the broader issue were discussed. Those at the meeting then asked the agencies with which they were connected what issues and concerns they had. Mr. Vale said that a goal was to get numbers on all four sides of each vehicle and on the roof for helicopter communications. He said that the federal wildfire system was a four-digit number, each number of which has significance as to information pertaining to type of vehicle, etc. Mr. Lenahan volunteered to be part of the task force to try to resolve the issue. The task force will present alternatives to the CAB, which will then make a recommendation to the Board of County Commissioners to create a uniform numbering system.

EN RE: FIRE DISTRICT BOUNDARIES

Ms. Mendoza said that some of the fire district boundaries might be incorrect. She asked which maps should be used at the Communications Center. Mr. Vale said that he had the correct maps in his office. He noted that response lines were different from legal boundary lines. Ms. Mendoza said that call guides did not have boundaries but Emergency Service Numbers did. She announced that Eagle County Dispatch would advise Routt County's Communication Center if Eagle County were responding to a Routt County location. Mr. Vale will reinforce that plan with Eagle County's and Moffat County's Emergency Managers.

EN RE: COLLECT CALLS

Ms. Mendoza said that a collect call was received and accepted at the Dispatch Center on January 20, 2004. She said that no record of the call was on the Communications Center's audio dispatch tape for that date. She stated that no collect calls would be accepted at the Communications Center in the future.

EN RE: MASS CASUALTY PAGING LIST

Ms. Mendoza reviewed the list of those with pagers who would be paged for a mass casualty event. She asked whether any other individuals or agencies should be notified. The coroner was added.

EN RE: NEW BUSINESS

Mr. Vale said that weather warnings were critical information, and the majority received in Routt County were red flag warnings. The three that he triggered were thunderstorm, flood, and tornado warnings. Mr. Rickman said that rather than wake up

the general population, when a call was made for an event such as a fire, the red-flag warning could be given at that time. Ms. Mendoza said that she would like to put out the warning for as long as it existed, but the CAD system would send out reminders every five minutes. She said that there was no way to leave a warning on the screen to remind dispatchers to announce the warning whenever anyone was paged. Mr. Wisecup said that users had to take responsibility upon themselves to check weather conditions. Mr. Vale said that a leadership paging system could be created. He wanted at least all firefighters to be aware of all red-flag warnings. Ms. Mendoza said that it was cost-prohibitive to use our Emergency Preparedness Number (EPN), similar to Reverse 911. She agreed to hold announcements of red-flag warnings from 10:00 p.m. to 7:00 a.m.

Mr. Vale discussed the 800 Megahertz meeting that was held recently. He recommended establishing a task force to create a position paper for Routt County's stance on the 800 Megahertz issue. Mr. Taylor said that a list of reasons for not going to 800 Megahertz at this point in time could be developed, but he discouraged taking a position that would preclude ever going to 800 Megahertz. Mr. Vale said that it was important to know whether users wanted the 800 system in order to take advantage of Homeland Security grant funding. He stated that digital paging was not capable on the current analog system. Dan Taylor, Bryan Rickman, Faith Mendoza, Chuck Vale, and Dan Allen volunteered to form the task force to investigate the 800 issue.

EN RE: NEXT MEETING

The next meeting of the Communications Advisory Board will be held on August 11, 2004, at 3:00 p.m., in the Commissioners' Hearing Room. Agenda items should be submitted to Sue Heineman.

EN RE: ADJOURNMENT

MOTION—ADJOURNMENT

At 4:53 p.m., Mr. Taylor moved to adjourn the meeting. Kristia seconded; the motion carried unanimously.

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

Dee Bolton, Recorder

Bob Struble, Chairman