

**STATE OF COLORADO
COUNTY OF ROUTT**

**ROUTT COUNTY COMMUNICATIONS ADVISORY BOARD
April 27, 2006**

Faith Mendoza, Routt County Communications Director, called the regular quarterly meeting of the Communications Advisory Board to order. Bryan Rickman, West Routt Fire Protection District; Tony Morgan, Oak Creek Fire Protection District, Linda Koile, Oak Creek Police Department; Chuck Vale and Cheryl Dalton, Emergency Management; Bob Reilley, North Routt Fire Protection District; Jody Lenahan, Hayden Police Department; Dan Allen, Yampa Fire Protection District; Dan Taylor, Undersheriff; Tom Sullivan, County Manager; and Doug Monger, County Commissioner, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: REVIEW OF MINUTES

MOTION—APPROVAL OF MINUTES

Mr. Taylor moved to approve the minutes of the Routt County Communications Advisory Board for November 18, 2005 and January 26, 2006. Mr. Lenahan seconded; the motion carried unanimously.

EN RE: COMMUNICATIONS REPORT / FAITH MENDOZA

Ms. Mendoza said that the effort to get batteries to Farwell Mountain continued. Problems were experienced at King Mountain that affected the Oak Creek and Hayden sites, but the issue was resolved and the sites were currently functional.

Ms. Mendoza reviewed a Stats Report that covered the period from January through March 31, 2006. The report divided the total number of calls into categories, covered the CAD calls, and listed the calls by day and time. At Commissioner Monger's suggestion, she stated that she would begin making year-to-year comparison charts.

EN RE: MISSING PERSON ENTRIES

Ms. Mendoza said that Colorado Bureau of Investigation had provided information regarding the law pertaining to missing person entries. One point of note was that all missing persons under the age of twenty-one had to be entered on a report. Mr. Taylor asked whether an officer taking a call had to immediately report the under-21-year-old to the Dispatch Center. Ms. Mendoza said that when the officer was clear, the report had to be made.

EN RE: FUTURE ROUTT COUNTY RADIO SYSTEM AND 800 MHZ

Ms. Mendoza said that the County Commissioners had approved the WIN grant for more than \$870,000 to purchase and install equipment on Farwell Mountain, Mount Werner, in Hayden, and on King Mountain.

Mr. Vale reviewed his April 3, 2006 memorandum to the County Commissioners and the Communications Advisory Board that provided a timeline of events related to the 800 MHz system and acquisition of equipment. He said that the Commissioners had had questions regarding the purchase, maintenance, and ownership of the equipment. Representatives from the WIN grant met with the Board and allayed the Commissioners' concerns. Of particular interest was that legislation was in progress to require all agencies to change to the 800 MHz system. At Farwell Mountain, the WIN grant would enlarge the building to house additional batteries that would be installed. An 800 ITAC radio would also be installed. A diesel generator would be purchased for the radio, but not with WIN grant funds. The State has required that a microwave be installed on Mr. Werner so a generator would also be installed. In Hayden, a new building would be constructed to house a propane generator, and a five-channel complete 800 radio system would be installed. Oak Creek would receive no new accommodations at this time, but Mr. Vale has applied for radios and building space. King Mountain would get a new building, a microwave hop (from a Homeland Security grant), and a propane generator. The permit paperwork had been completed and submitted to Motorola, Colorado's subcontractor. Motorola's contracts would be considered by the Board of County Commissioners, the pass-through agency for the WIN grant, in the near future. Since the number of 800 users was increasing in Northwest Colorado, discussion groups have been formed to consider the programming of radios, which is complex since every change necessitates that every radio be reprogrammed, which is a costly endeavor. A regional ten-county template dividing the region into zones was being considered to address the inter-operability issue. Mr. Vale will e-mail all agencies regarding the issue, and agencies should notify Mr. Vale regarding the agencies it wishes to communicate with on a regular basis because development of the regional template was a critical step in the process. Another debate was which agency group should be programmed first with grant funds. It was decided that the 106 ambulances in the region should receive the first radios. If additional funds became available, law enforcement agencies would receive radios from either the 2006 or a 2007 grant. Mr. Vale calculated that Routt County law enforcement would need 25 mobile units and 25 pac sets; Search and Rescue would need 9 mobiles and 45 pac sets, Steamboat Springs Police would need 25 mobiles and 35 pac sets, and Oak Creek and Hayden would need six mobile units and six pac sets each. Even if radios were provided immediately, many issues still needed to be resolved before the system could be functional. Mr. Vale noted that two grants were available: all hazards and law enforcement. The proposed purchase would come from the law enforcement grant fund.

Mr. Rickman said that the radios should be purchased as soon as possible to ensure that Routt County took advantage of any available funding.

Mr. Sullivan asked whether an implementation plan had been devised. Mr. Vale said that the development of the template concept was the first step in ensuring that the 800 radios could be used.

Mr. Vale announced that a vendor show would be held in Denver on May 10th that would demonstrate the equipment funded through the grants. He recommended that agencies learn about the available equipment before purchasing anything on an individual basis because quality varied significantly and vendors might advise agencies to purchase unnecessary or the wrong equipment.

Ms. Mendoza noted that scanning did not work in western Colorado.

EN RE: CCNC AGENCY AGREEMENTS

Ms. Mendoza stated that each agency had to sign agreements with CCNC. She and another person would represent Northwest Colorado as co-coordinators. The Intergovernmental Agreement between Routt County and agencies would be amended to state that contracts would have to be signed by each agency. Agencies could purchase 800 equipment but could not be incorporated into the 800 system without having signed the Agreement. Also, agreements between agencies and Routt County regarding ownership of channels would be required after TECH-OP approved the request. She anticipated that it would be between three and five years before the Dispatch Center could incorporate the 800 system, although the Dispatch Center currently had two 800 channels. She noted that no training for use of the 800 system would be provided by the State. Each agency in Routt County will be assisted by the Communications Department.

EN RE: EQUIPMENT USE ON ROUTT COUNTY RADIO SYSTEM

Mr. Vale related that during a mock lock-down at the Steamboat Springs High School, an officer had reported that her radio did not work. He said that the radio was very inexpensive. He was upset that complaints regarding specific equipment and the entire communications system were circulating in the community. He stated that complaints stemmed from the use of poor quality equipment rather than the system's failure.

Mr. Reilley said that the specifications on radios might appear to match the County's standards, but the radios actually did not have similar capabilities. Ms. Mendoza said that public safety radios were of a different tier than consumer radios.

MOTION

Mr. Taylor moved that the Communications Advisory Board authorize the Communications Director to send a memorandum to all County user agencies regarding the purchase of radios. The memorandum would include Routt County's recommended standards for radio quality and ask that the Communications Director be notified prior to

any radio purchase. The Communications Director would also notify agencies when County Requests for Proposals (RFPs) were to be sent to allow agencies to participate in the purchase. Mr. Allen seconded; the motion carried unanimously.

Ms. Mendoza noted that Routt County had approximately 250 radios in use throughout the County. Approximately thirty were annual replacement purchases.

EN RE: NEW BUSINESS

Ms. Mendoza said that the fourth annual CCNC Vender Show in Denver would also provide equipment use classes and issue seminars. She said that agencies should attend and ask vendors to describe the tiers and differences between public safety and business radios.

Ms. Mendoza discussed the issue of whether to automatically dispatch an ambulance to a fire scene. Oak Creek Fire wanted an ambulance sent; West Routt wanted an ambulance for structure fires but not wildland fires; North Routt was combined so it did not matter; and Yampa ---. Mr. Rickman proposed that each Incident Commander make the determination on a case-by-case basis.

Ms. Mendoza said that the State of Colorado was supporting the concept of establishing a Telecommunication Emergency Response Team (TERT) whereby dispatchers would be trained to go to another site or agency to help at a major incident. She hoped to be selected as a member of the TERT policy-making committee.

Mr. Allen asked whether he could bring a radio to the Communications Center to be reprogrammed. Ms. Mendoza said that the model number was needed.

Mr. Vale said that, associated with a recent fatal accident in Southwest Routt County, the question was asked whether the State Patrol monitored such calls. He reported that it does monitor State 3, however, in regard to the incident in question, the State Patrol had not heard the transmission. Based on that information, Mr. Vale recommended that during an incident, agencies periodically call the State Patrol Dispatch Center to ensure that transmissions were being received.

Mr. Rickman noted that during that incident, the dispatcher had repeatedly asked whether emergency services should be dispatched and was told to wait. The dispatcher finally convinced the Incident Commander to authorize an ambulance. Without her insistence, the call for an ambulance would have been further delayed. He applauded the dispatcher's persistence and insight.

EN RE: NEXT MEETING

The next meeting of the Communications Advisory Board will be held on July 27, 2006, 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

Faith Mendoza, Acting Chairman