

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
August 24, 2017**

Chief Wisecup called the meeting of the Routt County Communications Advisory Board (CAB) to order. Jason Nettles, Lorie McCarty, Karrie Littman and Chris Williams, Routt County Communications; David DeMorat and Cheryl Dalton, Emergency Management; Garrett Wiggins, Routt County Sheriff's Office; Jerry Stabile, Steamboat Springs Police Department; Chuck Cerasoli, Steamboat Springs Fire Protection District; Dal Leck, West Routt Fire Protection District; Mike Swinsick, North Routt Fire Protection District; Ralph Maher, Oak Creek Police Department; Chad Bowdre and Glen Hammond, Routt County Search and Rescue; Emy Keeling, Routt County GIS; Doug Monger, Commissioners; and Dan Weinheimer, Deputy County Manager were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

Chief Wisecup called the meeting to order, conducted roll call and established that a quorum was present this day.

EN RE: ADMINISTRATIVE

Approval of the Minutes- The meeting minutes of March 23, 2017 were reviewed, a Motion was made, a second was voiced and the minutes were approved.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER STAFFING

Jason Nettles reported that there is one open position at this time. There were 11 applicants for this position. 4 passed the Critical skills evaluation and are setup for interviews on Sept 5th with a start date of Oct 1st at the latest. There are three in training now, with one coming out at the end of the month, one other is a month behind that and one is in the early stages of her training.

RADIO TECH REPORT

Chris Williams reported on the activity on:
Mt Werner - The VHF system rebuild has been completed. The last piece, the Combiner, was installed on July 10th. The VHF paging has improved greatly. If anyone is seeing issues,

please call at the time of the issue so we can address it in a timely manner.

Farwell Mtn. – The paging issues were thought to be a result of the Microwave system, mainly the Intraplex device that breaks out the T-1 line and that was causing the outages. It is fairly stable since May when it went down and some pages were missed in the Willow Creek area.

Chris and Jason met with the Forest Service and were given the handshake approval to install a 100 gal diesel fuel tank in the building to replace the 55 gal drums that are there now. This new tank will be configured so it will feed the 90 gal tank that is under the generator. At this time, the fuel transfer has to be done manually and requires a trip each time a transfer is needed.

The Forest Service also verbally approved a wind turbine installation on the framework of the solar array. The turbine will facilitate the mechanism for monitoring the fuel levels, condition of the generator, and will assist in keeping the fuel warm to prevent gelling.

Hayden- Earlier in the year around Memorial Day, the site had been experiencing site trunking, so Chris replaced cards in the Microwave system and the switching. It was determined that power outages were the cause of the site trunking because there was a bad battery at the site. Once the battery was replaced, the site trunking was resolved.

In May, Jason and Chris attended a Full Scale Exercise in Rio Blanco County. While there, they were able to tour several Communications vehicles. One idea that came out of that exercise was a cell phone signal booster. A cell phone booster has been installed in Routt County's Van which instantly improved communications at the Mill Creek ICP at the Fairgrounds. The Comm. Van has been utilized at the North Routt Active Shooter exercise, Routt County Fair for public education, and the YVRA Exercise. Each time it is used, systems are exercised and it is an opportunity for our staff to be trained and become more comfortable with the various systems.

Preventative Maintenance has been completed at all the sites.

Programming Key- Chris has received a provisional programming key from the State of Colorado. He still has a couple of items to complete in order to receive his full key. If a radio has a programming need, bring it in. Alignments will still be completed by CNC Technical at \$25 each.

Radio Tech Vehicle- Commissioner Monger announced that the policy for the RC Radio Tech to take the assigned vehicle home during off hours has been approved.

EN RE: OLD BUSINESS

Communications wanted to reiterate that Simultaneous Paging is not possible with our current equipment. RCSAR & FIRE cannot be paged at the same time.

ENRE: NEW BUSINESS

Everbridge Mass Notification- Communications has implemented a new notification system that is easier to use for public emergency notifications and internal messaging. The capacity is not limited by the number of minutes, which was the case with the prior system, Code Red. A public education and participation campaign has been delivered through newspaper, radio spots and flyers. Currently we have over 8,000 citizens signed up in the new system. The Emergency Management Department is assisting in the implementation of the IPAWS into the Everbridge system. This will allow for notifications to be sent over TV and radio broadcasts in major events and will work similar to the Amber Alerts.

At this time, communications is working on setting up the Routt County internal organization within Everbridge. This will allow the depts. or user agencies to manage messaging to the participants within their organization and group. This also has a polling feature which allows for responses from the receiver of the notifications. Jason will be sending out a spreadsheet for each dept. or agency to populate with individual information, send it back to Communications. Your group will be set up and then someone within your organization will be responsible to maintain the data within your group. Training, in person and on line, will be presented for user agencies and departments that are interested. There are two Everbridge Apps available and all should download these: Everbridge to receive notifications and ManageBridge for those that will be sending messages.

Hiplink- Lorie explained that when a Hiplink message is received, do not respond to that message. By responding, you will cancel the service and the receiver will not receive future messages. You will have to make contact with your cell provider or carrier to have them unblock the HipLink messages. It is believed this is the cause of some of the past messages not being received by agencies.

The management agreement with Hiplink ends on 12/31/2017 and Routt County has been quoted \$13,000 to fix the issues with this system. Communications is exploring the possibility of replacing Hiplink with Everbridge as there is a CAD email ingestion module available that will send text and emails as Hiplink does now for \$7,200 per year. This module does have rural mapping capabilities.

OPEN DISCUSSION

Future Radio Purchases-

Jason presented the Board with new information regarding Multi Band Radios. RCC is seeking approval from the Board of County Commissioners this budget season to replace the Sheriff's Office personnel existing VHF and 800 packsets with dual-band packsets. These radios will enable the officers to communicate with all 800 & VHF users (Feds, Forest Service, etc.).

RCSAR has obtained a grant and purchased 10 new dual band EF Johnson/Kenwood radios and stated the buttons are the same as all the current models in use in Routt County. Jason asked for opinions on standardization of the radios as there are options besides Motorola models.

Harris provides multiband models for about 20% less than a Motorola dual-band and can scan all bands simultaneously. It also can record roughly the last 10 minutes of conversations, is First Net ready and is US made. Our radio tech operations could support two brands of radios, but only two as Chris will need to go through the same training process for the new key to Harris products. There was good discussion amongst the agencies and Jason will send the spec sheets for the radios, will talk to the Denver distributor to get a demo. The IT dept. did want clarification on the warranty work whether it would land in their responsibilities. This will be discussed further at the next ComBoard meeting.

Communications Van- Ready?: The Comm. Van is ready for deployment. At the last exercise, more systems were tested and the network is operational with pretty good speeds. A satellite system is still being researched and a UPS is needed for the continual power for the electronics equipment rack. The dispatchers were able to make calls and utilize the CAD system as well as telephones. The Comm. Van will be set up at the Oak Creek Labor Day Celebration for public education. There are three CDL drivers/dispatchers in the Communication Dept as well as 3 CDL drivers in Search and Rescue. It is unknown how many are in the Road and Bridge Dept. It was also reiterated that a CDL is necessary to drive the Comm. Van. It was discussed that the deployment of the Van would occur on all Alert 2 incidents in Routt County. Further discussion is needed to determine which events the Com Van will be automatically deployed on.

EN RE: ADJOURNMENT

At 4:25 P.M., a motion was made to adjourn the Communications Advisory Board meeting. The motion was seconded; the motion carried unanimously.

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

Karrie Littman, Administrative Specialist

Chief Wisecup, Chair

Date