

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
April 15, 2021**

Chief Tulszewski, Hayden Police Department, called the Zoom meeting of the Routt County Communications Advisory Board (CAB) to order. Chris Williams, Ed Corriveau & Karrie Littman, Routt County Communications; David "Mo" DeMorat & Cheryl Dalton, Emergency Management; Sheriff Wiggins, Routt County Sheriff's Department; Commander Stabile, Steamboat Springs Police Department; Commissioner Corrigan & Interim County Manager, Mark Collins, Routt County Commissioner's Office; Deputy Chief Wilkinson, Steamboat Springs Fire Protection District; Chief Guire, West Routt Fire Protection District; Chief Swinsick, North Routt Fire Protection District; Dustin Williams, Yampa Valley Regional Airport; Jason Blair, Routt County Search & Rescue; and Glen Hammond, Classic Air Medical; Emy Keeling, Routt County GIS Department were present. Karrie Littman recorded the meeting.

**EN RE: ESTABLISHMENT OF A QUORUM**

Chief Tulszewski called the meeting to order, established that a quorum **was** present this day after staff reports were concluded.

**EN RE: ADMINISTRATIVE**

**Approval of the Minutes-** The meeting minutes of January 21, 2021 were moved, seconded and approved as written.

**EN RE: PROJECTS AND ISSUES**

**COMMUNICATIONS CENTER MANAGER REPORT**

Mo DeMorat reported on the following:

A. Staffing

1. The center was fully staffed with the expectation of yesterday losing one dispatcher, Jesse Greenberg, to YVRA sometime in May. The 2 new positions are hired, the final will start on May 3<sup>rd</sup>
2. Promotions: Marie Burger promoted to DIII position and Julie McComas promoted to Supervisor position
3. RCC Manager Position: Invites to 7 applicants, 4 declined so we had 3 applicants in the initial interviews, a written assignment was sent out and due back tomorrow. Final interview will be in Routt County the first two weeks of May. A multi-agency panel will be arranged.

- B. Projects
  - 1. ESINet Migration- This migration is complete with no serious snags.

### **RADIO TECH REPORT**

Chris Williams reported on the activity of:

- A. Spectrum Analyzer- The new equipment has arrived, it has an auto tune feature built in. So this will be a service that is available to all Routt County user agencies. Radios can be brought in periodically to be tuned and aligned to factory specifications.
- B. Emerald Mtn- a small roof leak was discovered last year and repaired. The leak has returned and Thermobond, manufacturer of the shelter, will be returning this spring to see to the repairs.
- C. Oak Creek –The replacement of the building at this site is scheduled for summer of 2022. A land survey will be ordered this year and an RFP will go out this summer so everything should be in place when the building season of 2022 arrives.
- D. FAA & L3Harris has submitted a proposal to Routt County for collocation and installation of equipment that will eventually replace the WAM aircraft tracking system that is currently installed in a number of our tower sites. The affected sites are Emerald, Oak Creek, and Farwell. L3Harris is conducting load test, frequency inference studies, and electric usage studies now and the site leases are being prepared but will not be signed off until all the requirements, studies and tests, are complete. If everything is agreed to installation will commence this summer.
- E. This was a good winter season with no emergency trips to any of the sites.
- F. Sheriff Wiggins asked about the tuning of the radios, Chris explained that the radios tend to drift in time and set power levels can diminish over time. The tune will extend the life of the radio. This service is available to SSPD and other agencies with a revisit to the policy of programing. An offline discussion will be needed. Workload is an issue for programing, Chris recommended that agencies bring a couple radios at a time and patience will be crucial.

### **EN RE: OLD BUSINESS**

### **ENRE: NEW BUSINESS**

- A. Deputy Chief Wilkinson- The SSFPD has sent all their command staff to the dispatch center to engage in teambuilding and agency awareness of operations at the center. Through a discussion with Ed Corriveau, they saw a means to reduce the time from the call to call out of the agency. There is a number of call types that dispatchers need to weed through a number questions to dial in the situation that does not affect the equipment that the FD rolls out with. This has not been looked at in a number of years, 2012. Updates could be given as they are rolling instead of prior to the call out. Some of this delay is due to the training and increased usage of cell phones as more and more people will call 911 to report. It was recommended that the Law & Fire Depts. review the call types and information needed prior to roll. The medical policies that govern the dispatchers are bound to

ask certain questions prior to dispatch, those are best polices and EMD instructions. Ed C will send out policies to the Law & Fire Depts. in May. Reports back from the agencies by the last week in June to dispatch and then updates at the next meeting, July 15<sup>th</sup>.

- B. Chief Tulszewski was requested by the State of which State Dept. should be tasked with the operations of the DTR System so a survey from the Routt County agencies is needed. The Office of Public Safety is anticipated to be the favorite. Chief Tulszewski has been tasked with conducting this survey.
- C. Mo- Colorado Field Guides are in, there are 7 copies. Looking at distribution as there is not enough for all agencies
- D. Thank you to Chief Wisecup for his years of services to the County for the Communication Advisory Board and the valuable mentor in the service in the Emergencies Operations. A plaque was presented and read to Chief and the group.
- E. Ed Corriveau thanked all the agencies for the contributions to the Dispatch Center during the week of National Telecommunicators Week. It was overwhelming and appreciated.
- F. Chief Tulszewski asked for the By-Laws and wanted to have these sent out to all members so a discussion can be done to review the By-laws for possible revisions, since a quorum is consistently difficult to attain.
- G. Chief Tulszewski suggested an in person meeting for the next meeting, location to be determined and posting as statue requires. Options are BCC Hearing Room, new EOC location, or Community Room at the CLEF.

**EN RE: OPEN DISCUSSION**

**EN RE: ADJOURNMENT**

At 3:47 P.M., The Communications Advisory Board meeting ended.

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

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Karrie Littman, Administrative Specialist

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Chief Tulszewski, Chair

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Date