

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
April 23, 2015**

Chair Chuck Wisecup, Oak Creek Fire District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Bob Struble and Cheryl Dalton, Emergency Management; Doug Brown, Lorie McCarty, Sharon Clever, and Karrie Littman, Routt County Communications; Ray Birch, Routt County Sheriff's Office; Michael Arce, Steamboat Springs Fire; Dal Leck, West Routt Fire Protection District; Jerry Stabile, Steamboat Springs Police; Dustin Williams, Yampa Valley Regional Airport; Chad Bowdre, Routt County Search and Rescue and Classic Air Medical; Mike Swinsick, North Routt Fire Protection; Krista Check-Hill, Search and Rescue, Doug Monger and Tim Corrigan, County Commissioner; and Tom Sullivan, Routt County Manager; were present. Karrie Littman recorded the meeting and prepared the minutes.

ESTABLISHMENT OF A QUORUM

Chuck called the meeting to order and established that a quorum was present this day.

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the January 22, 2015 quarterly meeting of the Communications Advisory Board (CAB) were reviewed. It was moved and seconded to approve as submitted. The motion carried unanimously.

PROJECTS AND ISSUES

Communication Center staffing

Doug Brown announced the communication center is fully staffed. It was announced that Sue Heineman is retiring and Karrie Littman will be filling her position.

Communication Van Update

Doug Brown announced that he had given a presentation to the Public Safety Team with the needed repairs and upgrades of the CommVan that amounted to \$31,000. He had received their approval to present this report to the BCC at their next meeting. Discussion commenced with concerns of why the CommVan needed these repairs and the usefulness of the van. It was recognized that as new technology was integrated throughout the county, the CommVan had not been included and now lacked the equipment to communicate effectively. One member recommended that the van be brought up to working order and then it would be utilized more. Doug Monger asked for stats on the usage of the CommVan and Chuck Wisecup asked for a copy of the final report to be sent to all members.

Radio Tech Report

In Levi's absence, Doug presented the following report:

Oak Creek/Edna Mine Site: Is fully operational and has a complete complement of operational spares.

Outstanding: The site still has outstanding air conditioner work that will be completed as snow melt makes the site easily accessible.

King Mountain: State completed maintenance work in March (6 months)

Outstanding: Microwave repairs that were postponed due to onset of snow before failure was identified.

Hayden: Experienced multiple intermittent failures caused by microwave ring faults

Outstanding: Microwave transmission lines have excessive leakage which has caused air dehydrator to fail: Microwave radome replacement has not been completed due to conflicts with contractor schedule.

Farwell: No failures reported since January

Outstanding: Fuel system modifications: generator exhaust mounting; refueling (used +/- 242 gallons of diesel fuel during winter storms of 2014/2015); VHF system groom including antennas; microwave radome replacement.

Dispatch: No redundant connection from the console system to the zone controller.

Outstanding: CXR Larus system repairs/ replacement planning (Manufacture no longer making or servicing product, to date only able to source a single vendor with no guarantee on repairs).

Werner: Multiple intermittent failures caused by microwave ring faults.

Outstanding: VHF paging (no new problems reported since January); CXR Larus.

Emerald: Multiple intermittent failures caused by microwave ring faults.

Outstanding: None (intend to verify SSFR repeater during summer)

Radio Programming Update: The following IGA subscriber agencies still have radios that need to be programmed: RCSO, YVRA, NRPD, YFPD, and OC Ambulance.

Due to miscommunication between the CCNC staff and Routt County Communication Department the bill for our advanced system key was not received in time and the system key expired (No radios can be programmed until the replacement key is received). Our key has been paid for and shipped as of 4/10/15. Upon receipt of active key the Fire Departments will be priority for upcoming fire season followed by Routt County Sheriff's Office and the remaining airport radios.

2015 Projects:

1. Site inspection to be completed by July

2. Annual site preventative maintenance (VHF/ 800/ Microwave/ Generator & Batteries) to be completed by September.
3. Repair of failed components noted during site inspections (including outstanding items above) to be completed by October.
4. Full site groom (Farwell) to be completed by September
5. Schedule FCC check of subscriber equipment in September

Upon Completion of tower climber certification in April/May Communications department will be capable of conducting all site repairs and maintenance in house (limited by availability of spares and test equipment). Intent is to have 6 NFPA 1670/ NATE- Advanced Tower Climbers.

Chief Wisecup- Reported that he noticed a loss of coverage in Oak Creek, particularly around the fire station. Doug said he would research the cause with Levi upon his return.

Ray Birch congratulated Lorie McCarty for the hip link notification to the Emergency Response Team.

OLD BUSINESS

None

NEW BUSINESS

Presentation by Chief Swinsick on Page Out of Fire/ Search and Rescue

Chief Swinsick with North Routt Fire District opened discussion on the paging and notification of medical versus search and rescue on rescue type calls. Input from all parties was heard with many scenarios discussed. The concerns of the incident command being placed with SAR while the District Command being first on scene, as well as multiple agencies calling in for resources to dispatch was voiced. In the end, patient concern was the greatest factor and all agencies would work together, so the order of communication would be:

On Medical Rescue, to page SAR first with immediate notification to the District Command
On No-Man's Land, to treat similar to Wildland Fire

The Board asked Dispatch to revise the Call Guide to reflect this and to send out to the entire Board for a 2 week review.

Fire asked Communications which they preferred on a copy to a page on County Fire 1 or 2. Communication responded that all should copy on County Fire 1 and then move to County Fire 2.

Classic Air Medical announced they have two radio channels on their helicopter, MAC17 & County Fire 2 and the ability to communicate while in air. After discussion, it was decided that all communication will occur on County Fire 2.

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Chief Wisecup requested that Tender Fire Zone (1000 ft of hydrants) be added in Spillman mapping.

ADJOURNMENT

At 3:55 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 Assistant

Chuck Wisecup, Chair

Date