

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
August 27, 2015**

Jerry Stabile, Steamboat Police Department, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Bob Struble and Cheryl Dalton, Emergency Management; Doug Brown, Levi Pietrick, Karrie Littman, and Lorie McCarty, Routt County Communications; Kurtis Luster, Routt County Sheriff's Office; Dal Leck, West Routt Fire Protection District; Rob Ryg, County Coroner; Tyler Whitmore, Yampa Valley Regional Airport; Chad Bowdre and Kristia Check-Hill, Routt County Search and Rescue; Emy Keeling, Routt County GIS, Brita Horn, Routt County Treasurer, Mel Stewart, Steamboat Fire, Doug Monger, County Commissioner, and Tom Sullivan, Routt County Manager; were present. Carrie Mansfield recorded the meeting and prepared the minutes.

EN RE: ESTABLISHMENT OF A QUORUM

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

EN RE: ADMINISTRATIVE

REVIEW AND APPROVAL OF MINUTES

The draft minutes of the April 23, 2015 quarterly meeting of the Communications Advisory Board (CAB) were reviewed. No changes to the minutes were proposed.

MOTION

The motion was made to approve the April 23, 2015 Communications Advisory Board minutes as submitted. The motion was seconded. The motion carried unanimously.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER STAFFING

Doug Brown said the department is down one Communication Specialist III as of August 6, 2015. They have advertised for the Communications Specialist I position and have a number of applicants. Sharon and Lorie are in the process of testing and interviewing candidates.

COMMUNICATION VAN UPDATE

Doug said they have had a lot of work done on the Communication Van and it is functional at this time. Dispatch staff took it out to the HaydenDaze, the Routt County Fair, and the Pro Challenge Bike Race. He said they have identified some additional repairs that are needed and they are in the process of addressing those issues. Doug said he expects it to be completely functional very soon.

RADIO TECH REPORT

Levi said this month we had an outage County Wide with the exception of Oak Creek due to some state maintenance activities. On the 3rd of July there was another outage that was preempted by the failure around the state system. Levi has some outstanding preventative maintenance on Emerald Mountain and the dispatch microwave system to complete. There are also several outstanding corrective maintenance issues, and he needs to replace two radomes at Hayden and one radome at Farwell.

EN RE: OLD BUSINESS

No old business was presented.

ENRE: NEW BUSINESS

SHOTGUN TRAFFIC WITH COMMUNICATIONS

Lorie McCarty requested all agencies use the proper radio etiquette which is to announce your call sign and then wait for dispatch acknowledgement. Routt will acknowledge with your call sign. Example: "Routt Paul 2-3", dispatch answers "Paul 2-3 go ahead". When "Shotgun" radio traffic is received the dispatcher is required to instruct the caller to repeat the information. A packet titled Routt County Communications System Guide to Radio Etiquette and Procedure was passed out to attendees and will be sent out with the minutes.

FIRSTNET PRESENTATION

A FirstNet presentation was given by Brian Shepherd, Colorado's FirstNet Single Point of Contact, Broadband Program Manager, Governor's Office of Information Technology and Kim Coleman Madsen, FirstNet Colorado Public Safety Broadband Manager, OIT. The presentation is available on the Routt County Website under E-Services, Document Center, Communications, or www.FirstNetColorado.org.

EN RE: ADJOURNMENT

At 4:32 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.

Carrie Mansfield, Administrative Assistant

Jerry Stabile, Chair

Date