

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 28, 2016**

Chief Wisecup called the meeting of the Routt County Communications Advisory Board (CAB) to order. Doug Brown, Routt County Communications; Bob Struble, Emergency Management; Garrett Wiggins, Routt County Sheriff's Office; Cory Christensen and Jerry Stabile, Steamboat Police Department; Ralph Maher, Oak Creek Police Department; Greg Tuliszewski, Hayden Police Department; Mel Stewart and Michael Arce, Steamboat Springs Fire Protection District; Mike Swinsick, North Routt Fire Protection District; Dal Leck, West Routt Fire Protection District; Ky Cox, Yampa Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Rob Ryg, Routt County Coroner; Emy Keeling, Routt County GIS; Tim Corrigan, County Commissioner and Tom Sullivan, Routt County Manager; were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

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

EN RE: ADMINISTRATIVE

2016 Representatives and Alternates- These were reported as all accounted for expect two and those are expected to be resolved before the next meeting.

Election of the Chair- The floor was opened for nominations and Chuck Wisecup was nominated for Chair and Jerry Stabile for Vice Chair. Both carried by acclamation.

2016 Meeting Schedule- The schedule was set to coincide with the Wildland MAC Advisory Group meeting schedule. The Board approved the current schedule but gave notice that an October meeting change may be requested at a later date.

Approval of the Minutes- The meeting minutes of October 29, 2015 were reviewed Motion was made, second was voiced and the minutes were approved as written.

Sunshine Law Resolution- The Resolution was read and adopted as written.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER STAFFING

Doug Brown said the department has two dispatchers in training. When they come out the center will be fully staffed.

RADIO TECH REPORT

Doug reported that Levi has left the Communication Center and moved to Montrose. The Center has advertised and had 3 applicants, one of which is a semi-qualified candidate for the position. Doug is currently in negotiations with this applicant. Doug is also establishing a business relationship with CNC Technical, a local vendor to assist in the needs for the infrastructure and radio needs for the County and IGA members. Doug has also secured QDS Communications to back up any County & IGA needs until a technician can be hired and trained; estimated time is 6 months at a minimum. The YVRA has loaned the Comm Center mobiles to be used as spares while repairs are conducted on mobiles and the Center has packsets in the inventory that will be utilized as spares also.

Being a tough position to fill in Routt County, Doug has reached out to the military source and reviewed the salary compensation survey, to little results. Outsourcing was discussed but the investment of equipment is a factor as well as priority of responses are deterrents.

OPEN DISCUSSION

Discussion of the Comm Center growth ensued with questions on call volume and long range planning for increase of services/calls. Tom Sullivan reported that his intent was to conduct assessments of some of the departments of the county and the Comm Center would be second on that list. Call volume, new Comm. Center, admin/ after hours calls would be topics of this assessment.

Jan 8th Power Outage at the Comm Center- This outage occurred at 4:40 am and lasted 10- 15 minutes. This was due to a failure at the master switch at the UPS and the generator failed to engage due to the fact that the power coming into the building was not disrupted. Building & Plant came over immediately and flipped the bypass and power was restored. All 911 calls were transferred to Craig; none were received during the outage.

At 2:00 pm that same day, Routt County IT department took the system down to test the repairs/replacements that they had made earlier in the day. Notification was sent out to the agencies. Mel Stewart expressed concern for the amount of details and the amount time of the forewarning. Both were lacking and the Comm Center should convey more details and be given more time to prepare in future occurrences.

Tom Sullivan stated the UPS was up for replacement in 2 years but because of this incident, that time table has been moved up to 2016.

In the works, Doug has been developing a contingency plan for the Comm Center. This should be ready by the end of February.

The topic of agency notification arose and it was reported that for after hours notification paging over the VHF radio system was protocol as it is during the day, apparently a number of the chiefs turn off their radios at night...Personal phone calls were the last resort and some of those are turned off as well.

It was reported that the transfer of calls to Craig is tested periodically, bi-monthly.

EN RE: OLD BUSINESS

No old business was presented.

ENRE: NEW BUSINESS

Bob Struble presented the concept of a combined MAC/PUC/EMS/ComBoard meeting to take the place of all the individual meetings that are attended quarterly. This is still in the planning stages but each entity would have their agenda time slot and members would attend their board meeting and/or could attend the entire session.

EN RE: ADJOURNMENT

At 4:00 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

Chuck Wisecup, Chair

Date