

**STATE OF COLORADO
COUNTY OF ROUTT**

**ROUTT COUNTY COMMUNICATIONS ADVISORY BOARD
October 25, 2007**

Bob Struble, Steamboat Springs Fire and Rescue, called the regular quarterly meeting of the Communications Advisory Board to order. Dave Hill, Routt County Communications; Chuck Wisecup, Oak Creek Fire Protection District; Chuck Vale and Cheryl Dalton, Emergency Management; Bob Reilley, North Routt Fire Protection District; Tyler Whitmore, Yampa Valley Regional Airport; Ray Birch, Hayden Police Department; Russell Canterinicchio, Oak Creek Police Department; Julie Arlington, State Parks; Gary Wall, Sheriff's Office; Bryan Rickman, West Routt Fire Protection District; Doug Monger, County Commissioner; and Tom Sullivan, County Manager, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: REVIEW OF MINUTES

MOTION

Mr. Wisecup moved to approve as submitted the minutes of the quarterly meetings for the Communications Advisory Board for May 24, 2007 and July 26, 2007. Mr. Hill seconded; the motion carried unanimously.

EN RE: OLD BUSINESS

COMBINING ADVISORY GROUPS

Mr. Wisecup presented the third draft of Bylaws for the Routt County All Hazards Public Safety Council (RCPSC) that would combine and replace the Wildland Fire MAC Advisory Group, the Routt County Communications Advisory Board (CAB), the Emergency Medical Services Council (EMS), and the Local Emergency Preparedness Committee (LEPC) to create a more efficient all-hazard group. He reported that the draft had been presented to each of the organizations, and the response had been positive. The goal was to receive and incorporate all comments and submit the draft to the County Attorney for review by mid-November and to dissolve current groups and institute RCPSC by January 1, 2008. Some subcommittees to address particular issues such as wildland fires and standing committees for the CAB such as the 911 Oversight Authority would remain intact, and some new subcommittees would be formed through the RCPSC.

AIRING OF STREET CLOSURES

Mr. Hill said that at the last CAB meeting the Board had discussed the fact that some street closures were not aired or being received by the appropriate agencies. He asked whether the situation had been corrected. Mr. Struble and Mr. Wisecup felt that

more announcements were being received. Mr. Vale suggested that school districts be added to the list of agencies notified about road closures. Mr. Hill said that the faxing procedure of notifying Road and Bridge and Public Works departments was not being replaced. The issue was airing short-term closures received within 24 hours of actual closure.

HOMELAND SECURITY GRANTS

Mr. Hill stated that a grant was submitted and should be awarded that would provide all agencies with command and control radios and law enforcement agencies with both mobile radios for vehicles and some portable, "pac set" radios. He noted that if those purchases were inadequate, individual agencies would have to budget and purchase additional radios. Mr. Vale said that the funding included installation. The grant request was originally for \$300,000; but only \$180,000 would be awarded so a new count on radios had been solicited and submitted. The total numbers of radios requested as part of this grant are as follows:

- RCSO: 16 Mobile and 4 Pac Set
- Hayden PD: 7 Mobile and 7 Pac Set
- SSPD: 9 Mobile and 14 Pac Set
- Oak Creek PD: 2 Mobile and 1 Pac Set
- North Routt Fire: 1 Mobile
- Steamboat Springs F/R: 1 Mobile
- West Routt Fire: 1 Mobile
- Oak Creek Fire: 1 Mobile
- Yampa Fire: 1 Mobile
- YVRA: 1 Mobile

A 2007 grant for additional radios for fire agencies was still in process that would provide additional radios for fire agencies. Mr. Vale noted that the 2006 grant equipped ambulances and the hospital. Mr. Wisecup asked whether public works departments would be equipped with radios. Mr. Vale said that that had never been discussed and would take a few years to accomplish.

DTR UPGRADES/USER RADIOS

Mr. Hill reported that the County would apply for an Energy Impact grant for the Spring cycle to upgrade the Communications Center to include 800 MHz. Mr. Struble said that he was budgeting for an Emerald Mountain repeater to move the project forward as quickly as possible.

Mr. Hill stated that Search and Rescue had requested a vehicle to replace the aging Communications Bus. A fully-equipped vehicle would cost \$350,000. The Communications Department had been working with RCSAR to design the new vehicle so that it could be used jointly by all county agencies. He asked whether Steamboat Springs would be interested in jointly applying for a grant for Fall, 2008. Mr. Sullivan added that the local match would probably be 50%. Funds were already in the Search

and Rescue budget and allocated in the County's Communications Pool budget. He suggested meeting with the City to discuss the local funds that were available and discuss the City's participation, ownership, and the use of the vehicle. Mr. Struble was interested because it would benefit all of Routt County. He would advise the City that the opportunity was available. Commissioner Monger reiterated that prioritization of use would have to be determined. He noted that the County Commissioners had not yet approved the allocation of funds that would come from the County's 2009 budget.

DTR TEMPLATES

Mr. Hill reported that he had reviewed templates from other counties. He said that an 800 MHz Template Committee had been formed in the past and asked that that committee reactivate to assist with the project. Mr. Rickman, Mr. Vale, and Mr. Struble said that they would participate. Mr. Hill said that he would file the request with the State after all had agreed on the template. He explained that the Communications Department was responsible for coordinating the project, and Motorola would program the digital trunk radios. The template, when developed, is unique to each area. Whenever changes were made, a new template will have to be developed. Mr. Vale said that a template was comprised of frequency channels for each of the various agencies, which ultimately would be individual but presented together to avoid each agency having to pay the \$7,000 programming fee. Mr. Rickman said that the CAB should review the template prior to its submission to the State to ensure that it met every agency's needs. Mr. Hill will send an e-mail to committee members and CAB members the following week to organize a meeting.

STATUS OF THE PAGING SYSTEM

Mr. Hill said that funds had been budgeted for a new paging system but a good solution for paging within the County had yet to be determined. Moving to digital paging would facilitate the ability to page everyone at one time without delays, but he could not resolve the situation alone because he did not know the technology well enough to propose a solution. Various systems such as E-Cad and Road-Secure were being evaluated as well as systems in use by other counties. In the interim, some non-critical pagers would be moved to digital text messaging—sending an e-mail that would go to a cell phone. The goal was to have time-critical pages sent in a time-critical manner.

RMS UPDATE

Mr. Hill said that the plan was to move away from Visionair for RMS. The Communications Center was budgeting for 2009 a new CAD system that would include RMS and meet everyone's needs as adequately as possible. In the meantime, Visionair would continue training personnel to use the current system and would continue to try to resolve existing problems until a new system was purchased.

EN RE: NEW BUSINESS

COMMUNICATIONS CENTER REPORT

Mr. Hill reported that the Communications Center was fully staffed: two new dispatchers were tested the previous day and one was in training. The Communications system was working but problems included getting through the console on Emerald Mountain. Harris Communications had been unable to resolve the problem. Oak Creek was lost for a time but was reactivated when the card was reset. That problem might be related to the problem at Emerald Mountain. Farwell was functioning on the backup transmitter because the main transmitter had shifted to lower power. Harris was developing an estimate for the replacement of the main transmitter. Trees have been blocking the signals on Mount Werner; the Forest Service will remove those trees the following day. The problems with the system have been relatively minor; the goal was to maintain a reliable, stable system.

BOMB THREAT CRITIQUE

Mr. Hill discussed the non-specific bomb threat at 'the high school'. He said that the event could have involved one or more high schools, which caused confusion and frustration. He asked for input. Mr. Wisecup said that his first reaction was to read the South Routt School District's emergency plan. Mr. Vale said that Steamboat Springs High School never read or initiated its emergency plan. He said that the high schools should also have performed an After Action Review (AAR). He said that who was talking to whom—or command and control—was the issue to resolve. He stated that the media drove the response because the bomb threat was heard on a local scanner. He noted that students were texting parents; parents were removing students, and schools mass e-mailed parents. He said that an ICS conversation with law enforcement agencies was essential. Mr. Birch said that Communications notified Hayden, and the Hayden police contacted the Hayden schools individually. The Hayden schools immediately implemented their emergency plans. He said that the information received in Hayden indicated that the issue was Steamboat-based. He noted that the networking system was decent but each area of the County should have contacted the other areas and agencies as a precaution.

Mr. Canterinicchio said that he would not endorse the notification of everyone because that approach would impact coordination and muddle agencies' response. He noted that a major reaction enhanced the power of a perpetrator. He said that his philosophy was to be proactive by enhancing law enforcement presence since his department was small. For example, he monitored school arrivals, recesses, and departures to amplify visibility. Mr. Wisecup said that Soroco pulled the fire alarm and evacuated the school but the parking lot was never swept, and delivery vans were still unloading supplies while students were loose on the streets, which raised an accountability issue. Mr. Canterinicchio suggested that emergency plans might need to be randomized since threats could be rehearsals to establish responders' patterns.

Commissioner Monger noted that the County's school districts had jointly applied for a grant to coordinate emergency plans. Mr. Vale said that the schools should

practice their plans. He said that agencies should work together to devise the best procedure for alerting agency leaders so that everyone would know what was happening during an incident and to ensure that emergency plans were in place and were practiced prior to incidents. Mr. Hill said that the dispatchers were trained to take 911 calls and dispatch them to the appropriate agencies. The expectation was that once alerted, the agencies had command, not Dispatch. Mr. Birch said that swift and quiet action rather than setting off alarms was a better reaction to reduce commotion. His approach would be to receive a call, go to the scene and make an assessment, then act. He commended the Communications Center for the job it did and said that agencies had to make decisions and coordinate efforts through the Center. Mr. Canterinicchio suggested that Dispatch have a color-coded alert system. Mr. Hill said that Dispatch was not trained to make such determinations. Mr. Rickman agreed that commanders had to make decisions and others had to implement those decisions.

COMMUNICATIONS ADVISORY BOARD APPOINTMENTS

Mr. Hill announced that agencies' representatives and alternate CAB member appointments had to be submitted to the Communications Center by January 1, 2008.

EN RE: NEXT MEETING

The next meeting of the Communications Advisory Board will be held on ---, 20078, from 3:30 to 5:00 p.m. in the Commissioners' Hearing Room. Agenda items should be submitted to Sue Heineman.

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

Dee Bolton, Recorder

Bob Struble, Chairman