

**STATE OF COLORADO
COUNTY OF ROUTT**

**ROUTT COUNTY COMMUNICATIONS ADVISORY BOARD
April 14, 2004**

Chairman Bob Struble, Steamboat Springs Fire and Rescue, called the meeting to order. Chuck Wisecup, Oak Creek Fire Chief; Cheryl Dalton, Routt County Emergency Management; Scott Andre, and Mike Zukerman, North Routt Fire Protection District; Dan Allen, Yampa Fire Protection District; Doug Monger, County Commissioner; Tyler Whitmore, Yampa Valley Regional Airport; Bryan Rickman, West Routt Fire Protection District; Faith Mendoza, Routt County Communications Director; and Kristia Check-Hill, Routt County Search and Rescue, were present. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: REVIEW OF MINUTES

Mr. Struble asked whether representatives from agencies who were not present at a meeting for which minutes were to be approved could vote to approve those minutes. The Board determined that the member agencies were voting rather than individuals so it was acceptable for those agencies' representatives to vote on an approval of minutes motion.

MOTION—APPROVAL OF MINUTES

Mr. Rickman moved to approve as written the Communications Advisory Board minutes for meetings held on June 11, July 9, August 13, September 10, October 8, November 12, and December 10, 2003; and the minutes of February 11, 2004. Mr. Wisecup seconded; the motion carried unanimously.

EN RE: SUNSHINE LAW RESOLUTION

Mr. Struble presented a resolution that designated places for posting notices of meetings and agendas and noted that those places were the bulletin board outside the County Clerk and Recorder's Office in the Courthouse and the bulletin board outside the Commissioners' Hearing Room on the second floor of the Courthouse Annex.

MOTION—RESOLUTION DESIGNATING PLACE FOR POSTING OF MEETING NOTICES

Mr. Wisecup moved to adopt the Resolution Designating Place for Posting of Meeting Notices for the Communications Advisory Board. Mr. Allen seconded; the motion carried unanimously.

EN RE: COMMUNICATIONS REPORT / RADIO SYSTEM UPDATE

Ms. Mendoza reported that problems with the radio system occurred in February. The Harris representative determined that the associated software had a refresh glitch that caused power fluctuations. She would make corrections when she could access the towers. She said that in the interim, if audio connection is lost or there is no answer, users should try another tower. Otherwise, the system was stable.

EN RE: RFP/EQUIPMENT UPDATE

Ms. Mendoza said that Century/Tel had been awarded the bid for a computerized telephone system, a master clock, and a recording system. The tentative installation date for the telephone system and the clock was the third week in June, if not sooner. A tandem telephone system would be established during the transition period, for which she anticipated no interruption in service. She would e-mail all users when the system was being replaced.

She stated that she was researching mapping system equipment, for which a Public Safety Foundation of America grant of \$61,000 had been awarded, but the installation of such equipment would be delayed until September or October since the County Information Systems Department needed to be involved and was busy with other projects at present. She said that the new system had to be installed by January 20, 2005.

EN RE: NEW BUSINESS

Mr. Rickman asked about installing alarms on the radio system's page site. He asked whether the Communications Center had the capability to monitor the alarm system. Ms. Mendoza said that the potential capability existed, but the FCC had stipulations regarding radio system transmission content so the type of alarm system alert and the procedure to be followed would need to be further discussed so as to conform to regulations.

Mr. Wisecup discussed incident numbers being assigned incorrectly. He asked whether those numbers could be taken out of the system. Ms. Mendoza thought that those numberings could be changed, but to do so would involve reinitializing, which the IS Department might have to do. Mr. Struble questioned whether the numbers could be changed. Ms. Mendoza will research the situation further.

Mr. Wisecup said that sometimes a specific page was requested and everyone in the district was being notified. He noted that those instances were generally when new dispatchers were being trained. Ms. Mendoza said that two intern dispatchers were in training at present; another had completed training in February; and as of April 19th, all positions at the Communications Center would be filled, and three people would be in training.

Mr. Rickman asked about adding new members to the Communications Advisory Board. Ms. Mendoza said that the process seemed to be that all agencies represented on the Board had to approve a new member agency; the signatures of town mayors had to be submitted to the County Attorney, and then a recommendation to add the agency had to be made to the County Commissioners. Commissioner Monger said that the Communications Advisory Board could vote to recommend that a new member agency be included in the Communications Advisory Board and that recommendation could be taken to the member agencies and governmental entities.

MOTION—TO ADD A NEW MEMBER TO THE COMMUNICATIONS ADVISORY BOARD

Mr. Rickman moved to authorize the Chairman of the Communications Advisory Board to write a letter to all participating governmental entities and member agencies to recommend the addition of the Yampa Valley Regional Airport as a new member of the Communications Advisory Board. Mr. Wisecup seconded.

Under discussion, Ms. Mendoza suggested that the letter change the MOU that established the Communications Advisory Board so that in the future, recommendations for new members would come directly from the Communications Advisory Board and go to the County Commissioners. She noted that potentially the Communications Advisory Board could have as many as forty-two member agencies. Commissioner Monger said that it would be better to involve the governments and agencies on a case-by-case basis so that all would have input as to the size and direction of the Communications Advisory Board.

The motion carried unanimously.

Ms. Mendoza will consult with the County Attorney as to an amendment to the MOU and the content of a letter that would recommend that the Yampa Valley Regional Airport become a new Communications Advisory Board member.

Ms. Mendoza announced that the 800 MHz system would be discussed at 10:00 a.m., at the Craig State Patrol offices, on April 15th. She said that the State will go to that system, but the system might not fully work in the mountains, so there were many issues and concerns associated with the system, and the meeting should be informative.

Mr. Allen asked about using a patch system in lieu of the 800 MHz system. Ms. Mendoza said that it would use a lot of band width. She said that a patch would work if all of the wide, narrow, and digital bands were in the correct places. Mr. Allen asked why a system that was functional should be 'fixed.' Mr. Rickman said that part of the issue was compatibility with the State if it should move to the 800 system. Ms. Mendoza noted that 800 analogue would not work with 800 digital. She said that Routt County did not have to make the change, but if other locations did, Routt needed to be able to communicate with them.

Mr. Allen said that the McCoy Fire Department had access to some of the Routt County fire frequencies. He noted that its 911 calls went to Eagle County Dispatch. He said that McCoy was seeking a county to adopt it, but to his knowledge, no agreements were in place. He noted that, depending on location, sometimes Routt could get to a call faster than Eagle County, which did not want to lose the tax dollars, yet the area was too large for Routt County to include in the Yampa District, and since the area only generated approximately \$8,000 annually, McCoy could not establish its own district. Commissioner Monger said that the Commissioners were concerned about a fire department functioning outside the auspices of a fire district. The County was not willing to fund the McCoy Fire Department; taxpayers there were funding the Yampa Fire District and other involved counties. He added that the statutes would allow the establishment of a multi-county district. The Commissioners' concerns were with staffing and competency. Mr. Allen said that no one wanted the liability, but the McCoy volunteers were well credentialed and were seeking direction. He said that McCoy had an ambulance, but could not transport. Ms. Mendoza discussed the issue of Eagle County responding to calls that were in Routt's jurisdiction and for which Routt was not being notified. Mr. Struble said that that notification had been agreed upon and should be happening. He said that issues included who initiated requests for help and who would pay the expenses.

Ms. Mendoza announced that a celebration for National Dispatchers Week, which was April 4 through 11, 2004, was to begin immediately after the present meeting. She noted that the County Commissioners had adopted a Resolution establishing Routt County Telecommunication Week in conjunction with the national declaration.

EN RE: NEXT MEETING

The next meeting of the Communications Advisory Board will be held on May 12, 2004, at 3:00 p.m., in the Commissioners' Hearing Room. Agenda items should be submitted to Sue Heineman.

MOTION—ADJOURNMENT

At 3:53 p.m., Mr. Wisecup moved to adjourn the meeting. The motion carried unanimously.

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

Dee Bolton, Recorder

Bob Struble, Chairman