

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 24, 2019**

Chief Wisecup, Oak Creek Fire Protection District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Jason Nettles, Chris Williams and Karrie Littman, Routt County Communications; David "Mo" DeMorat and Cheryl Dalton, Emergency Management; Garrett Wiggins, Routt County Sheriff's Office; Stephen Harbison, Oak Creek Police Department; Annette Dopplick, Steamboat Springs Police Department; Greg Tuliszewski, Hayden Police Department; Mel Stewart, Michael Arce, Steamboat Springs Fire Protection District; Mike Swinsick, North Routt Fire Protection District; Trevor Guire, West Routt Fire Protection District; Dustin Williams, Yampa Valley Regional Airport; Rob Ryg, Routt County Coroner; Jason Blair, Routt County GIS Dept.: Andy Wiener, Routt County Search & Rescue; Glen Hammond, Classic Air Medical were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

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

EN RE: ADMINISTRATIVE

2019 Communications Board Representatives and Alternates- Chief Wisecup confirmed that all representatives and alternates have been submitted for 2019.

Election of the Chair and Vice Chair- Chief Wisecup was elected Chair and Annette Dopplick was nominated and approved to be Vice Chair

2019 Meeting Schedule- The following meeting schedule was approved:

**Jan 24
April 18
July 18
October 17**

Approval of the Minutes- The meeting minutes of July 26, 2018 and November 1, 2018 were approved.

Adoption of a resolution designating the place for posting of meeting notices (Sunshine Law Resolution) The resolution was read and approved for 2019.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER MANAGER REPORT

Jason Nettles reported on the following:

- A. **Staffing-** Communications center is fully staffed at this time.
- B. **Everbridge Mass Notification System-** We still have several departments and user agencies that have not submitted contact information for use in the Everbridge internal organization, while others have received training and are actively using the system.
- C. **CLEF-** Construction is progressing rapidly. Weekly Communications Center construction meetings have been scheduled due to the complexity of the centers infrastructure. The anticipated cutover date for the Comm. Center is the week of July 8th. We have determined the Communications Vehicle will be utilized as the dispatch center for 3 days during the cut over. Paging will be on mobile radios. Testing of the systems in the Comm Van will occur in April. They are taping and texturizing the offices now. SO & PD will be moving in in May, 3 weeks ahead of dispatch.
- D. **Hip Link-** The current contract with Hip Link will expire in July of 2019. There is a choice to make as to the service going forward- Hip Link or Everbridge. A Survey will be sent out to give everyone an opportunity to express your thoughts on features, concerns or ideas.

RADIO TECH REPORT

Chris Williams reported on the activity of:

- A. **Farwell Mtn.-** This site has completed the replacement of the batteries and rectifier charging system. A wind generator is installed, as well as monitoring systems for the generator and solar. These systems allow us the ability to monitor solar input, battery levels, fuels levels as well as remote fuel transfers. This is making the maintaining of this site during the winter more efficient than any previous year, and limiting the number of emergency trips.
- B. **Microwave Hops-** Castle Rock Microwave will be conducting a site visit in early February to both Mt Werner and Emerald Mountain to scope out the work to be done there for the hops back to dispatch. They will also be moving and upgrading the equipment at the Orton's Emerald Mtn site to the new Emerald Mtn Communication site to establish that hop back to dispatch.
- C. **CLEF Move-** July 9, 10, & 11- During this time all the equipment in dispatch will be moved to the new Communications Center in the CLEF. Dispatch will be relocated to the

CommVan. This means it will be a radio-to-radio system, CAD will be operational but on a laptop instead of the multiple monitors that are utilized at this time. Chris will be meeting with Century Link to discuss the possibility of moving the current phone system into the Comm Van for the duration of the move.

D. The existing microwave equipment in dispatch will also need to be relocated during this time period. The Emerald Mtn. DTR equipment will be offline for at least part of one day due to the move of the microwave equipment, so there will be areas in the county that 800 may not be available. The repeaters on Walton Peak, Buff Pass, Farwell, Hayden, Oak Creek and King Mtn will remain operational and will service most of the county. VHF and Cell Phones will need to be utilized during these days if dead spots are experienced. The move is scheduled for 3 days, but Routt County is hopeful that most of the equipment can be moved and brought back online the first day. Communications will have a testing drill in April when the Emerald Mtn site will be manually taken down so the dispatchers can train in the Comm Van with the limited equipment and systems. SSPD offer any support during this time in finding the holes in the coverages.

EN RE: OLD BUSINESS

A. Classic Air Channel Assignments- Glen Hammond reported that the channel assignments are ready to be put into the helicopter. He has worked with Jason Nettles and they are in the Fire Zones.

ENRE: NEW BUSINESS

A. Proposed 800 template changes- Steamboat Emergency Center (SEC) has applied to CCNC for a channel. Communications would like to accommodate their request so they can talk to the ambulances. They will be reaching out to the fire chiefs to discuss this venture. Suggestions were to place them in zone C where Law 1 is currently. There was opposition to this idea as it is handy for Fire to monitor Law 1 in that zone. Currently the ambulances and SEC communicate on the phone. It was suggested utilizing one of the Simplex channels, this would work except that each Simplex channel is assigned to a District. SEC has not at this time been assigned an ID yet. Concerns were raised regarding the cost and time to reprogram all the radios which led to the question of other possible changes to the 800 template. Most of the Board was in agreement that the template was fine and they had heard no complaints. The question was raised and answered as to how SEC wants to utilize the channel. Jason reported that it is his understanding that they want to have the ability to talk to any ambulances bringing patients to their facility. A Standard Operating Procedure would need to be written and staff trained. It would be similar to YVMC with paging and then patient updates come through the radio. There would be little impact on dispatch. The main concern was the placement on the template and the ease of returning to the home channel for the field responders.

B. Sheriff Wiggins raised a question about an email from the State Search & Rescue regarding use of Fire channels. Glen Hammond responded that it was already there and was applicable when county lines are crossed during an incident. The Sheriff also asked about the encryption of the channels and Chris Williams stated that none of the Routt county channels are encrypted.

EN RE: OPEN DISCUSSION

A. Mel Stewart stated his concerns regarding the EMS Unlimited application to the State (CCNC) and how long it was taking, 3 months and still waiting. Jason Nettles said he would be the one to write a Letter of Authorization for the use of channels. Glen Hammond shared that it took Search & Rescue 6 months to complete the process.

EN RE: ADJOURNMENT

At 3:42 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

Chief Wisecup, Chair

Date