

RIVERCOM 911

Administrative Board Meeting

Wenatchee City Council Chambers
129 South Chelan Avenue, Wenatchee, WA 98801

Meeting Minutes

Wednesday, January 11, 2012

Administrative Board Members Present:

Keith Goehner, *Commissioner, Chelan County (Chairman)*
Dale Snyder, *Commissioner, Douglas County (Vice-Chairman)*
Tony Veeder, *Councilmember, City of Wenatchee*
Wayne Barnhart, *Councilmember, City of East Wenatchee*
Phil Mosher, *Operations Representative, Chief, Chelan County Fire District #6*

Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Tom Robbins, *Chief, Wenatchee Police Department*
Keith Vradenberg, *Mayor, City of Entiat*

RiverCom Personnel Present:

Millie Tirapelle, *Director*
Criselia Grupp, *Administrative Services Manager*
Jackie Jones, *Operations Manager*
Jerry Corder, *IT Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Dave Baker, *Assistant Chief, Douglas County Fire District #2*
Chuck Fenton, *Chief, Douglas County Fire District #2*
Dee Gutierrez, *RiverCom*
Kris Conner, *RiverCom*

CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Board Member Veeder led the pledge of allegiance.

WELCOME AND INTRODUCTIONS:

Chairman Goehner welcomed meeting attendees. Meeting attendees introduced themselves.

APPROVAL OF AGENDA:

It was decided to move agenda item "Crown Castle Appraisal" to Executive Session at the end of the meeting. The meeting agenda was otherwise accepted as presented.

APPROVAL OF MEETING MINUTES AND VOUCHERS:

A MOTION was made by Board Member Mosher to approve the December payroll and benefit expenditures, and expense vouchers for payment on January 11, 2012 in the amount of \$53,902.74. Board Member Barnhart seconded the motion. The motion passed unanimously.

A MOTION was made by Board Member Snyder to approve the December 14, 2011 Administrative Board Meeting minutes as written. Board Member Barnhart seconded the motion. The motion passed unanimously.

BOARD CHAIRMAN'S REPORT:

- Spillman Applications Administrator (SAA) Task Force Report
Agency representatives conducted a meeting on January 3, 2012 and elected Douglas County Sheriff Harvey Gjesdal as the Chairman of the SAA Task Force. Gjesdal reported that the group established an initial work plan. He further noted that the group would initially schedule guest speakers and would continue to gather information before presenting their findings and recommendations to the RiverCom Administrative Board at the June 13, 2012 meeting.

DIRECTOR'S REPORT:

Director Tirapelle reported on the following items:

- State E911 Report
The position of Financial Manager at the State E911 Office remains open; the State E911 Office has started the process of filling the vacant position.

The State E911 Office has not yet made final decisions regarding HUB locations. A rural counties-east meeting is scheduled for January 25-27 in Spokane in an effort to arrive at a consensus among PSAP's using Positron equipment. A suggestion was made that a letter from the Board be sent to the State E911 Office indicating their continued support of RiverCom becoming a designated HUB. *It was the consensus of the Board to approve Chairman Goehner to sign the letter upon its completion.*

- WPD Radio Relocation
The Wenatchee Police Department transmitter located at the Carmichael EWWD water tower will be relocated to the EWWD water tower at Fancher Heights. The project is expected to be completed by mid February.
- Radio Build-Out / Simulcast Project
Phil Mosher briefly reviewed the status of the simulcast radio build-out and coverage issues. Two meetings have recently been conducted with Motorola and Day Wireless

Systems to start initial planning and development of the project. Director Tirapelle added that a 160' tower has been ordered for the Moses Stool radio site in Douglas County.

- Phone Call/CAD Incident Reporting
Director Tirapelle distributed a chart showing the disparity between the numbers of billable CAD transactions as compared to the total number of telephone calls processed by RiverCom on behalf of the member agencies. RiverCom will start providing this information on a monthly basis.
- Loop-trail Identifiers
Douglas County is currently working on a project to identify and mark distance measurements on the loop-trail. The markers will also help locate persons reporting an emergency. RiverCom Supervisors Lynn Palmer and Dennis Keppner will be meeting with the committee to offer suggestions.
- Addressing/GIS Committee
The Addressing Sub-Committee will be resuming their regular meeting schedule beginning this month. This past year, the committee was successful in passing an Addressing Ordinance. They will now begin the delicate, but needed, process of improving poorly addressed areas of the county.
- Chelan-Manson 911 Circuit Conversion
On January 16, Verizon will be converting the 911 circuits in Chelan-Manson to Frontier. Dispatchers will be located at Manson Fire and at the Chelan County Sheriff sub-station to receive and relay wire-line 911 calls.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Administrative Services Manager Grupp provided and reviewed the Financial Reports and Budget Summary for the month ending December 31, 2011.

2011 YTD Expenditures:

As of December 31, 2011, actual expenditures have been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 3,340,940	91.65%
Capital Projects Account	\$ 13,578	61.72%
Equipment Replacement Account	\$ 7,106	50.76%
Communications Tax Account	\$ 1,562,102	63.48%
Total:	\$ 4,923,726	80.16%

** The total Payroll and Personnel Benefits posted for the month of December in all accounts was \$228,752.84*

2011 YTD Revenue:

As of December 31, 2011, actual revenue received has been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 471,345	145.48%
Local E911 Excise Tax	\$ 918,605	123.93%
Agency Assessments *	\$ 2,371,542	99.44%
Communications Tax Revenue	\$ 2,311,259	93.92%
Site Leases	\$ 15,026	187.83%
Outside Revenue and Grants (Capital)	\$ 16,102	73.19%
Total:	\$ 6,103,879	102.64%

Administrative Services Manager Grupp reported that Cascade Medical Center is delinquent in paying their annual assessment; otherwise, agency assessment revenue would have been fully received by the end of the year. Chairman Goehner requested that the Director of Cascade Medical Center be made aware of this issue and that there has been an ongoing delinquency.

January 2012 Summary Expenses

December 31 Expense Vouchers:

Maintenance and Operations Account	\$ 30,409.48
Capital Account	\$ -0-
User Equipment Replacement Account	\$ -0-
General Communications Tax Account	\$ 298.93
Communications Tax Capital Projects Account	<u>\$ 2,200.54</u>
Total Vouchers:	\$ 32,908.95

January 11 Expense Vouchers:

Maintenance and Operations Account	\$ 14,790.05
Capital Account	\$ -0-
User Equipment Replacement Account	\$ -0-
General Communications Tax Account	\$ 4,954.74
Communications Tax Capital Projects Account	<u>\$ 1,249.00</u>
Total Vouchers:	\$ 20,993.79

Staffing Report

- Corianne Courtney has been hired for the position of Emergency Services Dispatcher. She started employment on January 3, 2012 and will soon begin the training academy with Molly Elliott as Training Coordinator.

- Joshua Humphrey has been hired for the position of Radio Systems Technical Manager. He will start employment on January 23, 2011 and will immediately attend a project management course in Seattle, WA.

RiverCom Administrative Policies and Procedures

At the last Board meeting, Councilman Barnhart questioned the “SCOPE” of policy language. RiverCom legal counsel recommended that the language be highlighted to the Board and that RiverCom ask for a specific language determination. RiverCom legal counsel did not have an opinion or recommendation one way or another. RiverCom further solicited responses from legal representation from Chelan County, Douglas County, City of Wenatchee, and City of East Wenatchee. RiverCom received responses from Steve Clem with Douglas County Prosecutor’s Office and Gary Riesen with Chelan County Prosecutor’s Office; their emails were provided to the Board for review. Based on the responses, RiverCom provided a recommendation to amend the scope of policy language, but added that the language was open to the wishes of the Board. RiverCom asked the Board how they would like to proceed.

***A MOTION** was made by Board Member Barnhart to adopt the scope of policy provided by RiverCom with the language to read “This policy applies to all RiverCom employees and other individuals acting on behalf of RiverCom including elected and appointed officials, volunteers, and contracted individuals and organizations”. The motion was seconded by Board Member Snyder. The motion passed unanimously.*

One (1) administrative policy was previously provided to the Board for review: RiverCom Administrative Policy and Procedure: Code of Conduct. ASM Grupp reported that the policy had been reviewed and approved by RiverCom legal counsel and that it had been provided for review by the RiverCom Guild. The Guild did not provide further comment.

***A MOTION** was made by Board Member Snyder to approve and adopt RiverCom Administrative Policy: Code of Conduct as presented. Board Member Mosher seconded the motion.*

Under discussion, Board Member Burnett raised a question about the wording in Section F, Weapons and Explosives. After a short discussion, it was suggested that the language “Employees with a legal Concealed Weapons Permit shall either leave their weapon at home or locked in their vehicle, but in no case shall they be brought onto RiverCom premises” be struck from the policy.

Board Member Snyder amended the motion to approve and adopt the RiverCom Administrative Policy: Code of Conduct with the above language struck from the policy. Board Member Mosher seconded the motion. The motion passed unanimously.

Staff will ensure that legal counsel is aware of the change in policy language.

- Chief Robbins further commented on a request from RiverCom employees to be allowed to have gun locker within the City owned Police facility. After a review of the liability incurred, the request was denied.

OPERATIONS MANAGER REPORT:

Operations Manager Jones reported on the following:

- The State E911 Office has entered into contracts with additional translation service companies. Due to some past problems with *Language Line Inc.*, RiverCom will be looking at changing service providers.
- Administrative Services Manager Grupp, Operations Manager Jones, and Shift Supervisors completed team-building training on December 13-15, 2011. The training has generated many new ideas. The group initiated and will continue to work on updating the mission statement.
- The annual Telecommunicator Recognition Awards ceremony will take place on Wednesday, April 11, 2012 immediately following the RiverCom Administrative Board meeting.

RIVERCOM 911 OPERATIONS GROUP REPORT:

Board Member Mosher reported on the January 10, 2012 ROG meeting. He briefly discussed the following items:

- The MyStateUSA paging system was purchased on behalf of all RiverCom Users. A concern has been raised by law enforcement regarding security and the amount of administrative information contained in the paging tables. IT Manager Corder and Operations Manager Jones will follow-up with Don Miller about restricting access to the paging lists, however, agencies concerned about the confidentiality of personnel telephone numbers need to secure their own client account.
- Fire agencies are looking at transitioning from the Firehouse reporting system to a web based Emergency Response reporting system. However, as it turns out, there are considerable cost concerns associated with linking to Spillman.

GOOD OF THE ORDER:

- Chairman Goehner was thanked for the donation of fresh pears from his orchard; the pears were used for the RiverCom Wellness program.
- Director Tirapelle will be sending condolences to Gordon Day of Day Wireless Systems on the passing of his brother.
- Chief Robbins apprised the Board of the unexpected passing of the stepson of a Wenatchee Police Department employee. Services will be conducted on Saturday, January 11, 2011.

- Director Tirapelle noted that the recent systems audit conducted by Athena Advanced Networks was originally priced at about \$2,000. However, Director Tirapelle expanded the SOW to include all of the member agencies with a total cost of \$8,000.

EXECUTIVE SESSION

At 10:16 AM, the regular meeting recessed into Executive Session not to exceed fifteen (15) minutes to discuss the purchase of property.

At 10:34 AM the Board reconvened and the regular meeting was called back to order.

A MOTION was made by Board Member Snyder to authorize Director Tirapelle to enter into negotiations to purchase the property at the Crown Castle radio site. Board Member Veeder seconded the motion. The motion passed unanimously.

ADJOURNMENT:

With no further business, the regular meeting of the Board was adjourned at 10:36 AM.

Minutes Respectfully Submitted,
Staci L. Engler
Confidential Administrative Assistant
RiverCom 911

ATTEST:

Mildred Tirapelle, Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

Chairman Keith Goehner, *Commissioner, Chelan County*

Vice-Chairman Dale Snyder, *Commissioner, Douglas County*

Tony Veeder, *Council Member, City of Wenatchee*

Wayne Barnhart, *Council Member, City of East Wenatchee*

Phil Mosher, *Chief, Chelan County Fire District #6, RiverCom 911 Operations Group*