

# RIVERCOM 911

## Administrative Board Meeting

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

### Meeting Minutes

Wednesday, February 8, 2012

#### Administrative Board Members Present:

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

#### Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*  
Keith Vradenberg, *Mayor, City of Entiat*  
Roxanne Giffin, *Chief Civil Deputy, Chelan County Sheriff's Office, Alternate for Brian Burnett*

#### RiverCom Personnel Present:

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

#### Others/Audience Present:

Jim Brown, *Technical and Support Services Manager, Wenatchee Police Department*  
Chuck Fenton, *Chief, Douglas County Fire District #2*  
Don Culp, *Undersheriff, Douglas County Sheriff's Office*  
Ryan Sprauer, *RiverCom*  
Kris Conner, *RiverCom*  
Molly Elliott, *RiverCom*  
Corianne Courtney, *RiverCom*  
Rod Thomas, *Day Wireless Systems*

#### CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Board Member Mosher led the Pledge of Allegiance.

## **WELCOME AND INTRODUCTIONS:**

Chairman Goehner welcomed meeting attendees. Meeting attendees introduced themselves.

## **APPROVAL OF AGENDA:**

The meeting agenda was accepted and approved as presented.

## **APPROVAL OF MEETING MINUTES AND VOUCHERS:**

*A MOTION was made by Board Member Mosher to approve the January payroll and benefit expenditures, and expense vouchers for payment on February 8, 2012 in the amount of \$34,687.83. Board Member Barnhart seconded the motion. The motion passed unanimously.*

*A MOTION was made by Board Member Snyder to approve the January 8, 2012 Administrative Board Meeting minutes as written. Board Member Mosher seconded the motion. The motion passed unanimously.*

## **BOARD CHAIRMAN'S REPORT:**

- Spillman Applications Administrator (SAA) Task Force Report  
SAA Task Force Chairman Harvey Gjesdal was not present to provide a report; Director Tirapelle reported in his place. The task force has met twice and is reviewing their options regarding possible SAA solutions. The task force has compiled a list of criteria to be considered when addressing SAA functions. Dennis Matzen with Athena Advanced Networks is scheduled to make a presentation to the group on February 14 about the audit results and providing third-party SAA functions and support.
- Introduction of New Employees  
Corianne Courtney was introduced as a new Emergency Services Dispatcher. She started employment with RiverCom on January 3, 2012.  
  
Josh Humphrey was introduced as the new Radio Systems Technical Manager. Humphrey started employment with RiverCom on January 23, 2012.

## **DIRECTOR'S REPORT:**

Director Tirapelle reported on the following items:

- State E911 Report  
The HUB meeting scheduled for January 25-27 in Spokane was cancelled and rescheduled for February 13-14 at Camp Murray preceding the regular State E911 Advisory Committee meeting. Director Tirapelle and Administrative Services Manager Grupp will be attending both meetings.
- WPD Radio Relocation  
The Wenatchee Police Department transmitter located at the Carmichael EWWD water tower is in process of being relocated to the EWWD water tower at Fancher Heights. IT Manager Corder and Radio Systems Technical Manager Humphrey are working on the project.

- SAM IT Recommendations  
Douglas County IT Director Juan Sanchez will be chairing the SAM Committee. The RiverCom Board requested that the SAM select an interim system administrator. They further recommended that temporary protocols be developed for coordinating system problems and patches, and directed staff to report on those protocols at the March 14<sup>th</sup> Board meeting.
- Radio Build-Out / Simulcast Project  
Preparation of the final contract with Motorola is expected to be completed by the next Board meeting. RiverCom has been in contact with the State Auditor's Office to ensure compliance on each step of the project roll-out.
- March Board Meeting  
Director Tirapelle and Administrative Services Manager Grupp will be out of town attending the mandatory State 911 Coordinators Forum at the same time as the next Board meeting. Operations Manager Jones and Confidential Administrative Assistant Engler will be reporting for RiverCom at the March 14, 2012 Board meeting.
- RiverCom Administrative Policy  
Director Tirapelle reviewed the process that was adopted by the Administrative Board in April 2011 to update Administrative policies. She also discussed various policy requirements included in RCW's, the State Auditor's Office guidelines, insurance carriers guidelines, and other professional best practices. Director Tirapelle asked the Board if they would like to revisit the process that was implemented to update Administrative policy. It was the consensus of the Board to continue forward as is.

**ADMINISTRATIVE SERVICES MANAGER REPORT:**

Administrative Services Manager Grupp provided and reviewed the Financial Reports and Budget Summary for the month ending January 31, 2012.

2012 YTD Expenditures:

As of January 31, 2012, actual expenditures have been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 234,979	6.17%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ - 0 -	0%
Communications Tax Account	\$ 15,265	0.61%
<b>Total:</b>	<b>\$ 250,245</b>	<b>3.94%</b>

*\* The total Payroll and Personnel Benefits posted for the month of January in all accounts was \$229,350.17.*

2012 YTD Revenue:

As of January 31, 2012, actual revenue received has been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 92	0.03%
Local E911 Excise Tax	\$ 84,391	8.61%
Agency Assessments *	\$ 216,599	9.03%
Communications Tax Revenue	\$ 147,639	7.76%
Site Leases	\$ 925	9.25%
Outside Revenue and Grants (Capital)	\$ 40	0%
<b>Total:</b>	<b>\$ 449,685</b>	<b>8.04%</b>

Administrative Services Manager Grupp reported that Cascade Medical Center is now current in regard to their 2011 annual assessment.

February 8, 2012 Expense Voucher Summary

Maintenance and Operations Account	\$ 22,861.46
Capital Account	\$ -0-
User Equipment Replacement Account	\$ -0-
General Communications Tax Account	\$ 4,246.22
Communications Tax Capital Projects Account	<u>\$ 7,580.15</u>
Total Vouchers:	\$ 34,687.83

Staffing Report

- Open continuous testing (no closing deadlines) for the position of Emergency Services Dispatcher has been implemented in an effort to keep applications coming-in. Two individuals have received Conditional Offers of Employment, contingent upon successful completion of pre-employment testing.

Request to Increase VISA Credit Card Limits

RiverCom requested to have the limits on its VISA credit cards increased by \$3,000.00 each to better improve financial work flow. An informational piece regarding the request was previously provided to the Board for review.

***A MOTION*** was made by Board Member Barnhart to approve a \$3,000.00 credit limit increase for each of RiverCom's two (2) VISA credit cards; thereby increasing the credit limit threshold of each card to \$8,000.00 The motion was seconded by Board Member Mosher. The motion passed unanimously.

Request to Increase Purchasing Thresholds

RiverCom requested an increase in purchasing thresholds. Information was previously provided to the Board for review regarding current and requested thresholds.

***A MOTION** was made by Board Member Snyder to approve RiverCom's purchasing thresholds following State guidelines for Small Works Rosters. The motion was seconded by Board Member Barnhart. The motion passed unanimously.*

#### Request to Approve RiverCom Administrative Policies

Four (4) Administrative Policies were presented to the Board for review and approval. The policies have been reviewed and approved by RiverCom legal counsel and were provided to the RiverCom Guild for review with no further comment.

- Organizational Structure and Chain of Command
- Dress Code and Grooming Standards
- Alcohol and Drug-Free Workplace
- Personal Cell Phone and Communications Device Usage

***A MOTION** was made by Board Member Snyder to approve and adopt RiverCom Administrative Policy: Organizational Structure and Chain of Command, Dress Code and Grooming Standards, Alcohol and Drug-Free Workplace, and Personal Cell Phone and Communications Device Usage. Board Member Barnhart seconded the motion. The motion passed unanimously*

Commissioner Snyder recommended that RiverCom develop an abbreviated employee hand-book containing the Administrative Policies that are most pertinent to the employees.

#### **OPERATIONS MANAGER REPORT:**

Operations Manager Jones reported on the following:

- IT Manager Corder will be working with the Fire agencies who wish to make use of the MyState USA paging system.
- Director Tirapelle added that RiverCom is working on a PSAP/Dispatch back-up site as part of the radio system upgrade and RiverCom emergency evacuation plan. Wenatchee Valley College has graciously agreed to allow RiverCom to install radios, antennas, and communication equipment on the third floor of their facility. Roxanne Giffin inquired as to network security at the College. RiverCom's operations will be parceled-off and closed from the college system. Two 911 circuits, two administrative line circuits, back-up CAD and the public safety radio system will be functional, but it is unlikely State wants and warrants (ACCESS) will be available under emergency back-up conditions.

#### **RIVERCOM 911 OPERATIONS GROUP REPORT:**

There was no further report.

**GOOD OF THE ORDER:**

- A chart of billable CAD incidents v/s non-billable calls was provided to the Board for review. It was suggested that Director Tirapelle talk with agencies, particularly Public Works, to come up with a joint-solution to reduce the number of non-billable calls.

**EXECUTIVE SESSION**

At 10:07 AM, the regular meeting recessed into Executive Session not to exceed ten (10) minutes to discuss the purchase of property.

At 10:17 AM the Board reconvened into regular session.

**ADJOURNMENT:**

With no further business, the regular meeting of the Board was adjourned at 10:18 AM.

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

ATTEST:

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Mildred Tirapelle, Secretary to the Board

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Date

**RiverCom 911 Administrative Board Members:**

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Chairman Keith Goehner, *Commissioner, Chelan County*

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

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Tony Veeder, *Council Member, City of Wenatchee*

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

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

**Staff Assignments:**

- Select an interim SAA and prepare temporary protocols for coordinating system problems and patches. (SAM Group Chairman)