

RIVERCOM 911

Administrative Board Meeting

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

Meeting Minutes

Wednesday, March 14, 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*

RiverCom Personnel Present:

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*
Juan Sanchez, *MIS Director, Douglas County*
Dee Gutierrez, *RiverCom*
Doug Hall, *Day Wireless Systems*
Rod Thomas, *Day Wireless Systems*

CALL TO ORDER:

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

WELCOME AND INTRODUCTIONS:

Chairman Goehner welcomed meeting attendees. Meeting attendees introduced themselves.

It was noted that Director Tirapelle and Administrative Services Manager Grupp were not present as they are attending a mandatory State 911 Coordinators Forum.

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 Snyder to approve the February payroll and benefit expenditures, and expense vouchers for payment on March 14, 2012 in the amount of \$85,923.88, and the February 8, 2012 Administrative Board Meeting minutes as written. Board Member Mosher seconded the motion. The motion passed unanimously.

The expense vouchers presented for approval were distributed as follows:

Maintenance and Operations Account	\$ 42,730.10
Capital Account	\$ -0-
User Equipment Replacement Account	\$ 9,061.03
General Communications Tax Account	\$ 5,453.21
Communications Tax Capital Projects Account	\$ <u>28,679.54</u>
Total Vouchers:	\$ 85,923.88

BOARD CHAIRMAN’S REPORT:

- SAM – SAA Transitional Plan
Operation Manager Jones reported that SAM members collectively feel they do not have the level of knowledge to provide SAA responsibilities for all users. Juan Sanchez added that it would be best to continue as status quo. Chairman Goehner asked if the SAM group has embraced any protocol to establish lines of communications between users. Juan responded that specific protocols have not been established, but felt that there is now better communication between administrators.
- Spillman Applications Administrator (SAA) Task Force Report
SAA Task Force Chairman Harvey Gjesdal reviewed the progress of the SAA Task Force. At the meeting conducted on February 24, Captain Doug Jones offered a problem-solving model to use as a tool to work through the decision-making process of possibly hiring an SAA. The Task Force then focused on defining options as to where the position would reside.

Gjesdal also noted that it is the Task Force’s goal to make a final presentation and recommendation to the Board at the June 13, 2012 meeting. Commissioner Snyder requested the costs for the position, and a recommendation on how the costs will be paid, for be included as part of the Task Force report.

DIRECTOR'S REPORT:

Operations Manager Jones reported on the following items:

- Spillman
A Spillman system 1201 Patch was installed on March 6. Agencies experienced fatal errors with Mobile 4.6 and the Jail Reports malfunctioned. RiverCom has experienced less severe and fewer problems since the patch. Spillman is working on these issues.
- State E911 Report
Director Tirapelle and Administrative Services Manager Grupp attended a HUB meeting February 13-14. Following many hours of discussion among the rural-east counties, the State E911 Office has now resolved to hire a telecommunications consultant to research the cost and feasibility of a Vendor-Co-Located HUB and a Vendor-Owned HUB.
- Video Security Camera System Bid
RiverCom published a Request for Proposals for the equipment and installation of a Video Security Camera System at RiverCom. The bid opening is scheduled for March 29, 2012. A recommendation is expected to be presented to the Board at the April 11, 2012 meeting.
- Radio Systems Update
Radio Systems Technical Manager Josh Humphrey reported on the status of radio site projects:
 - RiverCom has made an offer for the purchase of property at the Crown Castle site. Otherwise, the status of the purchase remains unchanged since the previous meeting.
 - The Wenatchee Police Department transmitter has been relocated from the EWWD water tower to the EWWD water tower at Fancher Heights; the project will be completed this week.
 - RiverCom is working on the installation of a new radio tower at the Moses Stool site. The construction permit is pending; it is expected the work will begin in April.
 - The East Wenatchee Police Department radio transmitter move from the Federal Building to RiverCom has been completed.
- Motorola Simulcast System Expansion Contract
The final contract with Motorola is complete and was presented to the Board for review. The Scope of Work included in the contract is an extension of the current bid contract between RiverCom and Motorola for the build-out of the two-county simulcast system. The process for extending the contract has been reviewed and approved by the State Auditor's Office. Director Tirapelle recommends that the Board approve the final contract with Motorola in the amount of \$1,429,582.67 plus sales tax. Project payments will be made incrementally on a payment schedule with a 5% retainage pending the receipt of Motorola's final tax remittance to the State.

A MOTION was made by Board Member Barnhart to approve the Motorola contract for the build-out of the simulcast system in the amount of \$1,429,582.67 plus sales tax and to authorize the Chairman of the Board to sign the contract. Board Member Snyder seconded the motion. The motion passed unanimously.

It was further noted that RiverCom may need to make a budget adjustment to include carry-over funds from the previous year and that some payments for the project may be pushed-out to the year 2013.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Confidential Administrative Assistant Engler provided and reviewed the Financial Reports and Budget Summary for the month ending February 29, 2012.

2012 YTD Expenditures:

As of February 29, 2012, actual expenditures have been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 474,898	12.48%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ - 0 -	0%
Communications Tax Account	\$ 40,360	1.60%
Total:	\$ 515,258	8.12%

** The total Payroll and Personnel Benefits posted for the month of February in all accounts was \$230,360.62.*

2012 YTD Revenue:

As of February 29, 2012, actual revenue received has been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 202	0.07%
Local E911 Excise Tax	\$ 168,508	17.19%
Agency Assessments	\$ 471,179	19.64%
Communications Tax Revenue	\$ 197,134	18.12%
Site Leases	\$ 2,827	28.27%
Outside Revenue and Grants (Capital)	\$ 76	0%
Total:	\$ 987,566	17.66%

Staffing Report

- Twenty-seven (27) out of thirty (30) Emergency Services Dispatcher positions are currently filled with the following actions in progress:
 - One (1) employee is receiving on-the-job training with a Certified Training Officer.

- One (1) individual has been offered a Conditional Offer of Employment and is going through the pre-employment process.
 - Interviews for the position of Emergency Services Dispatcher are scheduled for March 22.
- Administrative Services Manager Grupp and Confidential Administrative Assistant Engler participated in a job fair on March 2 sponsored by WorkSource and the Wenatchee National Guard. The main focus of the job fair was employment for veterans. It was a good experience; about fifty (50) contacts made.
 - Administrative Services Manager Grupp will be out of the office from March 26 through April 10; she will return to work on April 11.

OPERATIONS MANAGER REPORT:

Operations Manager Jones reported on the following:

- RiverCom has recently participated in several agency outreach events:
 - Chelan County Fire District #9 Awards dinner on February 9
 - Chelan County PUD Public Education for Generation Safety Meeting February 21-23
 - RiverWest Retirement Home for NAMI March 20
- 911 Public Education Coordinator Kay McKellar has been selected to receive a National 911 Education Award from the NG911 Institute in Washington, DC. The award is for her coordination and promotion of 911 education and awareness in our community. Kay is the first winner of this particular award; she will be in Washington, DC on March 25-28 to attend the NENA “911 Goes to Washington Conference” and to receive her award.
- The RiverCom’s Telecommunicator Awards ceremony is scheduled for Wednesday, April 11, 2012 immediately following the RiverCom Administrative Board meeting – the awards program is expected to begin at approximately 10:30 AM.
- “Language Line” was used for 85 Spanish calls in the month of February totaling 242.4 minutes with the cost of \$237.55 paid by the State. Also in February, “Language Link” was used for 10 calls in Spanish for a total of 51.8 minutes and \$42.46 to be paid by the State.

RIVERCOM 911 OPERATIONS GROUP REPORT:

Board member Mosher reported on the following items:

- HipLink service is still being researched to determine if it is viable
- A conflict with the frequency at Goat Mountain was noted.
- Phase II of the simulcast build-out is being pushed-out to this fall.

GOOD OF THE ORDER:

- Board member Barnhart noted that he will not be in attendance at the April meeting; his alternate is scheduled to be in attendance.
- Chairman Goehner thanked the RiverCom Wellness Committee for the oranges provided to Board members at today's meeting.

ADJOURNMENT:

With no further business, the regular meeting of the Board was adjourned at 9:57 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*