

RIVERCOM 911

Administrative Board Meeting

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

Meeting Minutes

Wednesday, April 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 (Absent)*
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*
Keith Vradenburg, *Mayor, City of Entiat*

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:

Mike Burnett, *Chief Chelan County Fire District #1*
Jim Brown, *Technical and Support Services Manager, Wenatchee Police Department*
Dee Gutierrez, *RiverCom*
Rod Thomas, *Day Wireless Systems*
James Elliott, *Day Wireless Systems*

CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Board Member Burnett 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:

Confidential Administrative Assistant Engler asked the March 14, 2012 meeting minutes be amended as follows: On Page 4, under the notation for total payroll and personnel benefits, change the month from “January” to “February”.

A MOTION was made by Board Member Snyder to approve the March 14, 2012 Administrative Board Meeting minutes, as amended. Board Member Mosher seconded the motion. The motion passed unanimously.

A MOTION was made by Board Member Mosher to approve March payroll and benefit expenditures, and expense vouchers for payment on April 11, 2012 in the amount of \$364,833.74. Board Member Snyder seconded the motion. The motion passed unanimously.

The expense vouchers presented for approval were distributed as follows:

Maintenance and Operations Account	\$ 46,697.13
Capital Account	\$ -0-
User Equipment Replacement Account	\$ 259.27
General Communications Tax Account	\$ 4,568.35
Communications Tax Capital Projects Account	<u>\$ 313,309.99</u>
Total Vouchers:	\$ 364,833.74

BOARD CHAIRMAN’S REPORT:

- Spillman Applications Administrator (SAA) Task Force Report
SAA Task Force Chairman Harvey Gjesdal reported that the Task Force is on track and continues to work through possible SAA options.
- Director Tirapelle reported that Spillman Technologies has notified us that we are likely to have a new Spillman account manager replacing the current account manager, Josh Tukuafu.

DIRECTOR’S REPORT:

- State E911 Report
The State is trying to fill two (2) open positions; one in IT and one in GIS.
- Video Security Camera System Bid
The bid opening for a Video Security Camera System took place on March 29, 2012. The results of the bid opening were provided in the Board packets. Approximately thirteen (13) companies requested bid specifications. RiverCom received one (1) bid from Keyhole Security in the amount of \$ 52,925.45 plus tax. Director Tirapelle noted that system capabilities include night vision, site monitoring, recording, and audio. After a review of the bid documents, Director Tirapelle recommended that the Board accept and award the bid to Keyhole Security.

A MOTION was made by Board Member Snyder to award the bid for a Video Security Camera System in the amount of \$52,925.45 plus tax to Keyhole Security. Board Member Veeder seconded the motion. The motion passed unanimously.

- Housekeeping Services Bid

The bid opening for Housekeeping Services took place on April 5, 2012. The results of the bid opening were provided in the Board packets. RiverCom received four (4) bids. Director Tirapelle recommended that the Board accept and award the bid to All Clean Building Maintenance as the lowest responsible bidder. She added that a final contract will be contingent on the company successfully passing a background check and fingerprinting through Wenatchee Police Department.

A MOTION was made by Board Member Snyder to award the bid for Housekeeping Services in the amount of \$550.00 per month to All Clean Building Maintenance. Board Member Veeder seconded the motion. The motion passed unanimously.

- Purchase of Crown Castle Radio Site

RiverCom is still in the process of purchasing the Crown Castle radio site on Lower Badger Mountain. The owners have accepted RiverCom's offer of \$65,000. An Earnest Money check has been prepared for the opening of Escrow.

- Moses Stool Radio Site

RiverCom has been working on the installation of a radio tower at the Moses Stool site; a soil analysis has been completed and the tower has been ordered. However, it has recently come to our attention the site is within ten (10) miles of an adjacent property owner and will therefore require notification and a public hearing in order to obtain a building permit.

- Radio Systems Update

Radio Systems Technical Manager Humphrey reported that the site-prep work for the simulcast build-out at Pearl and Bridgeport will begin on April 23.

- Stehekin Radio Site

RiverCom is planning to revisit Stehekin in the near future to evaluate methods to improve radio transmissions. It was also noted CCFD#10 at Stehekin would be interested in acquiring any surplus portable radios from other agencies.

- Day Wireless Systems Personnel Update

Director Tirapelle informed the Board that the local Day Wireless shop has recently made some personnel changes. Day Wireless will be reassigning Management personnel to maintain customer service and contractual functions.

ADMINISTRATIVE SERVICES MANAGER REPORT:

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

2012 YTD Expenditures:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 737,054	19.37%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 9,061	60.41%
Communications Tax Account	\$ 90,295	3.58%
Total:	\$ 836,410	13.19%

** The total Payroll and Personnel Benefits posted for the month of March in all accounts was \$233,228.83.*

2012 YTD Revenue:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 256	0.09%
Local E911 Excise Tax	\$ 251,089	25.62%
Agency Assessments	\$ 661,383	27.58%
Communications Tax Revenue	\$ 466,628	24.53%
Site Leases	\$ 4,870	48.70%
Outside Revenue and Grants (Capital)	\$ 116	0%
Total:	\$ 1,384,342	24.75%

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.
 - Two (2) individuals have been offered Conditional Offers of Employment and will be starting the pre-employment process.

OPERATIONS MANAGER REPORT:

Operations Manager Jones reported on the following:

- For the month of March, RiverCom processed 20 calls through Language Line totaling 133 minutes and 32 calls through Language Link totaling 171 minutes. The costs for both services will be paid for by the State.

- The RiverCom Annual Telecommunicator Awards ceremony will be start at 10:30 AM following the Board meeting.

RIVERCOM 911 OPERATIONS GROUP REPORT:

Board member Mosher reported on the following items:

- After further review of HiLink services, it was determined that the product is cost-prohibitive. We will not be moving forward with this project.
- Beginning January 1, 2013, User agencies will have 10% of the prior year's Communication Sales Tax revenue available to them for the purchase of radio equipment. The ROG will need to develop the protocols for how the funds will be distributed. An extended ROG meeting will take place in May to prepare their recommendation to the Board.

GOOD OF THE ORDER:

- RiverCom will be featured in a video production made by the EMS Council.
- RiverCom was recently contacted by A&E to possibly participate in a production featuring close-calls.
- RiverCom's Team-of-the-Year award recipients have also won the State APCO Telecommunicator Team Award. Congratulations to Molly Elliott, Jessica DeMyer, Scott Heneghen, Ross Kellogg, and Renea Miller! Members of the team will be invited to and be presented with their award at the APCO Conference in Kennewick, WA June 19-22, 2012.

ADJOURNMENT:

With no further business, the regular meeting of the Board was adjourned at 9:48 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*