

# RIVERCOM 911

## Administrative Board Meeting

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

### Meeting Minutes

Wednesday, June 13, 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:

Doug Jones, *Captain, Wenatchee Police Department (as alternate for Chief Tom Robbins)*  
Brian Burnett, *Sheriff, Chelan County Sheriff's Office*  
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*  
Keith Vradenburg, *Mayor, City of Entiat*  
Chuck Fenton, *DCFD#2 Chief, North Central Fire Chief's Association*

#### 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*  
Stan Smoke, *Chief, Wenatchee Fire & Rescue*  
Jim Brown, *Technical and Support Services Manager, Wenatchee Police Department*  
Shawn Ballard, *Ballard Ambulance*  
Dee Gutierrez, *RiverCom, Guild President*  
Jeremiah Johnson, *RiverCom Shift Supervisor, Fire/EMS Tactical Group*

#### CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Board Member Mosher led the Pledge of Allegiance. Chairman Goehner welcomed those present and attendees introduced themselves.

**APPROVAL OF AGENDA:**

A revised agenda was presented to the Board with the cancellation of the SAA Task Force Presentation. The presentation will be rescheduled for the July 11 regular meeting. The agenda was approved as presented.

**APPROVAL OF MEETING MINUTES AND VOUCHERS:**

Board Member Mosher noted that he reviewed vouchers and recommended payment as follows:

Maintenance and Operations Account	\$ 98,922.96
Capital Account	\$ -0-
User Equipment Replacement Account	\$ -0-
General Communications Tax Account	\$ 5,070.24
Communications Tax Capital Projects Account	<u>\$ 153.29</u>
Total Vouchers:	\$ 104,146.49

***A MOTION** was made by Board Member Mosher to approve the May 9, 2012 Administrative Board Meeting minutes as presented, May payroll and benefit expenditures, and vouchers in the amount of \$104,146.49 for payment on June 13, 2012. Board Member Barnhart seconded the motion. The motion passed unanimously.*

**BOARD CHAIRMAN’S REPORT:**

• Determinate-Based Dispatch Presentation

Chief Stan Smoke made an informational presentation to the Board regarding the use of a determinate-based dispatching system. Currently, RiverCom dispatches apparatus based upon the Nature of the incident and a pre-set response plan tied to location. Determinate-based dispatching would further define the process by using a triage system to narrow-down the type of apparatus to be dispatched. Chief Smoke has also presented the concept to the North Central Fire Chief’s Association, the Wenatchee Firefighter’s Association, and the RiverCom Operations Group. The subject will be more fully discussed at the Fire-EMS Tactical Group meeting scheduled for June 20, 2012.

Board Member Barnhart noted that RiverCom is a User-based organization; any operational recommendation would need to come from a TAC Group rather than starting with the Board. Any such modification in operations would affect all the entities collectively.

For the record, Director Tirapelle clarified this proposal is not being driven by RiverCom, nor does RiverCom support or oppose the change.

• Staff Assignment - Spillman Issues Report

Operations Manager Jones reviewed the current open tickets and communication issues with Spillman Technologies. It was decided a follow-up letter would be forwarded to Spillman requesting a conference call with the company CEO Lance Clark.

- RiverCom Guild – Grievance Response

Correspondence regarding the RiverCom Guild grievance was included in Board packets. The grievance has advanced to Step 3; RiverCom legal counsel is working with the Guild legal counsel to select an arbitrator to hear the grievance.

## **DIRECTOR’S REPORT:**

Director Tirapelle reported on the following items:

### SAM and SNUG Meetings

Jim Brown provided an overview of the most recent SAM and SNUG meetings. A scheduled 12.01 patch was tabled due to a “bug” that was discovered immediately before the scheduled installation.

### Crown Castle Property Purchase

The title company handling the purchase of the Crown Castle radio site has requested documentation showing that the Board authorized the Chairperson to sign the final purchase documents.

***A MOTION** was made by Board Member Barnhart authorizing Chairman Goehner to sign the Purchase and Sale Agreement for the Crown Castle property on Lower Badger Mountain on behalf of the RiverCom 911 Administrative Board. Board Member Mosher seconded the motion. The motion passed unanimously.*

### Resolution 2012-3: Authorizing the Director to Act as a Medical Control Representative for RiverCom

Director Tirapelle reviewed Resolution 2013-3 with the Board which would authorize the Director to serve as the Emergency Medical Dispatch Medical Control Representative for RiverCom. After a short discussion, it was decided to table any action pending further research.

### Radio Site Updates

Radio Systems Technical Manager Humphrey provided a brief report on the status of work being completed at the radio sites. The project is on schedule, pending the finalization of FCC licensing.

The video security camera system installation at RiverCom is nearly complete. All of the cameras have been installed; the server is expected to be installed next week.

### Memorandum of Understanding with Wenatchee Valley College

Director Tirapelle reported the Memorandum of Understanding between RiverCom and Wenatchee Valley College has been signed. The agreement is a revenue-neutral partnership allowing RiverCom to use the Administrative Conference Room at the College a back-up operations site in the event of an evacuation of the current facility.

### 2013 Annual Budget

Director Tirapelle informed the Board staff would be starting their work on the preliminary 2013 annual budget proposal. The financial review committee will be convened toward the end of July.

### Director's Retirement Letter

Director Tirapelle officially submitted her Letter of Resignation to the Board dated June 13, 2012. It is her intent to retire no later than September 28, 2012.

Chairman Goehner expressed the appreciation of the Board for all of the work she has accomplished during forty-four (44) years of service in public safety communications and for her service to the community.

After a short discussion, it was decided the members will meet after their regular July 11 Board Meeting to discuss the replacement process.

***A MOTION** was made by Board Member Barnhart to accept Director Tirapelle's Letter of Resignation. Board Member Snyder seconded the motion. The motion passed unanimously.*

### **ADMINISTRATIVE SERVICES MANAGER REPORT:**

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

#### 2012 YTD Expenditures:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 1311,568	34.46%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 9,320	62.14%
Communications Tax Account	\$ 550,969	21.84%
<b>Total:</b>	<b>\$ 1,871,858</b>	<b>29.51%</b>

*\* The total Payroll and Personnel Benefits posted for the month of May in all accounts was \$237,284.66.*

#### 2012 YTD Revenue:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 439	0.15%
Local E911 Excise Tax	\$ 418,948	42.75%
Agency Assessments	\$ 1,047,605	43.68%
Communications Tax Revenue	\$ 743,797	39.10%
Site Leases	\$ 6,685	66.85%

Outside Revenue and Grants (Capital)	\$ 157	0%
<b>Total:</b>	<b>\$ 2,217,632</b>	<b>39.65%</b>

Resolution 2012-1: Adopting a Vendor List Process and Resolution 2012-2: Adopting a Small Works Roster Process

Resolutions 2012-1 and 2012-2 were provided in Board packets for review.

***A MOTION** was made by Board Member Barnhart to approve and adopt Resolution 2012-1 Adopting a Vendor List Process and Resolution 2012-2 Adopting a Small Works Roster process. The motion was seconded by Board Member Mosher. The motion passed unanimously.*

RiverCom Administrative Policy: Purchasing and Procurement

The Purchasing and Procurement Policy was provided in Board packets for review.

***A MOTION** was made by Board Member Snyder to approve and adopt RiverCom Administrative Policy: Purchasing and Procurement. The motion was seconded by Board Member Veeder. The motion passed unanimously.*

Resolution 2012-4: Approving and Adopting a Budget Amendment

Resolution 2012-4 was provided in Board packets for review.

***A MOTION** was made by Board Member Barnhart to approve and adopt Resolution 2012-4 Approving and Adopting a Budget Amendment to allow for the purchase of replacement equipment. The motion was seconded by Board Member Mosher. The motion passed unanimously.*

Staffing Report

Three (3) Emergency Services Dispatcher positions remain open. Interviews are scheduled for June 14, 2012.

AWC WellCity Award

For the second consecutive year, RiverCom is the recipient of the AWC Well-City Award. The award will provide RiverCom and its employees with a two-percent (2%) discount on 2013 medical insurance premiums. Administrative Services Manager Grupp noted that the award was earned due to the collective efforts and activities of RiverCom personnel serving on the RiverCom Wellness Committee.

**OPERATIONS MANAGER REPORT:**

Operations Manager Jones reported on the following:

- For the month of May, RiverCom processed 26 calls through Language Line totaling 195 minutes. Operations Manager Jones did not have the information for May calls made through Language Link. The costs for both services will be paid for by the State 911 Program.

- Operations for Memorial Day Weekend went very well. Operations Manager Jones briefly discussed staffing changes that might be considered for next year.

**RIVERCOM 911 OPERATIONS GROUP REPORT:**

Board member Mosher reported on the following items:

- The RiverCom Operations Group met June 12, 2012 and adopted protocols for the disbursement of the Users 10% share of Communications Tax revenue. The plan includes a process wherein 25% of the annual allotment will be set aside, not to exceed \$200,000, to be disbursed through an application process to the Operations Group. 75% of the annual allotment will be divided equally among the Users and made available for their use on eligible budget items. Each member agency may choose to expend their portion of the funds annually, save-up the funds or pool the funds among a group of agencies. A Memorandum of Understanding defining the protocols will be drafted.

**GOOD OF THE ORDER:**

There was no further comment.

**ADJOURNMENT:**

With no further business, the regular meeting of the Board was adjourned at 10:28 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:**

- Director Tirapelle to contact risk management insurance representative in regard to pending Resolution 2012-3 and impact to RiverCom liability.