

# RIVERCOM 911

## Administrative Board Meeting

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

### Meeting Minutes

Wednesday, July 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:

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:

Jim Brown, *Technical and Support Services Manager, Wenatchee Police Department*  
Curt Lutz, *Chelan County Regional Jail*  
Ron Wineinger, *Chelan County Regional Jail*  
Chris Sharp, *Chelan County Regional Jail*  
Dee Gutierrez, *RiverCom, Guild President*

#### CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Board Member Gjesdal led the Pledge of Allegiance. Chairman Goehner welcomed those present and attendees introduced themselves. Chairman Goehner introduced Curt Lutz as the new Director of the Chelan County Regional Jail.

**APPROVAL OF AGENDA:**

Director Tirapelle requested to add “Subordination of Lease” as Item (e) under the Director’s Report. The agenda was approved with the addition.

**APPROVAL OF MEETING MINUTES AND VOUCHERS:**

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

Maintenance and Operations Account	\$ 38,639.10
Capital Account	\$ -0-
User Equipment Replacement Account	\$ 8,627.76
General Communications Tax Account	\$ 3,950.64
Communications Tax Capital Projects Account	<u>\$ 112,733.44</u>
Total Vouchers:	\$ 163,950.94

*A MOTION was made by Board Member Mosher to approve the June 13, 2012 Administrative Board Meeting minutes as presented, June payroll and benefit expenditures, and vouchers in the amount of \$163,950.94 for payment on July 11, 2012. Board Member Snyder seconded the motion. The motion passed unanimously.*

**BOARD CHAIRMAN’S REPORT:**

- SAA Task Force Presentation  
Serving as Chairman of the SAA Task Force, Harvey Gjesdal reviewed the history, formation, and purpose of the SAA Task Force. Doug Jones provided a hand-out to the Board and a delivered a PowerPoint presentation that summarized the process of developing a course of action with regard to establishing a one-point-of-contact Spillman Applications Administrator (SAA). The SAA Task Force presented the Board with the top three (3) scenarios with the understanding that the position would be funded through an MOU among the five (5) primary law enforcement users.

1. Hire an Independent SAA
2. Contract for SAA services
3. Utilize the Information Systems Technician at RiverCom on a part-time basis

A discussion took place about the advantages and disadvantages of each, how a contract could be authorized, the level of commitment between agencies.

- The Board directed Doug Jones to schedule presentations with each of the participating agencies within the next month and report back to the Board at their next regular meeting on August 8.

Chairman Goehner thanked everyone for their involvement in the process.

Chairman Goehner called a 5 minute recess at 9:50 AM.  
The meeting was called back to order and reconvened at 9:55 AM.

- Conference Call with Spillman Technologies

A conference call is scheduled with Spillman Technologies on July 26 to discuss ongoing and outstanding issues. Operations Manager Jones provided the Board with a status update on issues.

## **DIRECTOR'S REPORT:**

Radio Systems Technical Manager Humphrey provided a short report on the status of work being conducted at radio sites. Work on the radio expansion project is being completed on time.

Director Tirapelle reported on the following items:

### Video Camera Security System Project

Keyhole Security has nearly completed the installation of the Video Camera Security System at RiverCom. The system is up and running with one delay involving an upgraded server that is on order. Director Tirapelle recommended that RiverCom pay Keyhole Security for at least 50% of the project; the Board approved the request to issue payment.

### Crown Castle Property Purchase

Final documents to purchase the Crown Castle property are in process of completion.

### Subordination of Rental Lease

RiverCom holds a lease agreement with the Hamilton Group for storage space in their building. The Hamilton Group is in the process of securing a loan through Banner Bank using the property as collateral. Pioneer Title is requesting RiverCom sign a Subordination of Rental Lease agreeing to continue to pay rent to the title holder in the event of a default.

***A MOTION** was made by Board Member Barnhart authorizing Chairman Goehner to sign the Subordination of Rental Lease pending review and recommendation by Attorney Steve Crossland. Board member Phil Mosher seconded the motion. The motion was passed unanimously.*

### Visit to Stehekin

RiverCom staff, the Chelan County Sheriff's Office management team, and the Chelan County Public Works Addressing Coordinator traveled to Stehekin on June 27. RiverCom wished to evaluate radio communications and coordinate with the National Park Service on mapping and addressing. The Chelan County Sheriff's conducted a town meeting. RiverCom committed to reinstall the Sheriff's repeater at the Stehekin Community Center, including the required Department of Homeland Security site improvements. With the appropriate permissions, RiverCom will also install a Rohn 45' tower to enhance the elevation of the transmitter. Additionally, the tower may be used in the future to install a 900 Mhz telephone system link. Sheriff Burnett noted that the community is seeking some outside help toward emergency communications and assistance in a support role.

## ADMINISTRATIVE SERVICES MANAGER REPORT:

Administrative Services Manager Grupp provided and reviewed the Financial Reports and Budget Summary for the month ending June 30, 2012.

### 2012 YTD Expenditures:

As of June 30, 2012, actual expenditures have been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 1,634,701	42.95%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 9,320	28.91%
Communications Tax Account	\$ 569,949	22.59%
<b>Total:</b>	<b>\$ 2,213,970</b>	<b>34.81%</b>

*\* The total Payroll and Personnel Benefits posted for the month of June in all accounts was \$238,095.75.*

### 2012 YTD Revenue:

As of June 30, 2012, actual revenue received has been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 563	0.19%
Local E911 Excise Tax	\$ 502,097	51.23%
Agency Assessments	\$ 1,237,810	51.61%
Communications Tax Revenue	\$ 892,834	46.93%
Site Leases	\$ 7,813	78.13%
Outside Revenue and Grants (Capital)	\$ 157	0%
<b>Total:</b>	<b>\$ 2,641,273</b>	<b>47.22%</b>

### Staffing Report

- Emergency Services Dispatcher Corianne Courtney successfully completed basic training and was released to regular duty in July.
- Three (3) Emergency Services Dispatcher positions remain open. Interviews are scheduled for August 1, 2012.

## OPERATIONS MANAGER REPORT:

Operations Manager Jones reported on the following:

- For the month of May, RiverCom processed 26 calls through Language Line totaling 196 minutes and 32 calls through Language Link totaling 187 minutes. For the month of June 23 calls were processed through Language Line for a total of 136 minutes and 42 calls were processed through Language Link for a total of 295 minutes. All costs are paid by the State E911 Office.

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

Board member Mosher reported on the following items:

- The RiverCom Operations Group met July 10, 2012 and accepted a Memorandum of Understanding outlining the distribution and protocols of the Users 10% share of Communications Tax revenue that becomes available on January 1, 2013. Seventy-five percent (75%) of the annual allotment will be divided equally among the participating users with twenty-five (25%) set aside, not to exceed \$200,000, to be distributed through an application process. RiverCom legal counsel reviewed and approved the MOU as to form.

***A MOTION** was made by Board Member Barnhart to accept the Memorandum of Understanding between RiverCom and participating user agencies that sets forth protocols related to the disbursement of Communications Tax revenue to such agencies as of January 1, 2013. Board Member Mosher seconded the motion. The motion passed unanimously.*

- The Fire-EMS TAC group recently met to discuss the possibility of RiverCom implementing a determinate-based dispatching system. The group would like to know what the time difference is between the ways calls are currently dispatched compared to a determinate-based system in order to make further evaluation. RiverCom will work to implementing a test period utilizing the determinate-based dispatching model.

## **GOOD OF THE ORDER:**

- Administrative Services Manager Grupp informed the Board that a 2013 pre-budget meeting with the Budget Review Committee has been scheduled for August 2, 2012 at 1:30 PM.
- Administrative Services Manager Grupp reported that Association of Washington Cities (AWC) is estimating a 10% increase in medical insurance premiums for 2013.
- Operations Manager Jones provided a summary of the statistical call volume history for Memorial Day weekend 2005-2012.
- Operations Manager Jones reported on an electrical weather event that recently took place in the area; RiverCom answered 268 calls in a very short time period.
- Chairman Goehner asked for a clarification regarding standard dispatcher response to reports of illegal fireworks. As follow-up, Director Tirapelle will look into the call in question.
- Board Member Snyder inquired about a call-for-service involving an injured Douglas County Deputy; Director Tirapelle and Operations Manager Jones provided specifics about the call in question.

### Director Position

An updated job description was provided to Board Members at the previous meeting for review. Director Tirapelle asked the Board for their comment; a short discussion took place to clarify some items.

**A MOTION** was made by Board Member Barnhart to accept the updated job description for the Director position as presented. Board Member Veeder seconded the motion. The motion passed unanimously.

A further discussion took place about the process of filling the Director position.

**EXECUTIVE SESSION**

At 10:58 AM, the regular meeting recessed into Executive Session not to exceed thirty (30) minutes to discuss employee qualifications for the position of Director.

At 11:25 AM the Board reconvened into regular session.

No action was taken.

**ADJOURNMENT:**

With no further business, the regular meeting of the Board was adjourned at 11:25 AM.

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

ATTEST:

\_\_\_\_\_  
Mildred Tirapelle, Secretary to the Board

\_\_\_\_\_  
Date

**Staff Assignments:**

- Review the processing of a 911 call reporting the use of illegal fireworks in Leavenworth.
- Provide Commissioner Snyder with a wave-file copy of a call-for-service involving an injured Deputy.

**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*