

RIVERCOM 911

Administrative Board Meeting

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

Meeting Minutes

Wednesday, August 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*
Wayne Barnhart, *Councilmember, City of East Wenatchee (Absent)*
Phil Mosher, *Operations Representative, Chief, Chelan County Fire District #6*
Tim Detering, *Councilmember, City of East Wenatchee, alternate for Board Member Wayne Barnhart*

Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*
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*
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*
Dee Gutierrez, *RiverCom, Guild President*

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:

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 | \$ 29,911.28 |
| Capital Account | \$ -0- |
| User Equipment Replacement Account | \$ 8,612.04 |
| General Communications Tax Account | \$ 4,020.07 |
| Communications Tax Capital Projects Account | <u>\$ 34,230.47</u> |
| Total Vouchers: | \$ 76,773.86 |

***A MOTION** was made by Board Member Mosher to approve the July 11, 2012 Administrative Board Meeting minutes as presented, July payroll and benefit expenditures, and vouchers in the amount of \$76,773.86 for payment on August 8, 2012. Board Member Snyder seconded the motion. The motion passed unanimously.*

BOARD CHAIRMAN’S REPORT:

- SAA Task Force Presentations
SAA Task Force Chairman Harvey Gjesdal reported that the Course of Action (COA) power point presentation was made to the two City councils and the two County commissions. The Councils and Commissions seemed to be most supportive (at least for the near future) of the vendor supported option. At this point, a contract with Athena Advanced Networks needs to be prepared addressing the financial responsibility and commitments of each of the partner agencies.
- Conference Call with Spillman Technologies
After attending a SAM meeting on August 7, Chairman Goehner decided to postpone a pending conference call scheduled with Spillman Technologies.

DIRECTOR’S REPORT:

Records Requests Fees

Director Tirapelle presented information to the Board regarding non-user agency records requests and recommended the adoption of a fee schedule. Brian Burnett and Tom Robbins provided input and offered to look into WASPC recommendations on the subject. The Board asked that more research be conducted by Staff.

Radio Site Updates

Radio Systems Technical Manager Humphrey provided a short report on the status of work being conducted at radio sites. Work continues at the four (4) primary sites; work is being completed on time.

State E911 Office

The State E911 Office is now under new leadership. Brigadier General Bret Dougherty has been appointed as the new Adjutant General.

Director Job Description

Director Tirapelle recommended the job description for the position of Director be modified with regard to polygraph examinations.

*A **MOTION** was made by Board Member Mosher to change to language in the Director Job Description to read that the Board reserves the right to require a polygraph test. The motion was seconded by Board Member Snyder. The motion passed unanimously.*

Carpet Replacement

RiverCom is in the process of soliciting bids to replace worn-out static control carpeting. The continuous conductive monofilament carpeting is needed to protect the electrostatic sensitive equipment at RiverCom. Bids are due on August 17, 2012.

Supplemental State E911 Funds

Director Tirapelle reported that as a result of the State 911 protocols and their reimbursement schedule, RiverCom has about \$170,000 in available funding that could be spent in budget year 2012 for the redundant fail-over server system recommended in the Athena Advanced Networks hardware audit. The Board requested that a supplemental budget with recommendations be presented at the September Board meeting.

A further discussion took place about RiverCom's equipment and technical systems. It was noted that the Interlocal Agreement addressed RiverCom's responsibility for CAD and RMS. Today there are fifteen (15) more secondary systems attached to the RiverCom system. More importantly, RiverCom's is now maxed-out on available power for additional equipment. Due to the complexity of the network, then and now, Phil Mosher asked Staff to prepare a schematic and brief presentation at the September Board meeting.

ADMINISTRATIVE SERVICES MANAGER REPORT:

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

2012 YTD Expenditures:

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

| | <u>Dollar Amount</u> | <u>% of Budget</u> |
|------------------------------------|----------------------|--------------------|
| Maintenance and Operations Account | \$ 1,901,887 | 49.97% |
| Capital Projects Account | \$ - 0 - | 0% |
| Equipment Replacement Account | \$ 17,948 | 55.67% |
| Communications Tax Account | \$ 700,478 | 27.76% |
| Total: | \$ 2,620,313 | 41.19% |

** The total Payroll and Personnel Benefits posted for the month of July in all accounts was \$242,583.89.*

2012 YTD Revenue:

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

| | <u>Dollar Amount</u> | <u>% of Budget</u> |
|--------------------------------------|----------------------|--------------------|
| Outside Revenue and Grants | \$ 650 | 0.22% |
| Local E911 Excise Tax | \$ 586,837 | 59.88% |
| Agency Assessments | \$ 1,431,248 | 59.67% |
| Communications Tax Revenue | \$ 1,050,965 | 55.24% |
| Site Leases | \$ 8,941 | 89.41% |
| Outside Revenue and Grants (Capital) | \$ 157 | 0% |
| Total: | \$ 3,078,799 | 55.04% |

Budget Review

A Budget Review Committee meeting took place on August 2 to review the preliminary 2013 budget. Karen Goodwin was present to review the budget. Administrative Services Manager Grupp plans to meet with each Board member to review the 2013 preliminary budget proposal and RiverCom's transition to the new budget format recommended by the State.

State E911 Office

Coordinator Support and Financial Manager David Tomlinson is no longer with the State E911 Office. His position has not yet been filled.

The Legislature just took \$2 million from the designated E911 account to pay for narrowbanding radios for the WA State Department of Corrections. The reallocation of 911 funds is in violation of federal statutes and thereby jeopardizes Washington State's ability to receive federal grants. The State 911 Office is researching how this reallocation managed to happen and how they can protect the \$1M+ grant they are currently scheduled to receive.

Fire Simulcast Grant Audit

A State auditor will be at RiverCom next week to conduct an audit of the 2009 DHS Firefighter Assistance Grant project. After they are finished at RiverCom, they will audit Chelan County Fire District #5. The audit fees for both agencies will come out of the RiverCom Communications Tax Fund.

Staffing Report

- Interviews were conducted on August 1 for the position of Emergency Services Dispatcher. One (1) candidate was selected to move forward.

OPERATIONS MANAGER REPORT:

There was no report.

RIVERCOM 911 OPERATIONS GROUP REPORT:

There was no further report.

GOOD OF THE ORDER:

- Director Tirapelle provided two (2) estimates from Consultants who would be interested in providing recruitment and hiring services for the position of RiverCom Director. The Board discussed whether or not they would prefer to use a recruitment agency to fill the Director position or conduct an in-house recruitment and hiring process. It was decided, Director Tirapelle and Confidential Administrative Assistant Engler would schedule a meeting with Commissioner Goehner and County Administrator Cathy Mulhall to review how Chelan County handled the recent hiring of the Regional Jail Director.

ADJOURNMENT:

With no further business, the regular meeting of the Board was adjourned at 10:51 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*

Staff Assignments:

- Prepare a brief presentation and schematic of the RiverCom computer network.
- Schedule an appointment with Commissioner Goehner and County Administrator Cathy Mulhall to discuss recruitment and hiring.