

RIVERCOM 911

Administrative Board Meeting

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

Meeting Minutes

Wednesday, September 12, 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 (Absent)*

Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
John Wisemore, *Undersheriff, Chelan County Sheriff's Office (Substitute for Brian Burnett)*

RiverCom Personnel Present:

Millie Tirapelle, *Director*
Criselia Grupp, *Administrative Services Manager*
Jackie Jones, *Operations Manager*
Josh Humphrey, *Radio Systems Technical Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Buell Hawkins, *Citizen*
Stan Smoke, *Chief, Wenatchee Fire and Rescue*
Karen Goodwin, *Chief Accountant, Douglas County Finance*
Kay McKellar, *RiverCom 911*

CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:01 AM and 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:

The following items were presented to the Board for approval:

- Meeting Minutes for August 8, 2012
- Special Meeting Minutes for September 5, 2012
- August Payroll and Benefits in the amount of \$ 234,382.90
- Accounts Payable Vouchers in the Amount of \$ 898,246.12 for September 12, 2012

Maintenance and Operations Account	\$ 29,820.83
Capital Account	\$ -0-
User Equipment Replacement Account	\$ 27.33
General Communications Tax Account	\$ 9,531.01
Communications Tax Capital Projects Account	<u>\$ 858,866.95</u>
Total Vouchers:	\$ 898,246.12

Board Member Barnhart noted that he reviewed vouchers and recommended payment.

***A MOTION** was made by Board Member Barnhart to approve the August 8, 2012 Administrative Board Meeting minutes and the September 5, 2012 Special Board Meeting minutes as presented, August payroll and benefit expenditures, and vouchers in the amount of \$898,246.12 for payment on September 12, 2012. Board Member Veeder seconded the motion. The motion passed unanimously.*

BOARD CHAIRMAN’S REPORT:

- Interim Director
At the Special Meeting conducted on September 5, 2012, the RiverCom Administrative Board appointed Criselia Grupp as the Interim Director until such time that a Director is hired for the position. The appointment is to become effective September 29, 2012.

As a point of order, Board Member Barnhart noted that there was a discrepancy in the effective start date for the Interim Director; the September 5, 2012 minutes noted a start date of October 1, 2012 but that the appointment will actually become effective September 29, 2012, the day after Director Tirapelle leaves employment.

***A MOTION** was made by Board Member Snyder that the appointment of Criselia Grupp to the Interim Director position will become effective September 29, 2012, the motion to supersede the date of October 1, 2012 previously approved at the September 5, 2012 Special Meeting. Board Member Veeder seconded the motion. The motion passed unanimously.*

- SAA Task Force Presentations
SAA Task Force Chairman Harvey Gjesdal provided follow-up discussion on the Course of Action (COA) power point presentation made to the two City councils and the two County commissions. Although the Councils and Commissions have been supportive of

a vendor-supported SAA model, it has also been suggested that the SAA Task Force revisit the idea of an internally-supported SAA option.

Director Tirapelle added that a draft contract from Athena Network Systems had been forwarded to agencies and is currently under review by their attorneys. Several Board Members noted that there is ongoing comment and discussion about this topic.

Gjesdal suggested that the SAA Task Force reconvene to review comment as a result of the presentations made to Councils and Commissions and the draft contract with Athena. The Board will table the topic and wait to hear back from the SAA Task Force.

DIRECTOR'S REPORT:

Radio Site Updates

Radio Systems Technical Manager Humphrey provided a short report on the status of work being conducted at radio sites.

- A new 160-foot tower has been installed at Moses Stool radio site. All equipment has been installed and powered-up; as a precautionary measure the equipment will need to sit for 30 days before being changed-over on October 17.
- The purchase of the Crown Castle property has been completed; the title of the property has been transferred to RiverCom. A discussion took place about the property boundaries; RiverCom staff to follow-up.
- Site preparation and coordination of primary frequencies are on schedule for the Simulcast Radio cut-over scheduled for October 17. There is an issue with a tactical law frequency at Goat Mountain; RiverCom is seeking to find an adjustment to resolve the situation.

Wenatchee EMS – Memorandum of Understanding

The City of Wenatchee is working on an agreement with Lifeline and Ballard Ambulance companies regarding the provision of emergency medical services. Director Tirapelle stated that the primary communications frequencies used for these calls are licensed and owned by RiverCom; she suggested the word "tactical" be used in contract language to clarify expectations and the use of communications frequencies. If the agreement results in a significant and quantifiable change in communications and dispatch services with RiverCom, we may need to re-evaluate and re-visit contracts with ambulance companies.

A discussion took place about how the agreement might further impact RiverCom and the outcome of funding consequences to all user agencies. It was generally agreed that a task force might be organized in the future to re-evaluate the levels and types of services that RiverCom is providing to all user agencies and to further re-examine funding structures and matrixes.

Carpet Replacement

The bid for the replacement of static-control carpeting was awarded to Carpet Cleaning Specialists (CCS). A project kick-off meeting took place on September 6, 2012. The carpet replacement is scheduled for October 28-30, 2012.

Athena Networks – Memorandum of Understanding

RiverCom has signed a Memorandum of Understanding with Athena Networks to conduct an audit in October; they will also provide a hardware estimate at that time.

November Board Meeting

Due to the State E911 meeting schedule, Director Tirapelle recommended changing the date of the November Board meeting from November 14 to November 7, 2012 and asked that the Board schedule a workshop time following the meeting to conduct a review of applications for the position of Director and select candidates for final interview. The Board was in agreement.

Director – Post-Employment Compensation Agreement

A draft Post Employment Compensation Agreement was provided in Board packets for review. The agreement states that RiverCom will compensate Mildred Tirapelle at her current hourly rate of pay and reimburse her for travel and lodging expenses for any assistance she provides to RiverCom that is related to her work from June 1, 2006 – September 28, 2012, should she be required to come back to complete any business on behalf of RiverCom. (A separate professional services contract will be issued for Tirapelle's work related to the Director hiring process.)

***A MOTION** was made by Board Member Barnhart to approve the Post Employment Compensation Agreement between RiverCom 911 and Mildred Tirapelle as presented. Board Member Snyder seconded the motion. The motion passed unanimously.*

Interim Salary Recommendations

The Board was provided with a chart showing possible salary increase rates for the positions of Administrative Services Manager and Confidential Administrative Assistant as compensation for working out of class.

***A MOTION** was made by Board Member Barnhart to provide a 20% salary increase to Administrative Services Manager Criselia Grupp and Confidential Administrative Assistant Staci Engler as compensation for working out of class until such time that a Director is hired. The motion was seconded by Board Member Snyder. The motion passed unanimously.*

Recruitment Flyer – Position of Director

Confidential Administrative Assistant Engler provided a revised draft copy of the Director recruitment flyer to the Board for review and approval. The Board approved the flyer as presented. The job announcement will be posted and sent-out as scheduled. The target date to issue the job announcement will be the week of September 17.

Interviews – Position of Director

A short discussion took place about the format of the interviews to be conducted for the position of Director. Director Tirapelle recommended the Board conduct a single-panel interview process for the hiring process. Director Tirapelle presented a list of suggested interviewers to represent a cross-section of interested stakeholders. Interviews are scheduled for Friday, November 16, 2012. After further discussion, the Board decided to also schedule Saturday, November 17, 2012 to conduct second interviews with top candidates.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Administrative Services Manager Criselia Grupp reported on the following items:

State E911 Office

- RiverCom has received FY2012 contract funding in the amount of \$246,820. Funds were deposited into our account in August.
- State E911 Technical Manager Corey Sulenes and GIS Manager Dan Miller plan to visit RiverCom in October to review RiverCom’s GIS systems and capabilities. They are in the process of coordinating with Alta Vista, a company that the State has contracted with to evaluate possible HUB/Remote and Vender Hosted solution for PSAPs with Intrado Customer Premises Equipment (CPE). The State has also expressed an interest in having RiverCom be a pilot PSAP for texting functions in preparation for NG911 operations. Depending on the timing of their visit, they may also be in attendance at the October Board meeting.

Staffing Report

- One candidate is currently going through the pre-employment process for the position of Emergency Services Dispatcher.
- Several applicants are scheduled for skills testing for Emergency Services Dispatcher positions.

Financial Reports and Budget Summary

2012 YTD Expenditures:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 2,151,978	56.55%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 26,560	82.38%
Communications Tax Account	\$ 753,051	29.85%
Total:	\$ 2,931,589	46.09%

** The total Payroll and Personnel Benefits posted for the month of August in all accounts was \$234,382.90.*

2012 YTD Revenue:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 247,478	82.96%
Local E911 Excise Tax	\$ 671,785	68.55%
Agency Assessments	\$ 1,624,120	67.71%
Communications Tax Revenue	\$ 1,243,163	65.34%
Site Leases	\$ 10,069	100.69%
Outside Revenue and Grants (Capital)	\$ 757	0%
Total:	\$ 3,797,373	67.89%

Resolution 2012-5: Communications Tax Account Budget Amendment

Resolution 2012-5 was presented to the Board for review and approval. The resolution allows for a budget amendment to account for additional expenditures to be paid from the Communications Tax Capital Account of the 2012 Annual Budget. The funds allotted to pay for the expenditures was unanticipated and carried over from the 2011 budget year.

***A MOTION** was made by Board Member Snyder to approve and adopt Resolution 2012-5 to amend the Communications Tax Account 2012 Annual Budget. Board Member Veeder seconded the motion. The motion passed unanimously.*

Fire Simulcast Grant Audit

A State auditor is nearing completion of the audit for the 2009 DHS Firefighter Assistance Grant project. Federal grant requirements stipulate that the audit be complete by September 30. In the case that the Auditor does not meet the deadline, RiverCom will request an extension on the completion date. It was also noted that there is an expected finding based on the federal requirements of the Davis-Bacon Act; the Act requires that federal grant recipients receive weekly prevailing wage confirmation reports from the contractor rather than an Affidavit of Prevailing Wages Paid at the end of the Contract.

Equipment Replacement Funding

The Board discussed the need to establish a true ER&R account to schedule and pay for ongoing equipment replacement including the replacement of equipment currently being purchased with communication tax funds. It was noted that the Interlocal Agreement does not currently allow for users to fund replacement of capital equipment.

2013 Preliminary Budget Review

Administrative Services Manager Grupp reviewed the highlights of the preliminary 2013 Annual Budget. Karen Goodwin has reviewed the Budget on behalf of the Budget Review Committee; the only question she had has been resolved. The 2013 Annual Budget reflects an overall decrease of about \$7,500 compared to 2012.

A discussion took place about merging the ER&R account and equipment replacement account in order to form a true ER&R account. It was agreed that current funds in the two (2) accounts

can be used for equipment replacement, however, any future funding mechanism for capital items will have to be discussed and agreed upon with user agencies.

***A MOTION** was made by Board Member Snyder to merge the ER&R Account and the Equipment Replacement Account for the year 2013 Annual Budget. Board Member Barnhart seconded the motion. The motion passed unanimously.*

OPERATIONS MANAGER REPORT:

Operations Manager Jones reported on the following items:

Language Services

For the month of August, RiverCom processed 55 Language Line calls for 310 minutes at a cost of \$303.96 and 39 Language Link calls totaling 2344 minutes at a cost of \$192.04. Costs will be paid by the State E911 Office.

Regional Fires

RiverCom has been extremely busy call volume over the past several days processing calls resulting from lightening storm incidents and the resulting regional fires. A statistical report and map was handed-out to the Board showing current fires in the region. There was also a land-line phone outage that affected 5,000 residents in Douglas County. Dispatch personnel did an excellent job processing multiple and ongoing calls for service.

Determinate- Based Dispatching Trial

Determinate-based dispatching software has been downloaded on a training laptop and is up and running; however, testing has not moved forward as we would like due to staffing shortages.

RIVERCOM 911 OPERATIONS GROUP REPORT:

There was no further report.

GOOD OF THE ORDER:

- Chairman Goehner thanked Millie Tirapelle for her service as Director at RiverCom for the past six years. He presented and read aloud Resolution 2012-6 recognizing Director Tirapelle for her years of services and achievements in public safety communications. The Resolution also marked September 12, 2012 as Mildred Tirapelle Day. A reception took place immediately following the meeting. Director Tirapelle's last day of employment will be September 28, 2012; she plans to retire immediately thereafter.

***A MOTION** was made by Board Member Barnhart to approve and adopt Resolution 2012-6 recognizing Director Mildred Tirapelle for her years of service and achievements in public safety communications and at RiverCom 911. Board Member Snyder seconded the motion. The motion was passed unanimously.*

A round of applause followed.

ADJOURNMENT:

With no further business, the regular meeting of the Board was adjourned at 11:20 AM.

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

ATTEST:

Criselia Grupp, Interim Director
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*