

# RIVERCOM 911

## RiverCom Administrative Board

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

### Meeting Minutes

Wednesday, November 7, 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:

Tom Robbins, *Chief, Wenatchee Police Department*  
Brian Burnett, *Sheriff, Chelan County Sheriff's Office*  
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*

#### RiverCom Personnel Present:

Criselia Grupp, *Administrative Services Manager*  
Jackie Jones, *Operations 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, *Wenatchee Police Department*

#### 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; attendees introduced themselves.

**APPROVAL OF AGENDA:** The agenda was approved as presented.

#### CONSENT AGENDA

- A. Approve Board Meeting Minutes for October 10, 2012
- B. Approve October Payroll and Benefits in the amount of \$222,389.66
- C. Approve Accounts Payable Vouchers in the Amount of \$83,375.26 for November 7, 2012

i.	Maintenance and Operations Account	\$ 26,073.98
ii.	General Communications Tax Account	\$ 5,522.89
iii.	Communications Tax Capital Projects Account	<u>\$ 51,778.39</u>
	Total Vouchers:	\$ 83,375.26

**A MOTION** was made by Board Member Mosher to approve the Consent Agenda. Board Member Veeder seconded the motion. The motion passed unanimously.

**BOARD CHAIRMAN'S REPORT:** There was no report.

**DIRECTOR'S REPORT:**

Interim Director Grupp reported on the following items:

- A. Anti-Static Carpet Replacement  
The replacement of anti-static carpet tiles was completed October 28-30, 2012. A certificate has been received that it meets Motorola R56 grounding standards.
- B. Athena Networks Follow-Up Audit  
Dennis Matzen with Athena Networks was present at RiverCom on October 28-30, 2012; he completed a review and report as a follow-up to the system audit performed at RiverCom earlier this year. Equipment recommendations are included in the 2013 Annual Budget. A copy of the Athena Follow-Up Audit Report was provided to Board members.
- C. Fire Grant – State Audit  
The 2009 DHS Firefighter Assistance Grant audit has been completed; a pre-exit audit meeting took place at the end of September. The final Exit Audit Conference was expected to take place at the end of October. At this time, however, the Exit Audit Conference has not been scheduled pending review by State Auditor's legal counsel.
- D. State E911 Office  
In October both State E911 office personnel and The Altavista Group (consultants hired by the State E911 office) visited RiverCom. They were here for two reasons: 1) gather information about the suitability of RiverCom's role in a Hub/Remote or Vender Hosted solution; 2) provide a review and evaluation of current GIS/MSAG status of the two-county GIS data in comparison to a point-layer system to meet NG911 i3 Standards. Both parties were very pleased with the RiverCom facility, operations, and care of the equipment.
- E. Lower Badger Property  
The meeting tentatively set with the Bromiley-Owner group to discuss Lower Badger property line adjustments is to be rescheduled. The Board suggested that legal counsel be present at the meeting to expedite the process. Humphrey also noted that the building has been inspected for needed repairs. Northwest Tower Engineers are providing a report and recommendation to replace the tower at the site.
- F. Radio Simulcast Cut-Over Project  
The radio simulcast cut-over took place as scheduled on October 17, 2012. For the most part, the cut-over went as planned with the exception of a radio interference issue on the Law 1 radio frequency. A meeting is scheduled for November 8, 2012 with Day Wireless Systems and other impacted parties to address the issues and discuss possible solutions to resolve the issue. A letter has been drafted stating the problem and non-acceptance of the project per the terms of the contract. The letter has been reviewed by RiverCom legal counsel. A copy of the letter was provided to Board members for review. A further discussion took place about the solutions be considered.

G. Back-Up Site at Wenatchee Valley College

The back-up dispatch center has been established at Wenatchee Valley College. The next step will be to start training personnel and troubleshoot any issues.

FINANCIAL REPORTS

Financial reports were provided to the Board for review. Interim Director Grupp reviewed the following items:

2012 YTD Expenditures:

As of October 31, 2012, actual expenditures recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 2,667,079	70.08%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 26,587	82.47%
Communications Tax Account	\$ 1,915,750	65.30%
<b>Total:</b>	<b>\$ 4,609,416</b>	<b>68.07%</b>

2012 YTD Revenue:

As of October 31, 2012, actual revenue received recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 251,222	84.21%
Local E911 Excise Tax	\$ 841,010	85.82%
Agency Assessments	\$ 2,016,455	84.07%
Communications Tax Revenue	\$ 1,623,670	85.34%
Site Leases	\$ 11,876	118.76%
Outside Revenue and Grants (Capital)	\$ 757	0%
Grant Repayment – DCFD#3	\$ 3,544	100.00%
<b>Total:</b>	<b>\$ 4,748,533</b>	<b>84.90%</b>

STAFFING REPORT

A. Director Hiring Process

The Board will conduct an Executive Session at the end of today's meeting to select final candidates for the position of Director. Final candidates will be invited to a panel interviews on November 16, 2012. The Board will conduct a special meeting on November 17, 2012 to interview final candidates moved forward and recommended by the interview panel.

COMMITTEE REPORTS

A. SAA Task Force

Harvey Gjesdal reported that members of the SAA Task Force reconvened on October 31, 2012 to explore possible options to establish internal SAA management. The matter of utilizing an inter-agency employee for SAA services will be deferred to the leadership of the participating agencies. This decision will not include RiverCom or the direction of the RiverCom Administrative Board.

B. RiverCom Operations Group (ROG)

Phil Mosher briefly reported on the RiverCom Operations Group meeting that took place November 6, 2012.

OLD BUSINESS

A. Staff Assignment: Oktoberfest

Operations Manager Jones provided the Board with an account of 2012 Oktoberfest Incidents and discussed how incidents are logged for the annual Oktoberfest event in Leavenworth.

B. Staff Assignment: Hiring Process

The Board was provided with a revised pre-employment letter for review. The letter has been reviewed and approved by RiverCom legal counsel.

C. Staff Assignment: Use of RiverCom Equipment Room

At the Board's request, RiverCom staff prepared a draft policy addressing the use of RiverCom's equipment room by other agencies. After further consideration of current events, Interim Director Grupp recommended the Board table the policy until we have more information about possible State requirements. It was the consensus of the Board to table the policy.

NEW BUSINESS

A. RiverCom Administrative Policy: Payroll Administration

RiverCom Administrative Policy: Payroll Administration was previously provided to the Board for review. Interim Director Grupp noted that the policy has been reviewed and approved by RiverCom legal counsel; the RiverCom Guild has had the opportunity to comment on the policy but did not provide a final response by the requested due date. Grupp asked the Board how they would like to move forward.

***A MOTION*** was made by Board Member Barnhart to approve RiverCom Administrative Policy: Payroll Administration as presented. Board Member Veeder seconded the motion. The motion passed unanimously.

CORRESPONDENCE AND INFORMATIONAL ITEMS

- Email from Dave Baker as notification that he has been appointed as the Interim Fire Chief for Douglas County Fire District #2 following Chief Charlie Fenton's retirement. Chief Baker will temporarily serve as the Board Ex-Officio representing the North Central Washington Chief's Association replacing Fenton's position until such time that a permanent appointment is made.
- Recruitment Brochure prepared by Confidential Administrative Assistant Engler for the Wenatchee High School and College Work Fair held on November 6, 2012. Operations Manager Jones and Confidential Administrative Assistant Engler represented RiverCom at the event.
- On November 13-15 Interim Director Grupp and Operations Manager Jones will be attending the State E911 Advisory Committee Meeting, the Policy Sub-Committee Meeting, and the NG911 Sub-Committee Meeting. As part of the Core Group working with the State E911 and

Altavista Group project, Grupp will be reviewing Altavista's initial report of their findings. The report is based on information gathered from twenty (20) 911 centers across Washington State.

GOOD OF THE ORDER

- Board Member Mosher stated the radio simulcast cut-over was seamless and that agencies were very pleased with the overall radio system and how it is functioning.

EXECUTIVE SESSION

At 10:06 AM, the regular meeting recessed into Executive Session to review and discuss applicants for the position of Director. Retired Director Mildred Tirapelle was present to review applications as the Hiring Coordinator for the recruitment and hiring process.

At 10:27 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 10:27 AM.

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

ATTEST:

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Criselia Grupp, Interim Director  
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*