

# RIVERCOM 911

## RiverCom Administrative Board

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

### Meeting Minutes

Wednesday, December 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*

#### Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*  
Keith Vradenberg, *Mayor, City of Entiat*

#### RiverCom Personnel Present:

Criselia Grupp, *Administrative Services Manager, Interim Director*  
Jackie Jones, *Operations Manager*  
Jerry Corder, *Information Technology Manager*  
Josh Humphrey, *Radio Systems Technical Manager*  
Staci Engler, *Confidential Administrative Assistant*

#### Others/Audience Present:

Jim Brown, *Wenatchee Police Department*  
Dee Gutierrez, *RiverCom Dispatchers Guild*

- A. CALL TO ORDER - Chairman Goehner called the meeting to order at 9:01 AM. Board Member Snyder led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS - Chairman Goehner welcomed meeting attendees.
- C. APPROVAL OF AGENDA - The agenda was approved as presented.
- D. STANDING AGENDA
1. Consent Agenda
    - a. Approve Board Meeting Minutes for November 7, 2012
    - b. Approve Special Board Meeting Minutes for November 17, 2012
    - c. Approve November Payroll and Benefits in the amount of \$242,222.16
    - d. Approve Accounts Payable Vouchers in the Amount of \$155,806.97 for December 12, 2012
      - i. Maintenance and Operations Account \$ 82,159.44
      - ii. General Communications Tax Account \$ 19,199.34
      - iii. Communications Tax Capital Projects Account \$ 54,448.19
- Total Vouchers: \$ 155,806.97

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

2. Board Chair Report

Chairman Goehner reported on the following items:

- a. A Letter of Appreciation from the Board was provided to Board Member Mosher for his service to the Board in 2012. Mosher's term as a voting Board representing the RiverCom Operations Group will end December 31, 2012.
- b. A Welcome Letter will be sent to Brian Pulse, EMS Director at Cascade Medical Center; Pulse takes the rotation of the voting Board position representing the RiverCom Operations Group effective January 1, 2013. Pulse served as the Chair of the RiverCom Operations Group in 2012.
- c. James Fosse has accepted an offer of employment for the position of Director and is expected to begin employment on March 1, 2013.

3. Director's Report

Interim Director Grupp reported on the following items:

a. Simulcast Radio System Issues

The Board was provided with an update on the status of the Law 1 radio interference issues resulting from the Simulcast Radio System that was cut-over in October. A proposed solution has been agreed upon between the impacted parties and is now pending Motorola's review and confirmation that the solution will effectively resolve the issue before proceeding.

b. Lower Badger – Property Line Adjustment

A meeting took place on November 29, 2012 with the Bromileys to discuss options regarding the property line adjustment at the Lower Badger property. A short discussion followed. A site survey is also being conducted to specifically determine the level of asbestos that may be at the site.

4. Radio Site Reports

Radio Systems Technical Manager Humphrey provided a brief report on the status of radio sites.

5. Staffing Report

a. Emergency Services Dispatcher

Two (2) candidates are in the pre-employment phase of the hiring process for the position of Emergency Services Dispatcher.

b. Director

Wenatchee Police Department is currently working on the background check for the Director position. Chairman Goehner noted that he was pleased with the recruitment process and the quality of the candidates that applied for the Director position and was positive about the process and the outcome.

6. State E911 Office Report

- a. The State E911 Office announced that Bill Peters has been hired effective December 10, 2012 to fill the vacant position of E911 Customer Support Section Supervisor.
- b. The State E911 Office has approved an additional purchase of a clock synchronizer. The purchase is expected to cost about \$10,000 and will be purchased from the 2013 Annual Budget.

7. Monthly Financial Reports

Financial reports were provided to the Board for review.

2012 YTD Expenditures:

As of November 30, 2012, actual expenditures recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 3,084,718	81.05%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 26,587	82.47%
Communications Tax Account	\$ 1,986,570	67.71%
<b>Total:</b>	<b>\$ 5,097,875</b>	<b>75.28%</b>

2012 YTD Revenue:

As of November 30, 2012, actual revenue received recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 251,354	84.25%
Local E911 Excise Tax	\$ 926,567	94.55%
Agency Assessments	\$ 2,207,030	92.02%
Communications Tax Revenue	\$ 1,623,670	94.53%
Site Leases	\$ 13,454	134.54%
Outside Revenue and Grants (Capital)	\$ 757	0%
Grant Repayment – DCFD#3	\$ 3,544	100.00%
<b>Total:</b>	<b>\$ 5,201,156</b>	<b>92.99%</b>

8. Operations Report

- a. Operations Manager Jones briefly reviewed the status of the back-up dispatch facility at Wenatchee Valley College. The focus has been getting equipment up and running. Jones will begin working with Supervisors to implement procedures and training.

9. Committee Reports

a. RiverCom Operations Group (ROG)

Phil Mosher reported that the new Chairperson for the RiverCom Operations Group in 2013 will be Kent Sisson; Sisson is a Sergeant of Special Operations/Emergency Management with Chelan County Sheriff's Office.

b. SAM

Jim Brown briefly reported on the most recent SAM meeting. He reported that local EMS agencies are interested in connecting to the Spillman CAD system. The SAM group will evaluate the matter.

E. OLD BUSINESS

1. State Audit – Fire Grant

The State Auditor's Office conducted an Audit Exit Conference on December 7, 2012. Board Members Goehner and Barnhart were present. RiverCom is receiving an immaterial finding for an item relating to the documentation and certification of prevailing wages required for federal grants. RiverCom will have the opportunity to write a response and have it included with the Final Audit Report.

F. NEW BUSINESS

Interim Director Grupp noted that the policies presented have been reviewed and approved by RiverCom legal counsel and that the RiverCom Guild had the opportunity to comment on the policies.

1. RiverCom Administrative Policy: Credit Cards

RiverCom Administrative Policy: Credit Cards was previously provided to the Board for review.

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

2. RiverCom Administrative Policy: General Travel

RiverCom Administrative Policy: General Travel was previously provided to the Board for review.

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

3. Election of 2013 RiverCom Administrative Board Chair and Vice-Chair

Chairman Goehner stated that he would entertain a motion to nominate a 2013 Chair to the RiverCom Administrative Board. A short discussion took place about the possibility of implementing a set rotation.

1. **A MOTION** was made by Board Member Barnhart to elect Dale Snyder as the 2013 Chair of the RiverCom Administrative Board. Board Member Veeder seconded the motion. The motion passed unanimously.
2. **A MOTION** was made by Board Member Snyder to elect Tony Veeder as the 2013 Vice-Chair of the RiverCom Administrative Board. Board Member Barnhart seconded the motion. The motion passed unanimously.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS

- Letter from AWC Risk Management Service Agency (RMSA) announcing 2013 agency assessment for liability insurance premium. The 2013 premium reflects a 12% decrease from the previous year.

RMSA Program Manager Janice Howard was present; she will prepare a historical report of claims and deductible options to reevaluate our current needs and cost of premiums.

- Letter from Bradley Coughenour dated 11/18/12 thanking Board and staff for the opportunity to interview for the Director position.

H. GOOD OF THE ORDER - There were no items brought forward.

I. EXECUTIVE SESSION

1. At 9:46 AM, the regular meeting recessed into Executive Session for 45 minutes to discuss a legal matter. Also present were RiverCom legal counsel Stan Bastian, legal representative Steve Lamberson, AWC RMSA Program Manager Janice Howard, and retired Director Mildred Tirapelle.

The Executive Session was extended for an additional 30 minutes.

At 11:00 AM the Board reconvened into regular session. No action was taken.

2. EXECUTIVE SESSION

At 11:02, the regular meeting recessed into Executive Session not to exceed 30 minutes to discuss a RiverCom Guild issue. Also present was RiverCom legal counsel Stan Bastian.

At 11:20 AM the Board reconvened into regular session. No action was taken.

J. 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:

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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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Brian Pulse, EMS Director, *Cascade Medical Center, RiverCom 911 Operations Group*