

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, January 9, 2013

Administrative Board Members Present:

Dale Snyder, *Commissioner, Douglas County (Chairman)*
Tony Veeder, *Councilmember, City of Wenatchee (Vice-Chairman)*
Keith Goehner, *Commissioner, Chelan County*
Wayne Barnhart, *Councilmember, City of East Wenatchee*
Brian Pulse, *EMS Director, Cascade Medical Center*

Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*

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*
Mike Burnett, *Chief, Chelan County Fire District #1*

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 AM. Board Member Pulse led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS - Chairman Snyder welcomed those present; attendees introduced themselves.
- C. APPROVAL OF AGENDA - The agenda was approved as presented.
- D. STANDING AGENDA
 1. Consent Agenda
 - a. RiverCom Administrative Board Meeting Minutes, December 12, 2012
 - b. Payroll and Benefits for December 2012 in the amount of \$ 227,416.79
 - c. December 2012 Vouchers in the amount of \$51,051.12 for payment on January 9, 2013
 - i. Maintenance and Operations Account \$ 43,635.95
 - ii. General Communications Tax Account \$ 820.14
 - iii. Communications Tax Capital Projects Account \$ 6,595.03

- d. January 2013 Vouchers in the amount of \$26,395.72 for payment on January 9, 2013
- | | |
|--|--------------|
| i. Maintenance and Operations Account | \$ 22,234.11 |
| ii. General Communications Tax Account | \$ 1,506.23 |
| iii. Communications Tax Capital Projects Account | \$ 2,655.38 |

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

2. Board Chair Report

- a. Chairman Snyder welcomed new Board Member Brian Pulse; Pulse is the EMS Director at Cascade Medical Center in Leavenworth, WA and serves as a voting member for the year 2013 representing the RiverCom Operations Group (ROG).

3. Director's Report

Interim Director Grupp reported on the following items:

a. Simulcast Radio System Issues

RiverCom continues to work with Motorola to resolve the Law 1 radio interference issues that resulted from the Simulcast Radio System cut-over in October. Depending on coordination with Douglas County Sheriff's Office, the situation is expected to be resolved either February 15 or March 25. Interim Director Grupp has a meeting scheduled with Motorola next week and will have more information to report on at the February Board meeting.

b. Lower Badger – Property Line Adjustment

Interim Director Grupp will be meeting with Steve Crossland and Kirk Bromiley on January 9, 2013 to discuss the property line adjustment for the Lower Badger Radio Site.

4. Radio Site Reports

Radio Systems Technical Manager Humphrey provided a brief report on radio site projects. It was also noted that RiverCom radio equipment has not been impacted by recent winter storms.

5. Staffing Report

a. ESD Recruitment and Hiring

- Matthew Davis was hired for the position of Emergency Services Dispatcher; he started employment on January 2, 2013. Davis will be assigned to the in-house training academy with Training Coordinator Molly Elliott.
- One (1) candidate is in the final pre-employment phase of the hiring process for the position of Emergency Services Dispatcher.
- RiverCom is currently advertising for the remaining one (1) open Emergency Services Dispatcher position.

6. State E911 Office Report

- a. Interim Director Grupp will be attending State E911 meetings on January 15-17, 2013 at Camp Murray, WA.
- b. Reviewed informational item reported and published by The News Tribune on December 29, 2012 regarding investigation of State E911 Office. Grupp also shared information from a King County News Release dated December 17, 2012 regarding Text-to-911 service soon to be available in King County. King County is the first County in Washington State that has the necessary equipment to received text messages.

7. Monthly Financial Reports

Financial reports were provided to the Board for review.

2012 YTD Expenditures:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 3,424,555	89.98%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 26,587	82.47%
Communications Tax Account	\$ 2,081,229	70.94%
Total:	\$ 5,532,372	81.70%

2012 YTD Revenue:

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

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 251,490	84.30%
Local E911 Excise Tax	\$ 1,012,991	103.37%
Agency Assessments	\$ 2,396,770	99.93%
Communications Tax Revenue	\$ 1,967,206	103.40%
Site Leases	\$ 15,010	150.10%
Outside Revenue and Grants (Capital)	\$ 757	0%
Grant Repayment – DCFD#3	\$ 3,544	100.00%
Total:	\$ 5,648,069	100.98%

8. Operations Report

- a. Operations Manager Jones reported on a recent incident involving law enforcement; Chelan County Sheriff Brian Burnett issued a Letter of Appreciation to the Dispatch team that worked the incident.

9. Committee Reports

a. SAM

Jim Brown provided a brief report on SAM meeting that took place on January 8, 2013.

b. RiverCom Operations Group (ROG)

Board Member Pulse reported on the ROG meeting that took place January 8, 2013. Steve Reinke spoke to the group about the possibility of disbanding the CW LERN (Central Washington Law Enforcement Regional Network). A CW LERN Interlocal agreement was originally created in 1993 between seven counties including Chelan and Douglas to operate a mutual radio network that would enable them to communicate during emergencies. With other available technology in place, there has not been a need to utilize the system. Reinke will draft an exit-strategy letter on behalf of county agencies requesting withdrawal from the Network.

An initiative was also brought up to implement a shared, interoperable bank of frequencies that can be used for major incidents.

E. OLD BUSINESS

1. Staff Assignment: AWC Risk Management History and Rates

Interim Director Grupp reviewed a report provided by AWC RMSA Program Manager Janice Howard showing RiverCom's claim history, deductible options, and rates. A brief discussion followed.

F. NEW BUSINESS

1. RiverCom Administrative Policy: Meeting Meals

RiverCom Administrative Policy: Meeting Meals was previously provided to the Board for review. Following suggested changes, it was the consensus of the Board to bring the policy back to the February Board meeting.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS

- Letter of Appreciation to RiverCom Dispatchers from Brian Burnett, Chelan County Sheriff, dated 12/19/12.
- News Tribune article on State E911 Office, dated 12/29/12 and 12/30/12.

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

I. EXECUTIVE SESSION

1. At 10:00 AM, the regular meeting recessed into Executive Session for 10 minutes to discuss a legal matter. At 10:10 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 10:10 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 Dale Snyder, *Commissioner, Douglas County*

Vice Chairman Tony Veeder, *Council Member, City of Wenatchee*

Keith Goehner, *Commissioner, Chelan County*

Wayne Barnhart, *Council Member, City of East Wenatchee*

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