

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, February 13, 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 (Absent)*
Brian Pulse, *EMS Director, Cascade Medical Center*

Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Tom Robbins, *Chief, Wenatchee Police Department*
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 Fosse, *Incoming Director, RiverCom 911*
Dee Gutierrez, *RiverCom Guild President*

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 AM and 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, January 9, 2013
 - b. Payroll and Benefits for January 2013 in the amount of \$ 233,815.95
 - c. February 2013 Vouchers in the amount of \$92,210.17 for payment on February 13, 2013
 - i. Maintenance and Operations Account \$ 59,412.39
 - ii. User Equipment Replacement \$ 14,994.57

iii. General Communications Tax Account	\$ 12,240.91
iv. Communications Tax Capital Projects Account	\$ 5,562.30

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

2. Board Chair Report

a. Chairman Snyder welcomed Jim Fosse as the new incoming Director of RiverCom 911.

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. RiverCom is in the process of finalizing a Memorandum of Understanding with the Grain Growers in Brewster. Work is anticipated to be completed before Apple Blossom Festival.

b. Lower Badger – Property Line Adjustment

Interim Director Grupp met with Steve Crossland and Kirk Bromiley on January 9, 2013 to discuss the property line adjustment for the Lower Badger Radio Site. RiverCom made a proposal regarding a property line adjustment and is now waiting for a response.

4. Radio Site Reports

Radio Systems Technical Manager Humphrey provided a brief report on radio site projects.

5. Staffing Report

a. Emergency Services Dispatcher Recruitment and Hiring

- Interviews for the position were conducted on February 6, 2013. Two (2) candidates are moving forward to the second part of the interview process.
- One (1) candidate is in the final pre-employment phase of the hiring process.

b. Interim Director Grupp briefly reviewed some comparative hiring statistics.

6. State E911 Office Report

a. The State E911 Office recently conducted an annual mid-year review of county operation and CPD contracts to identify if the county needs additional funds or needs to de-obligate funds. RiverCom had a successful review; based on the revenue collected, an amendment will be needed for the Chelan County Operations Contract because the wireless revenue received so far is more than was anticipated at the time the Contract was approved.

b. The State will start the application process for 2014 E911 County Contracts at the end of February. The State is returning to a 1-year contract period.

- c. The State E911 Office is working toward finalizing a contract with AltaVista Consultant Company to replace old 911 phone systems in Washington; the goal is to complete the contract this month and to distribute at the March Spring Coordinator’s Forum.
- d. The State E911 Office and the APCO Legislative Committee are encouraging E911 coordinators to communicate to state representatives about the importance of protecting and maintaining designated E911 funds.
- e. The State E911 March Coordinator’s Forum is scheduled for March 18-22, 2013.

7. Monthly Financial Reports

Financial reports were provided to the Board for review. Interim Director Grupp also provided an explanation regarding the 2012 ending fund balance.

2013 YTD Expenditures: As of January 31, 2013, actual expenditures were recorded as follows:

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	242,151	6.02%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	- 0 -	0%
Communications Tax Account	17,981	.78%
TOTALS:	260,132	3.99%

2013 YTD Revenue: As of January 31, 2013, actual revenue received was recorded as follows:

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	159	0.05%
Local E911 Excise Tax	84,307	8.52%
Agency Assessments	226,579	9.48%
Communications Tax Revenue	150,990	8.06%
Site Leases	700	1.06%
Outside Revenue and Grants (Capital)	71	0.00%
TOTALS:	5,648,069	8.25%

8. Operations Report

Operations Manager Jones reported on the following:

- a. RiverCom Supervisor Lynn Palmer recently completed a Chelan-Douglas map-book with Lori Biedler. An electronic version of the map-book will go into effect after a review and training period.
- b. A chart showing call statistics for 2012 was provided to the Board. Jones also addressed improvements made through the Quality Assurance (QA) program.

9. Committee Reports

a. RiverCom Operations Group (ROG)

Board Member Pulse reported on the ROG meeting that took place February 12, 2013. He noted that the paperwork to disband CW LERN (Central Washington Law Enforcement Regional Network) is in process.

b. SAA Designation

Harvey Gjesdal provided a follow-up report on the status of an SAA designation.

c. Spillman Administration Management

It was reported that local private ambulance companies are seeking access to the Spillman system and maps.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS – There was no new business.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS

- Email from AWC Risk Management Service Agency (RMSA) dated January 14, 2013 regarding recent staffing changes.

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

- The AWC WellCity Award Application was completed and submitted on January 31, 2013. A WellCity Award results in a 2% discount of medical insurance premiums for 2014.
- RiverCom employees are scheduled to receive Suicide Prevention Training on February 20, 2013.

I. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 10:07 AM.

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

ATTEST:

Criselia Grupp, Administrative Services Manager
Secretary to the Board

Date

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Chairman Dale Snyder, *Commissioner, Douglas County*

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

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