

# RIVERCOM 911

## RiverCom Administrative Board

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

### Meeting Minutes

Wednesday, April 10, 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:

Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*  
John Wisemore, *Undersheriff, Chelan County Sheriff's Office*  
Tom Robbins, *Chief, Wenatchee Police Department*  
Keith Vradenberg, *Mayor, City of Entiat*

#### RiverCom Personnel Present:

Jim Fosse, *Director*  
Criselia Grupp, *Administrative Services Manager*  
Jackie Jones, *Operations Manager*  
Staci Engler, *Confidential Administrative Assistant*

#### Others/Audience Present:

Curt Lutz, *Director, Chelan County Jail*  
Jim Brown, *Wenatchee Police Department*  
Stan Smoke, *Chief, Wenatchee Fire and Rescue*  
Kurt Middleton, *Lifeline Ambulance*  
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, March 13, 2013
    - b. Payroll and Benefits for March 2013 in the amount of \$ 245,007.42
    - c. April 2013 Vouchers in the amount of \$95,501.04 for payment on April 10, 2013

i. Maintenance and Operations Account	\$ 54,563.40
ii. General Communications Tax Account	\$ 19,009.83
iii. Communications Tax Capital Projects Account	\$ 21,927.81

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

2. Board Chair Report – There was no report.

3. Director’s Report

Director Fosse reported on the following items:

- a. RiverCom is working toward a May 17 date for the Law Simulcast cut-over. The timeframe is dependent on a crystal filter that needs to be grown by a manufacturer.
- b. Chief Robbins said that he appreciated all of the work Radio Systems Technical Manager Humphrey has done to trouble-shoot the Wenatchee Police Department frequency issues.
- c. Director Fosse has been in contact with a surveyor regarding survey work that needs to be completed at the Lower Badger site.
- d. RiverCom experienced a power outage on Sunday which took down the CAD system. The cause of the problem is believed to have been remedied.

4. Radio Site Reports – There was no report

5. Staffing Report

a. Emergency Services Dispatcher Recruitment and Hiring

- Dawn Gregory has been hired for one of the Emergency Services Dispatcher positions. She started employment on April 5, 2013 and will be assigned to the Training Academy.
- One (1) candidate is still working through the pre-employment process.
- One (1) candidate is completing the interview process.

6. State E911 Office Report

- a. Robert Ezelle has been promoted to the position of Director of the Washington State Emergency Management Division effective April 5, 2013. The State 911 Office is currently down several key positions including the State E911 Homeland Security Unit Manager position that Ezelle vacated.
- b. The State Senate just presented a bi-partisan budget proposal that reduces the State E911 bi-annual budget for 2013-2015 by \$4 million in addition to a major sweep of E911 funds ear-marked for the build-out of the NG911 system. Both parts of the proposal would significantly impact funding. There is no plan for the State to reimburse any monies taken from the fund.

- c. Director Fosse and Administrative Services Manager Grupp are scheduled to travel to Olympia on April 17, 2013 to meet with State Representative Brad Hawkins about budget and funding issues; they will be working to message local electives about the impact of budget cuts to RiverCom and the 911 system.
- d. The AltaVista report was set to come out at the end of March. The numbers have not yet been released; we are waiting on the report to be finalized.

7. Monthly Financial Reports

Financial reports were provided to the Board. Administrative Services Manager Grupp reviewed financial reports.

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

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	782,249	19.45%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,556	90.22%
Communications Tax Account	115,722	5.00%
TOTALS:	920,527	14.13%

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

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	350	0.12%
Local E911 Excise Tax	251,234	25.40%
Agency Assessments	656,590	27.46%
Communications Tax Revenue	531,457	28.37%
Site Leases	2,457	3.73%
Outside Revenue and Grants (Capital)	169	-
TOTALS:	1,442,257	25.70%

- A short discussion took place about the Communication Tax revenue amount recorded as \$70,000 more than expected and the resulting spike in revenue for December 2012.
- The State E911 Office has approved an additional \$10,000 in expenditures for the current contract year for UPS generator batteries.
- The State E911 office has also made available a one-time offer of \$40,000 for the purchase of a new voice recorder. A new recorder would replace the equipment installed in 2005. RiverCom issued a Request for Proposals (RFP) for a Digital Voice Recording System on April 3, 2013. Bids are due on April 16, 2013.

8. Operations Report

Operations Manager Jones reported on the following items:

- a. A Spillman patch was installed this morning.
- b. The Telecommunicators Awards Ceremony will take place immediately following the Board meeting.

9. Committee Reports

a. RiverCom Operations Group (ROG)

Board Member Pulse briefly reported on the ROG meeting that took place April 9, 2013. Steve Reinke was present at the ROG meeting and provided the group with a status on the CW LERN LERN (Central Washington Law Enforcement Regional Network).

b. RiverCom Wellness Committee

Director Fosse has appointed Staci Engler as the RiverCom Wellness Program Coordinator. Criselia Grupp has held the position for the past three (3) years. Engler reported that the Wellness Committee completed the application for the 2013 WellCity Award application at the end of January and are now just waiting to find out if we receive the award. The award includes a 2% discount on medical insurance premiums for the year 2014. Engler will be providing the Board with a Wellness Committee update on a quarterly basis.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS

The following policies were discussed with the RiverCom Dispatchers Guild as previously agreed through labor-management mediation and revised as the result of discussion. The revised policies have been approved by the Guild and RiverCom legal counsel as presented:

1. RiverCom Administrative Policy: Organizational Structure and Chain of Command
2. RiverCom Administrative Policy: General Travel

***A MOTION** was made by Board Member Veeder to approve 1.) RiverCom Administrative Policy: Organizational Structure and Chain of Command and, 2.) RiverCom Administrative Policy: General Travel as presented. The motion was seconded by Barnhart. The motion passed unanimously.*

G. CORRESPONDENCE AND INFORMATIONAL ITEMS

1. Washington State Proclamation of “Public Safety Telecommunications Week” for April 14-20, 2013, signed by Governor Jay Inslee on March 29, 2013.

H. GOOD OF THE ORDER

1. Director Fosse addressed questions about communication problems at Rock Island and the plan to test and resolve issues.
2. Board Member Barnhart reported on fraud training he attended as part of a Wastewater Conference.

I. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 9:46 AM.

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

ATTEST:

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Jim Fosse, Director  
Secretary to the Board

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Date

**RiverCom 911 Administrative Board Members:**

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Chairman Dale Snyder, *Commissioner, Douglas County*

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

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Keith Goehner, *Commissioner, Chelan County*

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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*