

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, May 8, 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:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*
Keith Vradenberg, *Mayor, City of Entiat*
Dave Baker, *Chief, Douglas County Fire District #2*

RiverCom Personnel Present:

Jim Fosse, *Director*
Jackie Jones, *Operations Manager*
Jerry Corder, *IT Manager*
Josh Humphrey, *Radio Systems Technical Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Dee Gutierrez, *RiverCom Guild President*

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 AM. Board Member Barnhart 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, April 10, 2013
 - b. Bid Opening Minutes for Digital Voice Recording System, April 17, 2013
 - c. Payroll and Benefits for April 2013 in the amount of \$ 242,596.25
 - d. May 2013 Vouchers in the amount of \$51,193.20 for payment on May 8, 2013

i. Maintenance and Operations Account	\$ 29,448.80
ii. User Equipment Replacement	\$ 103.77
iii. General Communications Tax Account	\$ 9,397.87
iv. Communications Tax Capital Projects Account	\$ 13,242.76

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. Simulcast system issues reported by Douglas County Sheriff’s Office. Issues are being worked but will require a permanent, engineered solution.
- b. RiverCom received two (2) bids for a Digital Voice Recording System. After a comparative review of the bids, the Bid was awarded to FIRSTLINE Business Solutions as the lowest, responsible bidder. Their bid came in at \$40,664.00, without sales tax.

A MOTION was made by Board Member Goehner to approve the award of the bid for a Digital Voice Recording System to FIRSTLINE Business Solutions. The motion was seconded by Board Member Veeder and passed unanimously.

- c. The survey work at Lower Badger is on schedule. Fosse will contact the Board when the work is complete to schedule a visit to the site.

4. Radio Site Reports – There was no further report.

5. Staffing Report

- a. Emergency Services Dispatcher Recruitment and Hiring:
 - Dawn Gregory rendered her resignation from the position of Emergency Services Dispatcher after three (3) weeks in training academy.
 - One (1) candidate is still working through the pre-employment process.

6. State E911 Office Report

- a. The State E911 Office has appointed Kurt Hardin as the Interim Manager to oversee the State E911 Office while a recruitment process is conducted to permanently replace the vacant E911 Unit Manager position. The delay of appointing a permanent individual who is involved and engaged with the program places the program back by several months.
- b. Director Fosse and Administrative Services Manager Grupp traveled to Olympia, WA on April 17, 2013 to meet with State Representative Brad Hawkins and Senator Linda Evans Parlett to discuss issues regarding the E911 budget and program funding. One area of particular concern is that State E911 user agencies are restricted in the use of E911 revenue but yet the State is using dedicated E911 funds for non-E911 expenditures.

- c. The Altavista report has been completed. The report was meant to provide information that would help determine how to best move forward in replacing the 911 telephone system around the state. The recommendation to the State E911 Office from Altavista is to implement a cloud-hosted solution even though the financial data within the report suggests remaining status-quo is probably the most cost-neutral option. A group of PSAP Directors will discuss these issues next week following the E911 Advisory Committee meeting at Camp Murray; PSAP Directors are working on a letter to express their fundamental disagreement with the report.

7. Monthly Financial Reports

Financial reports were provided to the Board:

2013 YTD Expenditures: As of April 30, 2013, actual expenditures were recorded as follows:

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	1,064,793	26.47%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,556	90.22%
Communications Tax Account	171,245	7.40%
TOTALS:	1,258,594	19.33%

2013 YTD Revenue: As of April 30, 2013, actual revenue received was recorded as follows:

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	455	0.16%
Local E911 Excise Tax	333,121	33.68%
Agency Assessments	857,647	35.87%
Communications Tax Revenue	671,045	35.83%
Site Leases	3,763	5.71%
Outside Revenue and Grants (Capital)	224	-
TOTALS:	1,866,254	33.25%

- Board Member Barnhart briefly reported on training he recently attended and the importance of taking measures to prevent fraud.

8. Operations Report

Operations Manager Jones reported on the following items:

- a. The Apple Blossom Festival went well; there are no issues or major incidents to report. RiverCom is now preparing for Memorial Day weekend.
- b. A Fire/EMS TAC meeting is scheduled for May 22, 2013 at 3:00 PM at RiverCom.
- c. The Law 1 & 2 Simulcast cut-over is scheduled for May 17, 2013.

9. Committee Reports

a. Addressing Committee

The Addressing project is continuing to move forward and will start focusing on re-addressing Union Valley. An informational community meeting is scheduled for next week in Chelan.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS

1. A Spillman administrators meeting took place yesterday where a discussion took place about splitting-off the RiverCom server from Chelan and Douglas county servers so that equipment failures and issues originating at other agencies do not take down RiverCom systems. IT Manager Corder described some recent scenarios where the current configuration has been problematic and has significantly impacted RiverCom functions and operations. Director Fosse added that the greatest concern is that shared data, communication, and flexibility be maintained while securing the RiverCom system.

RiverCom is scheduled to meet with Spillman on Thursday to further look into the matter. RiverCom will invite Chelan and Douglas County IT Managers to attend the meeting.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS

There were no further items.

H. GOOD OF THE ORDER

1. AWC has selected Derek Bryan as the new AWC RMSA Program Manager; Bryan has served as the Interim Program Manager since January 2013.
2. Director Fosse reported that RiverCom has earned the AWC 2013 WellCity Award of Excellence. RiverCom has earned a WellCity award for the third consecutive year. The award provides a 2% discount for medical insurance premiums for the year 2014.

I. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 9:43 AM.

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

ATTEST:

Jim Fosse, 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*