

# RIVERCOM 911

## RiverCom Administrative Board

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

### Meeting Minutes

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

#### Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*  
Don Culp, *Undersheriff, Douglas County Sheriff's Office, (Substitute for Harvey Gjesdal)*  
Keith Vradenberg, *Mayor, City of Entiat*  
Rinita Cook, *Regional Training Coordinator, North Central Emergency Care Council*

#### RiverCom Personnel Present:

Jim Fosse, *Director*  
Criselia Grupp, *Administrative Services Manager*  
Jackie Jones, *Operations Manager*  
Josh Humphrey, *Radio Systems Technical Manager*  
Staci Engler, *Confidential Administrative Assistant*

#### Others/Audience Present:

Mike Dingle, *Emergency Manager, Douglas County Sheriff's Office*  
Curt Lutz, *Director, Chelan County Jail*  
Dee Gutierrez, *RiverCom Guild President*  
Taylor Kenck, *Legislative Assistant to Representative Brad Hawkins (12<sup>th</sup> Legislative District)*

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 AM. Board Member Veeder led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS - Chairman Snyder welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA – After a short discussion, a request was made to delete Item J: Site Visit to Lower Badger Property from the agenda; the item will be tabled until a later date. A request was made to add public comment by Taylor Kenck under Item D, Number 2: Board Chair Report. The agenda was approved with the requested changes.

## D. STANDING AGENDA

### 1. Consent Agenda

- a. RiverCom Administrative Board Meeting Minutes, June 12, 2013
- b. Payroll and Benefits for June 2013 in the amount of \$ 244,541.09
- c. July 2013 Vouchers in the amount of \$58,382.81 for payment on July 10, 2013
  - i. Maintenance and Operations Account \$ 38,859.61
  - ii. General Communications Tax Account \$ 18,104.22
  - iii. Communications Tax Capital Projects Account \$ 1,418.98

***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 gave the floor to Legislative Assistant Taylor Kenck for public comment. Kenck introduced himself and noted that Representative Brad Hawkins has established a new office in Wenatchee at 11 Spokane Street, Suite 205. Kenck welcomed people to stop by the new office. Board Member Goehner and Director Fosse briefly addressed some of the significant issues that are impacting RiverCom.

### 3. Director's Report

Director Fosse reported on the following items:

- a. Shawn Fitzpatrick of Fitzpatrick Surveying, PLLC has been working diligently to complete the site survey work at the Lower Badger property. Director Fosse provided a synopsis of the difficulties Fitzpatrick has encountered in working to complete the survey. It appears that previous surveys have been completed but not recorded with the County. Fitzpatrick has the property marked and plans to get a second opinion before submitting the survey for record. Interested Board Members will contact Director Fosse to set up a site visit in the near future.

### 4. Radio Site Reports

- a. RiverCom continues to work on solutions to improve radio transmissions in the Rock Island area. As a temporarily measure, RiverCom is ordering parts to possibly install a receive site until a long-term solution can be reached. The long-term solution is to install a simulcast site in that area. Adcomm Engineering is currently working on an engineering study for a simulcast site. RiverCom expects to receive the study in the very near future.
- b. Radio Systems Technical Manager Humphrey has asked all user agencies to provide information about any areas that have coverage issues. Responses are coming in slowly and are being reviewed. The idea is to provide a comprehensive solution to related issues.

### 5. Staffing Report

- a. Emergency Services Dispatcher Recruitment and Hiring:

- The individual hired for the position of Emergency Services Dispatcher was scheduled to start employment on July 8, 2013 but called the same day as scheduled to report to work to decline employment.
- Three (3) ESD positions now remain vacant. Advertising for the positions is ongoing; we are continuing to accept applications. Interviews are scheduled for July 11, 2013.
- Director Fosse has communicated with the President of Public Safety Testing and has received a proposal for cost of services. Director Fosse noted that the cost is every reasonable and that he plans to include in the 2014 Annual Budget.
- Operations Manager Jones's last day of employment is set for July 16, 2013. A process to replace the position will be initiated sometime after the position becomes vacant.

6. State E911 Office Report

- a. Director Fosse and Administrative Services Manager Grupp will be attending an E911 Advisory Committee Meeting at Camp Murray on July 18, 2013. They will meet with State E911 Interim Manager Kurt Hardin and staff following the meeting to talk about the State's bi-annual budget and the monies that are currently unaccounted for in the State's budget.

7. Monthly Financial Reports

Financial reports were provided to the Board. Administrative Services Manager Grupp reported on the following items:

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

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	1,732,508	43.07%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,856	91.43%
Communications Tax Account	576,400	24.91%
<b>TOTALS:</b>	<b>2,331,764</b>	<b>35.80%</b>

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

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	629	.22%
Local E911 Excise Tax	498,687	50.42%
Agency Assessments	1,232,643	51.56%
Communications Tax Revenue	1,013,253	54.10%
Site Leases	4,654	7.06%
Outside Revenue and Grants (Capital)	224	-
<b>TOTALS:</b>	<b>2,750,089</b>	<b>49.00%</b>

- Board Member Vradenberg said that he plans to schedule a budget meeting with Director Fosse and other small city mayors in the near future.

8. Operations Report

Operations Manager Jackie Jones reported on the following:

- a. Fourth of July Weekend went very smoothly; there were no significant incidents of note.

9. Committee Reports – There were no reports.

E. OLD BUSINESS

1. North Central Washington EMS Board Representation

Rinita Cook has been appointed to fill the Ex-Officio (non-voting) North Central Washington EMS representation position on the RiverCom Administrative Board. Cook is the Regional Training Coordinator for the North Central Emergency Care Council. A copy of The Greater Wenatchee EMS and Trauma Care Council Meeting Minutes dated June 5, 2013 were provided to the Board as documentation of her official appointment to the position. Board Members welcomed Cook to the RiverCom Administrative Board.

F. NEW BUSINESS

1. RiverCom Administrative Policy

Director Fosse thanked Guild President Dee Gutierrez and other Guild representatives for their hard work in working through Administrative policies.

The following RiverCom Administrative Policies were previously provided to the Board for review. Director Fosse forwarded the policies for Board approval:

- a. Dress Code and Grooming Standards (Revised)
- b. Disciplinary Actions and Investigations (Revised)
- c. Personal Cell Phones and Communications Devices (Revised)
- d. Meeting Meals
- e. Breastfeeding Support
- f. Domestic Violence Leave

***A MOTION*** was made by Board Member Veeder to approve and adopt RiverCom Administrative Policy as listed a-f. Board Member Pulse seconded the motion. The motion passed unanimously.

2. Job Description: Operations Manager

Director Fosse presented an updated job description for the position of Operations Manager. A job announcement will be advertised within the next few days.

***A MOTION*** was made by Board Member Goehner to approve and adopt the Operations Manager Job Description as presented. Board Member Veeder seconded the motion. The motion passed unanimously.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS - There were no further items.

H. GOOD OF THE ORDER

1. The Administrative Board thanked Operations Manager Jackie Jones for her years of service to RiverCom; Jones has been with RiverCom since its beginning in 2004. Chairman Snyder presented Jones with a Certificate of Appreciation. A reception to honor Jones will take place at RiverCom immediately following the Board meeting.

I. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 9:47 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*